



**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 5**

Held in the Silverthorne Building meeting room on Thursday 9 May 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)	Leif Overment (LO)
Joe Emissah (Deputy Head Teacher) (JE)	Liang-Fong Wong (LFW)
John St Leger (JSL)	Kate Head (KH)
Kathie Auton (KA)	

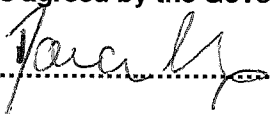
*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
1	<b>Welcome &amp; Apologies for Absence</b>	
	Apologies from Brooke Storer-Church and Sarah Gillingham. LW 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>Approval of Minutes of Last Full Governing Body Meeting 21 March 2018</b>	
	Minutes were approved and signed by LW	
4	<b>Matters Arising</b>	
	Governing Body Development Plan. Development record was discussed – Children in Care training, Governors Essentials training, Schools Forum appointment, talks and meetings to be added. Development Plan 18/19 was discussed – Funding Overview item was discussed, agreed steps to be added. Plan for 19/20 to be prepared and discussed at next meeting.	KJ/LFW
	Health & Safety Policy. Discussed merging of the 2 policy documents at previous meeting. KA to review the 2 documents and cross reference to establish if there is anything in the short document that is not in the longer document – the longer document can stand alone if all information is duplicated.	KA
	Learning Walks. Oceanography and Shakespeare draft learning walk reports circulated.	
5	<b>Chairs of Committees Reports</b>	

ITEM	MINUTE	ACTION
	Finance, Buildings, Health & Safety 30 April 2019. CS highlighted the approval of the cleaning tender.	
<b>6</b>	<b>Approval of Budget</b>	
	<p>FBHS committee recommended approval of budget.</p> <p>Governors considered the summary report and queried the future years provision for pensions increase – all agreed this was highest risk area.</p> <p>The year end summary statement was discussed and some thought that some elements were difficult to interpret although it was noted that the FBH&amp;S are familiar with this form of presentation. Key summary slide is being prepared for FBH&amp;S committee, this information will help. Also agreed that Finance should be the subject of the next FGB training session, GP to request that Jayne Donovan run the session.</p> <p>All discussed the budget, agreed there were no immediate red flags. The budget is being well managed within current financial constraints. LW proposed approval of the budget, KH seconded and governors unanimously agreed to approve on the basis of the FBH&amp;S recommendation. LW signed the budget documents available.(NB, some documents were not available in hard copy at the meeting and were signed subsequently)</p>	<b>GP</b>
<b>7</b>	<b>Pupil Admission Number (PAN) Update/Discussion</b>	
	<p>JE updated on a conversation with James Last from BCC who ran the PAN consultation. Confirmed that there is a process to appeal against the decision via an appeals panel.</p> <p>JE has also been chasing the new modelled pupil projections, due imminently.</p> <p>Governors discussed whether to appeal against the decision not to reduce the PAN. It was understood that the appeal was by way of adjudication. Whilst the rationale for the original request remains sound, there was discussion about whether, , particularly given the high number of first choice applications for September 2019, they were sufficient grounds to go through a process of adjudication. Especially as this would result in an amendment to published admission arrangements.</p> <p>The school's application to reduce the PAN was based on the risk of underfunding due to falling rolls, and risk of having to teach in vertical classes. Discussed potential reasons for the fall in applications in September 2018 – birth rate, demographic changes, changes at neighbouring schools. All agreed there not sufficient information available to support a formal appeal, however the response to BCC should indicate that the school have reservations about the decision and is particularly concerned about the potential financial implications. Agreed to keep the PAN as a standing agenda item and monitor the situation.</p>	
<b>8</b>	<b>GDPR Update</b>	
	JE updated on GDPR implementation. An audit was carried out recently by the school's advisors, this went well and the school were commended on their good practice. The GDPR policy will be updated this year – advisors will issue new model policy.	
<b>9</b>	<b>Environmental Issues</b>	

ITEM	MINUTE	ACTION
	<p>Governors were advised that the school had learnt about some pupils potentially going "on strike" for climate change as part of organised strikes on 24 May 2019. Although some parents had asked the school about this, no formal approaches have been made. The school does not wish to actively encourage any pupil action and would prefer to support the cause through the work being done at school, including the beach trip.</p>	
10	<b>Any Other Business</b>	
	<p>Governors Stall at Summer Fair. LFW to organise Doodle Poll for stall rota.</p> <p>Resignations. Letter sent out about teacher resignations. Governors were also advised that one of the school's longstanding care takers had also resigned. Governors noted their appreciation for the contribution he had made to the school.</p> <p>KJ also advised Governors that she had resigned and there was discussion about the difficulties of finding a replacement. KJ will be at the next FGB.</p> <p>Key Dates. All happy with proposed meeting dates for next year, one amendment due to inset day. A revised list will be issued to Governors.</p> <p>SATs. The DFE request that a governor is invited in for the SATs, JE explained the role. Governors were happy to cover this.</p>	KJ
11	<b>Date and Time of Next FGB Meeting</b>	
	Thursday 4 <sup>th</sup> July at 6.15pm	

Minutes agreed by the Governing Body and signed by the Chair

SIGNED: .....  ..... DATE: 4 July 2019