

Bishop Road Primary School
Governing Body
Co-Chairs: Mr Dara Ely
Mrs Lorraine Woodward
Vice Chair:

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Head Teacher: Mrs Gillian Powe
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FULL GOVERNING BODY MEETING – TERM 3

Held at the school on Thursday 6 February 2020 at 6.15pm

DRAFT MINUTES

Name	Position	Initials	Present	Apologies	Absent
Lorraine Woodward	Governor & Co-Chair	LW	√		
Dara Ely	Governor & Co-Chair	DE	√		
Gillian Powe	Head Teacher	GP	√		
Joe Emissah	Associate Member (Deputy Head Teacher)	JE	√		
Alex Edwards	Governor	AE	√		
Thomas Barr	Governor	TB	√		
Kathie Auton	Governor & Vice Chair	KA	√		
Cedric Sanguignol	Governor	CS	√		
John St Leger	Governor	JSL	√		
Liang Fong Wong	Governor	LFW	√		
Sarah Gillingham	Governor	SG	√		
Rachel Whitfield	Governor	RW	√		
Justin Vafadari	Governor	JV	√		
Sally Lucas	Governor	SL	√		
In attendance					
Jayne Donovan	Finance, BCC	JD	√		
Travis Young	Finance, BCC	TY	√		

Question from the committee	Action	Decision
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ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The meeting began at 6.15pm. There were no apologies. LW welcomed SL, JV and RW.	
2.	Business/Pecuniary Interest Register	
	The attendance and pecuniary interest registers were signed by those present	
3.	Approval of Minutes of Last Committee Meeting Held on 8 October 2020	
	Minutes were approved, subject to a minor clarification, and signed	
4.	Matters Arising	
	This meeting is a dedicated training meeting. As such, all matters arising will be	DE




	deferred until the next meeting in March.	
5.	Revised Instrument of Governance.	
	LW confirmed that BCC had now issued the revised Instrument of Governance. This reflected the changes that Governors had previously resolved to accept. LW confirmed that a copy of the new Instrument had been sent to all Governors.	
6.	Appointment & Re-Election of Governors	
	<p>LW confirmed that BCC had confirmed that JSL's application to be the LA Governor had been accepted. Governors resolved unanimously to appoint JSL as LA Governor.</p> <p>LW confirmed that SL and RW had nominated themselves as parent governors. Initially there had been one vacancy but following the decision to appoint CS as a co-opted governor, two vacancies had been created. As a parent election was not therefore necessary, SL and RW were automatically appointed Parent Governors.</p> <p>It was noted that the term for LW, LFW, KA and DE was due to end in March according to School records. Each were nominated for re-election on the following terms:</p> <p>LW & DE – four years; LFW & KA – two years.</p> <p>These nominations were unanimously accepted. School records will be updated.</p>	LW
7.	Finance Training – How Funding Works	
	<p>Training session led by JD and TY. JD gave an overview of school funding system. TY gave a more detailed presentation on allocations. Governors asked questions throughout the presentation and members of FBHS added contributions to explain how issues being discussed were addressed through that Committee.</p> <p>BRPS Governor's Finance Dashboard presented by Cedric Sanguinol. This is an evolving document intended to give Governors a high level understanding of key aspects of BRPS finance.</p> <p>Governors thanked JD and TY for their informative presentation. Governors also acknowledge the considerable amount of time and effort given by CS in the preparation of the finance dashboard. This is a really useful and impressive document that will help inform Governors going forward. Governors thanked CS.</p>	
8.	Committees, Named Governor & Staff Updates	
	<p>This was moved up the Agenda and discussed after Item 6.</p> <p>Prior to the meeting, a proposal to revise the current Committee structure was circulated. This included details of proposed changes to the membership of the Committees.</p> <p>Governors resolved to accept the proposed changes to structure and membership.</p> <p>The new Committees and Memberships are as follows:</p> <p>Standing Committees:</p> <p>Personnel Committee: Sarah Gillingham (Chair), Dara Ely, Rachel Whitfield, Gillian Powe, Joe Emissah (Associate)</p>	

	<p>Teaching & Learning Committee: Liang-Fong Wong (Chair), Kathie Auton, Justin Vafadari, Gillian Powe, Joe Emissah (Associate)</p> <p>Finance; Buildings, Health, Safety & Wellbeing Committee: Cedric Sanguignol (Chair), Lorraine Woodward, Sally Lucas, John St Leger, Gillian Powe, Joe Emissah (Associate), Thomas Barr, Jayne Donovan (Advisor).</p> <p>Special Committees: Headteacher Appraisal Committee: Lorraine Woodward and Justin Vafadari (Chair – TBC) Pay Committee: Cedric Sanguignol and Dara Ely (Chair TBC)</p> <p>In light of recent Governor appointments and a review of BRPS requirements, Governors resolved to accept proposed changes to the Named Governor roles (circulated and discussed with relevant individuals in advance). It was agreed that:</p> <p>JV: SENCO (replacing KA)</p> <p>KA: Pupil Premium & Children in Care (new role)</p> <p>JSL: (Health, Safety & Wellbeing) and LFW (Safeguarding) will remain in their current roles.</p> <p>Prior to the meeting revised job descriptions for Named Governor roles had been circulated for comment. No queries or comments were received prior to the meeting. Governors resolved to accept these job descriptions. If any issues arose following their implementation, these can be flagged to the Chair and addressed appropriately.</p> <p>Finally, LW and DE were delighted to confirm that, following a recruitment process, a new Clerk, Janet Bremner (JB), had been appointed. JB would be joining on 1 March and will meet Governors shortly at scheduled Committee meetings.</p>	
9.	Date & Time of Next Meeting	
	Thursday 19 March 2020 at 6:15PM	

The meeting ended at 8.30pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 6 February 2020

Signed 

Date 19/March/2020

Item	Actions agreed	Who by	Deadline
4	Matters Arising (discuss at next FGB)	DE	19.3.20
6	Governor Details to be updated	LW/JB	19.3.20

	Decisions taken	Action taken
6	SL and RW appointed as Parent Governors	GovernorHub Updated
6	JSL appointed as LA Governor	GovernorHub Updated
6	DE and LW reappointed as Co-Opted Governors (4 yrs)	GovernorHub Updated
6	LSW and KA reappointed as Co-Opted Governors (2 yrs)	GovernorHub Updated
8	Committee Structure & Membership revised.	GovernorHub Updated
8	JF appointed as SENCO named governor	GovernorHub Updated
8	KA appointed as Pupil Premium & Children in Care Named Governor.	GovernorHub Updated
8	Revised "job descriptions" for Named Governors adopted.	GovernorHub to be Updated