



Bishop Road Primary School
Governing Body
Co-Chairs: Mr Dara Ely & Mrs Lorraine Woodward
Vice-Chair: Ms Kathie Auton
Clerk: Ms Janet Bremner

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Head Teacher: Mrs Gillian Powe
Deputy Head Teacher: Mr Joe Emissah

FULL GOVERNING BODY MEETING – TERM 4

Held at the school on Thursday 19th March 2020 at 6.15pm

DRAFT MINUTES

Name	Position	Initials	Present	Apologies	Absent
Kathie Auton	Co-opted Governor & Vice Chair	KA	√		
Thomas Barr	Staff Governor	TB	√		
Dara Ely	Co-opted Governor & Co-Chair	DE	√		
Alex Edwards	Co-opted Governor	AE		√	
Joe Emissah	Associate Member (Deputy Head Teacher)	JE	√		
Sarah Gillingham	Co-opted Governor	SG	√		
Sally Lucas	Parent Governor	SL		√	
Gillian Powe	Head Teacher	GP	√		
Cedric Sanguignol	Co-opted Governor	CS	√		
John St Leger	LA Governor	JSL	√		
Justin Vafadari	Co-opted Governor	JV		√	
Rachel Whitfield	Parent Governor	RW	√		
Liang Fong Wong	Co-opted Governor	LFW	√		
Lorraine Woodward	Co-opted Governor & Co-Chair	LW	√		
In attendance					
Janet Bremner	Clerk	JB	√		

Question from the committee	Action	Decision
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ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	<p>The meeting began at 6.15pm. DE chaired the meeting. Apologies were received and accepted from: AE, SL & JV. The meeting was noted to be quorate.</p> <p>The attendance and pecuniary interest registers were signed by those present. JE shared a video that has been produced for the school's new website. Governors congratulated the school on what was felt to be an excellent production, getting to the heart of the school's ethos and values.</p>	



2.	Approval of Minutes of Last Committee Meeting Held on 6th February 2020	
	Minutes were approved and signed Matters arising were deferred to the next FGB.	JB
3.	Reconstitution of Staffing and Pay Committee to separate Staffing Committee & Pay Committee	
	The draft Terms of Reference were discussed and some minor amendments made. The updated versions were approved: <ul style="list-style-type: none"> • Pay committee • Staffing Committee It was noted that all TORs are reviewed annually in Term 1 and that any further changes could be considered then in the light of experience in using these new versions.	
4.	Policies & Protocols	
	<p>JE introduced the item on policies, commenting that the school currently has 69 policies. Of these, 27 are statutory and further 27 essential. There is therefore a need to rationalise these in terms of which committee can approve or indeed whether they are school rather than governor policies. JE to work with JB on this. The following polices were approved, with the comments noted.</p> <p>1. Pay Policy It was noted that for the next academic year JE/DE would review the LA's Pay Policy with a view to adopting that one. Both the current school policy and the BCC one have been fully negotiated with the relevant unions.</p> <p>2. Health, Safety & Wellbeing Policy JE commented that this new policy clearly links to other polices and also that it has been approved by the LA. It was agreed that the work JSL had done on the wording of the policy would be revisited along with the policy's status in the Scheme of Delegation. JB to schedule for T1 20/21</p> <p>3. Virtual Meetings Protocol Following a discussion it was agreed to trial Zoom for the next subcommittee meeting.</p> <p>4. Urgency & Efficiency Protocol Examples of the types of decisions which could, and could not, be agreed this way were discussed. It was felt to be a good idea to try the policy out than then review it at a later date.</p> <p>5. Delegation of key decision making to Co-Chairs, Vice Chair, HT & DHT Although it is already possible, under the Scheme of Delegation, for many decisions to be made under Chair's Action in an emergency, it was felt that having a wider group was preferable. It was agreed that this group would be know and the Standing Committee and that they would meet, along with the Safeguarding Governor (LFW) after the FGB concluded.</p>	<p>JE/JB</p> <p>JE/DE</p> <p>LW/JB</p>
5.	Papers for information	
	<p>1. Head Teacher's Report GP commented that it has been a very positive term, with many children turning a corner. The project had gone particularly well. GP also asked for it to be minuted that, as part of the change to a new payroll provider, the school has opened a new bank account.</p> <p>2. Subcommittee Reports</p> <ul style="list-style-type: none"> a. Staffing & Pay b. Teaching & Learning <p>3. SEF/SIP update</p>	

6.	Update on COVID19 status	
	Governors commented that they were impressed with the school's preparations and also noted that they had received positive feedback from some parents and carers too in response to the school's communications. There was discussion about how the next weeks and months might develop and the need for governors to continue governing, albeit remotely or virtually, was confirmed. Governors thanked the staff for all the work they have done to date, in these incredibly testing times.	
7.	Date & Time of Next FGB Meeting	
	Thursday 7th May 2020, 6.15 – 8.15pm (Virtual Meeting)	

The meeting ended at 7.15pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 19th March

Signed



Date 09/5/20

Item	Actions agreed	Who by	Deadline
2	Matters arising T3 FGB deferred to T5 FGB	JB	30.4.20
4	Policy review schedule	JE/JB	T5
4.1	Review the LA's Pay Policy	JE/DE	T1 FGB 20/21
4.2	Review wording of H&S Policy & it's status in the Scheme of Delegation.	LW/JB	T1 FGB 20/21

	Decisions taken	Action taken
3	The updated Terms of Reference approved: 1. Pay committee 2. Straffing Committee	JB to update TORs on GovernorHub
4	Policies approved 1. Pay Policy 2. Health, Safety & Wellbeing Policy 3. Virtual Meetings Protocol 4. Urgency & Efficiency Protocol 5. Delegation of key decision making to Co-Chairs, Vice Chair, HT & DHT (Standing Committee)	JB to update policy schedule and date newly adopted policies, including review date
5.1	New school bank account noted	