



**Bishop Road Primary School  
Governing Body**

**Chair:** Mr Mark Worsley  
**Vice Chair:** Ms Lorraine Woodward

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

**FULL GOVERNING BODY MEETING – TERM 6**

Held in the Silverthorne Building meeting room on Thursday 5 July at 6.15pm

**DRAFT MINUTES**

**PRESENT:** Mark Worsley (Chair) (MW) Thomas Barr (TB)  
Lorraine Woodward (Vice Chair) (LW) Cedric Sanguignol (CS)  
Gillian Powe (Head Teacher) (GP) Dara Ely (DE)  
*The meeting was* Joe Emissah (Deputy Head Teacher) (JE) Sarah Gillingham (SG)  
*noted to be quorate* John St Leger (JSL) Leif Overment (LO)  
Kathie Auton (KA) Liang-Fong Wong (LFW)  
Brooke Storer-Church (BSC)

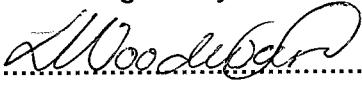
ITEM	MINUTE	ACTION
1	<b>Welcome &amp; Apologies for Absence</b>	
	Apologies from Kate Head. James Smith was not present.	
2	<b>Attendance &amp; Business/Pecuniary Interests Register</b>	
	The register was circulated and signed by all present.	
3	<b>Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 10 May 2018</b>	
	The Minutes were agreed and signed as a correct record.	
4	<b>Matters Arising</b>	
	GDPR Policy. I-west have been appointed as GDPR advisor, Judicium were too expensive. Policy proposed for adoption is an initial starting policy which will be amended over time. The policy was reviewed and agreed. All agreed that the F, B, H&S committee should be responsible for overseeing GDPR implementation, and will have delegated responsibility for the GDPR policy.  SDP. Next year's topics will be Rhythms and Patterns of Language; Rhythms and Patterns of Music; Rhythms and Patterns of the Sea: Oceanography; Rhythms and Patterns of Life: Citizens of the World. Overarching theme is Acquiring and Applying New Vocabulary.	
5	<b>Updates</b>	
	<ol style="list-style-type: none"> <li><b>Email addresses.</b> These were circulated. It was noted that JSL's needed amending – KJ to arrange.</li> <li><b>Governing body key dates.</b> Governors were concerned that the number of T&amp;L and S&amp;P committees had been reduced (this was due to meetings having been cancelled last year due to lack of agenda items). Extra meeting for each to be added, dates to be recirculated.</li> </ol>	KJ  KJ
6	<b>Chairs of Committees' Reports – Teaching &amp; Learning 18 June 2018</b>	



ITEM	MINUTE	ACTION
	Governors questioned the policy on pupil spending money on trips. This will be discussed as part of the renewal of the Charging & Remissions Policy.	
<b>7</b>	<b>Headteacher's Report</b>	
	<p>GP resumed her report, 2 key points:</p> <ul style="list-style-type: none"> <li>• School are actually fully staffed for next year, having made an appointment after the report was issued. Recruiting high quality staff has been a big issue.</li> <li>• No KS2 SAT results have been included as these are not available yet – to be sent out via email next week.</li> </ul> <p>It was noted that the 2018 intake stands at 108 – there are 12 spaces which will have a financial impact of c. £35K per year. Governors interrogated the reasons for this and questioned the data which had led to the increase in the school's Pupil Admission Number (PAN) to 120 per year. JE reported that the data received shows a reduction in overall pupil numbers in the area in 2018, with some limited recovery over the following years. More detailed information will be provided by Bristol City Council (BCC) for the September FGB. Governors discussed possible actions, including whether the school's PAN could potentially be reduced (with the option to increase in the future if required). If there is a demographic move, data is needed to substantiate the position. JE reported it is too late to change the PAN for 2019, due to the consultation requirements, and any changes to 2020 PANs need to be made in September/October 2018. As there is a long lead in to reducing the PAN, additional funding could be lost in subsequent years. Governors agreed that they need to analyse the situation further in September when more facts are available, to make an informed decision.</p> <p>Governors passed a resolution to state that the governors wish to discuss with BCC the reduction of the PAN from 120 to 90 with effect from September 2020, as it is not affordable for the school to maintain a partially full class. JE to discuss with BCC.</p> <p>Data – governors discussed raising aspiration for middle attainers it was confirmed that there had been great improvement in this area.</p> <p>GP thanked MW on behalf of the school, resuming the incredible achievements in the years he had been Chair of Governors and his many positive actions.</p>	JE
<b>8</b>	<b>Election of New Chair</b>	
	<p>One expression of interest was received – joint expression of interest for co-chairs from DE and LW. DE and LW set out how they saw the role working – fully joint with each taking lead in particular committee areas. Governors discussed the proposal and were broadly happy to approve, however with 3 caveats:</p> <ul style="list-style-type: none"> <li>• In an emergency situation there needs to be a single point of contact, and an immediate decision made without consultation.</li> <li>• GP to be fully involved in working out the detail of the arrangement</li> <li>• It would be best for BCC to have a single main contact, to assist with relationship building.</li> </ul> <p>DE/LW to be appointed as chair for a term for a period of 1 year with effect from 1<sup>st</sup> September 2018. Vice chair to be nominated/appointed at September FGB.</p> <p>Leif Overment was proposed as a community governor to replace George Hutchinson. KA nominated, BSC seconded, the nomination was approved by unanimous vote.</p>	
<b>9</b>	<b>Handover Thoughts</b>	
	MW gave a speech summarising his time as chair.	
<b>9</b>	<b>AOB</b>	

ITEM	MINUTE	ACTION
	None	
10	<b>Date and Time of Next FGB Meeting</b>	
	Thursday 27 September at 6.15pm	

Minutes agreed by the Governing Body and signed by the Chair

SIGNED: .....  .....

DATE: 27 September 2018