



**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 2**

Held in the Silverthorne Building meeting room on Thursday 22 November at 6.15pm

**DRAFT MINUTES**

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

ITEM	MINUTE	ACTION
1	<b>Welcome &amp; Apologies for Absence</b>	
	Apologies from Kathie Auton and Brooke Storer-Church. James Smith was not present. DE chairing meeting (chair to alternate).	
2	<b>Attendance &amp; Business/Pecuniary Interests Register</b>	
	The register was circulated and signed by all present.	
3	<b>Debrief of New Chair Induction Training</b>	
	DE and LW had attended Chair of Governors induction training. DE reported that there was a lot of interest in the co-chair arrangement, and positive feedback about it. They had reflected on how the governors work as a team, and using the full capacity/experience of the group. New aims for the governing body are: <ul style="list-style-type: none"> <li>To make sure everyone's voice is heard</li> <li>To stick to agenda timings</li> </ul>	
4	<b>Approval of Minutes of Last Full Governing Body Meeting 27 September 2018</b>	
	Minutes were approved and signed by DE	
5	<b>Matters Arising</b>	
	Update on Peer on Peer Abuse – sent out with these minutes.  Various issues were raised with accessing the BRPS emails – DE agreed to look at the issues and see if these could be resolved.  DE noted that the Headteacher performance management had been conducted, and objectives set for the coming year.	<b>DE</b>
6	<b>Head Teacher's Report and SDP Update</b>	

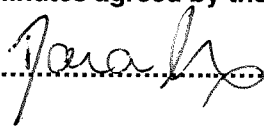


ITEM	MINUTE	ACTION
	<p>GP resumed her report.</p> <p>Governors raised concerns about SEN funding. Notification has been received that there will be no dedicated SEN funding this year. There are no children with an Education, Health &amp; Care Plan (EHC Plan), therefore no direct payments either. Governors discussed the implications of less children having an EHC Plan, and GP reported that the NW24 headteachers intend to make a formal complaint about the practice of SENCOs not being on assessment panels. Governors interrogated the implications of the loss of funding for children with SEN – primarily less dedicated support to them in accessing the curriculum. Governors went through available options for action, concluded Schools Forum would not assist due to financial deficit, and could not identify any further actions to take at this point.</p> <p>LO reported the Shakespeare project had been rolled out across the school, with performances to all year groups. Current focus was singing, each class is focussing on an artist and song. Later in the year, this will progress to song writing and a music competition. The spring term theme will then be Oceanography.</p>	
<b>7</b>	<b>Data Update – Analyse School Performance, Inspection Data Summary Report</b>	
	<p>Copies of both reports were circulated and JE outlined the content. DE congratulated teaching staff on the results and improvement made.</p> <p>A new IDSR is expected imminently and will be circulated to governors. Once the IDSR is received, the SEF will also be updated and circulated. Governors should keep up to date with the summary reports. KJ to set up a data report folder on Sharepoint.</p>	<b>KJ</b>
<b>8</b>	<b>Categorisation of Schools Letter</b>	
	GP reported that the school has retained its status as a System Leader.	
<b>9</b>	<b>Pupil Admission Numbers</b>	
	<p>JE reported that the consultation on admission numbers had just been issued by the local authority. He and LW had prepared a consultation response as agreed at the last FGB and, although this had not been submitted, the school had indicated its proposal to the local authority. JE confirmed that the consultation did include the a proposal to reduce the school's Pupil Admission Number (PAN) from 120 to 90 with effect from September 2020. The consultation includes some other schools with proposals to reduce their PAN. Governors queried the school's current numbers and projections. There are currently 28 vacant places across the school. Projections are showing an increase in numbers for the 2019 intake, so it is hoped the 120 reception places will be filled. Governors discussed again the advantages and disadvantages, and concluded that, in spite of the catchment reducing, having surplus spaces is a significant disadvantage for the school, with funding repercussions which could affect staffing, therefore this is the best course of action. The school could temporarily increase their numbers in the future if there is an unforecast spike in demand.</p> <p>Governors to respond to the consultation in support of the proposals.</p> <p>School to explain rationale for change to parents via newsletter.</p>	<b>ALL</b> <b>GP</b>
<b>10</b>	<b>Governing Body's Development Plan/Business &amp; Pecuniary Register of Governors/" The Key"</b>	
	<p>DE encouraged all to register with the Key. Registration details to be recirculated</p> <p>All discussed the development plan, and agreed their focus for 18/19 would be Safeguarding. LFW/DE to update plan and reissue by the end of the year.</p>	<b>KJ</b>
<b>11</b>	<b>Policy Adoption/Review</b>	

ITEM	MINUTE	ACTION
	<p>Recruitment &amp; Vetting Policy. Governors queried a few discrimination related issues, and agreed that the statement about requesting sickness absence records should be removed. All agreed to adopt the policy subject to this amendment being made.</p> <p>Safeguarding Policy. JE explained that some amends to the policy had been made following discussions at the last FGB meeting. All agreed to adopt the policy.</p>	
<b>12</b>	<b>Chairs of Committees' Reports</b>	
	<p>FBH&amp;S minutes were approved without discussion. It was noted that the October outturn had been approved.</p> <p>T&amp;L minutes were approved without discussion.</p>	
<b>13</b>	<b>Christmas Fair</b>	
	A rota for the bottle stall was agreed.	
<b>14</b>	<b>Any Other Business</b>	
	Changes in meeting dates discussed, FBH&S committee to remain on 22/1/19 due to unavailability of other dates. However it was noted that Jayne Donovan cannot attend. Jayne would be asked to share her summary as usual.	
<b>15</b>	<b>Date and Time of Next FGB Meeting</b>	
	Thursday 7 February at 6pm	

Minutes agreed by the Governing Body and signed by the Chair

SIGNED: .....



DATE: ~~7 February 2018~~ 21/MAR/2017

D.E.