



**Bishop Road Primary School
Governing Body**

Co-Chairs: Mr Dara Ely & Ms Lorraine Woodward
Vice Chair: Ms Kate Head

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

FULL GOVERNING BODY MEETING – TERM 1

Held in the Silverthorne Building meeting room on Thursday 27 September at 6.15pm

DRAFT MINUTES

PRESENT: Dara Ely (Co-chair) (DE) Thomas Barr (TB)
Lorraine Woodward (Co-chair) (LW) Cedric Sanguinol (CS) (left early)
Gillian Powe (Head Teacher) (GP) Kate Head (KH)
The meeting was noted to be quorate Joe Emissah (Deputy Head Teacher) (JE) Sarah Gillingham (SG)
John St Leger (JSL) Leif Overment (LO)
Kathie Auton (KA) Liang-Fong Wong (LFW) (arrived late)
Brooke Storer-Church (BSC)

ITEM	MINUTE	ACTION
1	Welcome & Apologies for Absence	
	James Smith was not present. LW chairing meeting (chair to alternate).	
2	Attendance & Business/Pecuniary Interests Register	
	The register was circulated and signed by all present.	
3	Approval of Chair & Vice Chair's Terms of Reference (TOR) & Election of Vice Chair	
	TORs were approved. KH was proposed and elected as vice chair (unanimous vote). LW and DE explained how the co-chairing role will work. It will be a fully joint role with neither of them named individually as chair. They will take collective responsibility but act individually. In the event of an emergency/chair's action, either of them can take the appropriate action in isolation. Either can sign documents as chair. Responsibilities will be split as follows: Agenda setting for FGB – shared Charing FGB – alternated Teaching & Learning – LW Staffing & Pay – DE Headteacher appraisal – DE to lead Leases – LW Calling emergency meeting/complaints handling/chair's action – either	
4	Approval of Minutes of Last Full Governing Body Meeting 5 July 2018	
	Minutes were approved and signed by LW, with one amendment to point 7 so this now reads "governors discussed raising aspiration for middle attainers".	
5	Matters Arising	

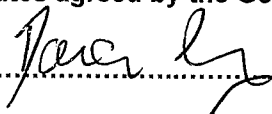


ITEM	MINUTE	ACTION
	<p>1) Governing body key dates. List of dates to be recirculated following changes</p>	KJ
6	<p>Approval of Committee Membership & Staffing & Pay Committee TOR</p>	
	<p>Staffing & Pay Committee ToR – one amendment made in latest meeting to reflect meeting frequency. Amended copy agreed.</p>	
7	<p>Approval of Named Governors' Appointment of Named & Link Governor</p>	
	<p>KA resigned as PTFA link governor – KH will now take this position. LO to act as Eco school governor ToRs – governors queried whether Safeguarding should be referenced in the Child Protection governor ToR. Name to be amended to "Safeguarding and Child Protection Governor". Governors also queried whether the responsibility for children in care lies with the SEND governor or the Child Protection governor, it was agreed it should be for the SEND governor – ToRs to be amended accordingly. Subject to these amendments, the ToRs were approved.</p>	<p>KJ KJ</p>
8	<p>Approval of Governing Body's Scheme of Delegation</p>	
	<p>Approved with no amendments</p>	
9	<p>PAN and Present Pupil Numbers</p>	
	<p>GP explained there has been a fall in pupil numbers across the area, affecting the 2018 intake to all local schools. It has been difficult to get accurate predictions for 2019 onwards, however numbers are expected to be similar, with surplus places in the area. BRPS currently has 6 reception vacancies, 27 vacancies across the school. This calls the future admission number into question. Governors discussed the advantages and disadvantages of being a 4-form entry (4FE) school, noting the negative impact on management funding and recruitment, logistical issues and pressure at lunchtime. Governors also discussed the future impact of vacant places – financial impact and risk of split age classes if numbers fall significantly.</p> <p>All considered a draft consultation paper, offering 3 options: 1) BRPS to reduce admission number to 90 (3FE) 2) LA to reduce admission number of other local schools 3) LA to fund all available places at the school</p> <p>Governors agreed in principle that they support a reduction in the Pupil Admission Number (PAN) from 120 to 90, and that they wish to discuss the option to reduce the PAN in 2019.</p>	<p>ALL TO NOTE</p>

ITEM	MINUTE	ACTION
10	Head Teacher's Report	
	<p>GP resumed her report. JE advised that governors will soon receive 2 key reports on the school's progress, which come from the DfE: Analyse Schools Performance and Inspection Data Summary Report (IDSR). T&L committee will consider the reports in detail, FGB will also receive them. Main headlines on progress from last year are:</p> <ul style="list-style-type: none"> • Progress measure up in combined reading, writing, maths. BRPS is likely to be above national average. • Greater depth combined: huge increase in reading scores <p>Governors discussed the progress in reading scores vs greater depth (where scores went up significantly). The SEF still looks at reading and narrowing the gap – governors to review strengths and weaknesses on SEF.</p> <p>Governors were very impressed by this progress, and felt the strategies put in place to improve scores have been very effective. They felt the results should be celebrated, and the information on progress shared with parents. DE/LW to send letter out to parents.</p> <p>GP reported INSET days had gone well - DE/LW attended part of one and were very happy.</p> <p>Governors queried the absenteeism section and figures/reasons for persistent absenteeism – high percentage of a small total so statistically insignificant. School's internal policy on Children Missing in Education was discussed, and the issue of peer on peer abuse. JE to send out latest update on peer on peer abuse.</p>	<p>DE/LW</p> <p>JE</p>
11	Governing Body's Development Plan	
	<p>Talk about NQT/RQT experience (S&P committee) to be added to the plan. DE and LW are to attend Chair of Governors training.</p> <p>Governors felt additional training around Safeguarding was needed in light of significant recent legislation, all agreed that Safeguarding will be the focus of the FGB Training Meeting. JE will try to get a speaker from Bristol Safeguarding Board.</p>	<p>KJ</p> <p>JE</p>
12	Policy Adoption/Review	
	<p>Safeguarding Policy. JE explained the policy has been updated to reflect new legislation. It is the Bristol Safeguarding Board recommended policy however it does not reflect school practice. Governors raised a number of questions, and wanted the policy to be amended to remove collective terms and to add references to the SEND policy and the link between peer to peer abuse and SEND. Governors felt further development was needed, and so agreed to adopt the policy in principle, recognising that additional work is needed to make it more bespoke. It was agreed that governors would send individual comments and that it would be taken to FBH&S committee on 9/10.</p> <p>Behaviour Policy – adopted by governors</p> <p>JE to put copies of unpublished policies on the governors' One Drive.</p>	<p>JE</p>
13	Chairs of Committees' Reports	

ITEM	MINUTE	ACTION
	<p>S&P minutes were approved without discussion.</p> <p>GP confirmed the recommended pay increases have now been confirmed as 3.5% mainscale, 2% UPR and 1.5% leadership group.</p>	
14	Any Other Business	
	None	
15	Date and Time of Next FGB Meeting	
	Thursday 22 November at 6.15pm	

Minutes agreed by the Governing Body and signed by the Chair

SIGNED:  DATE: 22 November 2018