

**Bishop Road Primary School
Governing Body**

Chair: Mr Mark Worsley
Vice Chair: Ms Lorraine Woodward

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Telephone: 0117 9030483
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Head Teacher: Mrs Gillian Powe
Deputy Head Teacher: Mr Joe Emissah



FULL GOVERNING BODY MEETING – TERM 2
Held in the Silverthorne Building meeting room on Thursday 23 November at 6.15pm

DRAFT MINUTES

PRESENT:

Mark Worsley (Chair) (MW)
Lorraine Woodward (LW)
Gillian Powe (Head Teacher) (GP)
Joe Emissah (Deputy Head Teacher) (JE)
John St Leger (JSL)
Kathie Auton (KA)
Brooke Storer-Church (BSC)

Thomas Barr (TB)
Cedric Sanguinol (CS)
Liang-Fong Wong (LFW)
Dara Ely (DE)
Sarah Gillingham (SG)
George Hutchinson (GH)

*The meeting was
noted to be quorate*

| ITEM | MINUTE | |
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| 1 | Welcome & Apologies for Absence | |
| | Apologies were received from Kate Head and James Smith. | |
| 2 | Attendance & Business/Pecuniary Interests Register | |
| | The register was circulated and signed by all present. | |
| 3 | Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 28 September 2017 | |
| | The Minutes were agreed and signed as a correct record. | |
| 4 | Matters Arising | |
| | CS provided an update from Schools Forum 22/11. It had been confirmed that the Local Formula will be maintained in 2018/19 – this means the same minimum funding guarantee and an increase of 1.5% per pupil. De-delegation of budgets will continue, except for Teaching & Learning consultants. From 2019/20, the National Funding Formula will apply. There is a £1.1 million underspend on DSG this year, and a £2 million surplus is expected next year (both due to Growth Fund). The surplus will be allocated to High Needs to address the funding shortfall in that area. The PFI shortfall will be addressed from the General Fund or by DfE funding. The consultation letter from BRPS was not on the agenda, which is not in line with procedure. School will contact the forum to advise of this. | |
| 5 | October 2017/18 Outturn | |
| | The outturn had been discussed in depth at FBH&S committee, and was recommended to FGB for approval. All agreed that it should be approved. | |

| ITEM | MINUTE | |
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| 6 | Head Teacher's Report & SDP Update | |
| | <p>GP resumed her report. She noted this was the first term following significant staff cuts, staff had performed exceedingly well, lunchtimes hard to manage and staffing very tight.</p> <p>Data – JE explained there had been a move to 2 key documents, both of which will be discussed in depth at Teaching & Learning committee. The purpose and format of both were explained: Analysed School Performance (ASP) – looks at progress, attainment and replaces RAISE online Inspection Data Summary Report (IDS) – replaces dashboard</p> <p>The School Improvement Officer was pleased with progress following the latest meeting. BRPS has identified 2 key development areas: Maths and reading progress; and Middle attainer children.</p> <p>The school have done in depth analysis of SAT question responses (2017) vs national average to identify specific areas to focus on. Raising the Bar groups have been created across the school. An INSET day was also held around the specific skills targeted.</p> <p>Governors interrogated the KS1 and EYFS data, which was explained. Governors then had a robust discussion around the school's new approach to reading comprehension/accuracy, questioning how it is dealt with within the story based curriculum and whether children perceive it as a separate lesson/topic. The school are teaching it as a skill rather than a lesson, linking to the current learning topic.</p> <p>It was agreed that the data/measures would be the topic of February's training meeting, there would also be a detailed interrogation at Teaching & Learning committee. All to review the ASP and IDS, further preparatory information to be sent out by JE.</p> | |
| 7 | Letter from Nick Gibbs | |
| | Positive feedback was noted by governors | |
| 8 | Categorisation of Schools Letter | |
| | It was noted that the categorisation of the school may mean it is asked to assist other schools. | |
| 9 | Governing Body Development Plan | |
| | This was reviewed. KJ will keep it updated, governors to contact KJ with any updates. | |
| 10 | Data Review | |
| | Discussed under Headteacher's Report. | |
| 11 | Chairs of Committees' Reports – Teaching & Learning Committee 6 November 2017, Finance, Buildings Health & Safety 14 November 2017 | |
| | <p>Teaching & Learning – LFW flagged the item on Channel Awareness Training. All governors should complete this online training. Details provided to governors 24/11.</p> <p>Finance, Buildings Health & Safety Minutes taken as read and not discussed.</p> | |

| ITEM | MINUTE | |
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| 12 | Safeguarding – Governor Prevent Training and Re-Adoption of Policy | |
| | <p>JE explained that the policy has been updated following BCC update. Safeguarding duties were discussed and interrogated. LFW has attended training and is conducting regular Safeguarding audits. It was agreed that governors' pictures would be added to noticeboard outside staff room to ensure staff were aware of relevant governors' details. It was formally noted that MW is the nominated governor to contact the Local Authority if there is an allegation about the Head or Deputy Head.</p> <p>The policy was approved.</p> | |
| 13 | Policies – Anti Bullying Policy; Uniform Policy | |
| | <p>Anti-bullying policy – unchanged, for re-adoption. Adopted by FGB.</p> <p>Uniform policy – The issue of quality of the uniform was raised. The policy contains an obligation to ensure uniform is of high quality, it was felt quality of the jumpers was diminishing. It was agreed this would be discussed in detail at Finance, Buildings, Health & Safety Committee. 2 side questions were raised by school – whether there should be a uniform hijab; and the policy on boot length. It was agreed that there would be some standard black hijabs available at the school for purchase if required, although there would not be a uniform hijab. The issue of non-compliance was also raised – it was agreed that the first step with uniform issues should be to enforce the policy, before amending. It was agreed that the policy would be adopted as is initially.</p> | beyond the rest that it is a dark color |
| 14 | Christmas Season (Fair) | |
| | Christmas fair slots allocated. | |
| 15 | AOB | |
| | None | |
| 16 | Date & Time of Next Meeting | |
| | Thursday 8 February 2018 at 6.15pm (Training Meeting). Topic to be OFSTED and measures. | |

Minutes agreed by the Governing Body and signed by the Chair

SIGNED: 

DATE: 8 February 2018