

	Bishop Road Primary School Governing Body Co-Chairs: Mr Dara Ely & Mrs Lorraine Woodward Vice-Chair: Ms Kathie Auton Clerk: Ms Janet Bremner	Address: Bishop Road, Bristol BS7 8LS Telephone: 0117 9030483 Website: http://www.bishoproad.bristol.sch.uk/ Head Teacher: Mrs Gillian Powe Deputy Head Teacher: Mr Joe Emissah
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FULL GOVERNING BODY MEETING – TERM 5

Held virtually on Thursday 7th May 2020 at 6.00pm

MINUTES

Name	Position	Initials	Present	Apologies	Absent
Kathie Auton	Co-opted Governor & Vice Chair	KA	√		
Thomas Barr	Staff Governor	TB	√		
Dara Ely	Co-opted Governor & Co-Chair	DE	√		
Alex Edwards	Co-opted Governor	AE	√		
Joe Emissah	Associate Member (Deputy Head Teacher)	JE	√		
Sarah Gillingham	Co-opted Governor	SG	√		
Sally Lucas	Parent Governor	SL	√		
Gillian Powe	Head Teacher	GP	√		
Cedric Sanguignol	Co-opted Governor	CS	√		
John St Leger	LA Governor	JSL	√		
Justin Vafadari	Co-opted Governor	JV	√		
Rachel Whitfield	Parent Governor	RW	√		
Liang Fong Wong	Co-opted Governor	LFW	√		
Lorraine Woodward	Co-opted Governor & Co-Chair	LW	√		
In attendance					
Janet Bremner	Clerk	JB	√		

Question from the committee	Action	Decision
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ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	The meeting began at 6.05pm. LW chaired the meeting. There were no apologies. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.	
2.	Urgent matters - Budget	
	Governors welcomed the clear presentation of the budget information in the Finance Cockpit.	



	<p>There was a discussion as to the overall budget position. It was noted that the per pupil funding has increased this year. This welcome increase has enabled the funding of three fixed term teaching posts from September. This is in anticipation of the need to double up some staff and to have a pool to call upon if there is significant sickness.</p> <p>It was also noted that the school will continue to pay for services that it is not receiving at the moment because of Covid19. Whilst it is a Governing Body decision whether or not to do this, the expectation from the Government is that where funding is still being received then the payments should continue. This will also help to ensure that the providers are still operating when the school needs these services once more.</p> <p>It was noted that the budget had been reviewed in detail by the Finance, Buildings Health & Safety Committee. CS, on behalf of the FBH&S committee recommended the budget to the Full Governing board for approval.</p> <p>Income £3,491,100 Expenditure £3,474,467 In Year Movement £16,633 Carry forward £242,764 (7.56%) The Budget was approved. LW/DE to add signatures to paperwork electronically</p>	DE/LW
3.	Current Governance Priorities – Verbal update	
	<p>1. Safeguarding The small numbers of children in school means that there have been very few issues reported, The Addendum to the Safeguarding Policy has been shared with all staff and Emma Kingston (EK), Deputy Designated Safeguarding Lead (DDSL) has attended a number of safeguarding training sessions. There has been lots of support and information from the Local Authority (LA). There are currently two children with a Child Protection (CP) Plan. The school has also invited children previously on a CP Plans, or children for whom there are significant safeguarding concerns, to attend school. This is 3 or 4 children. The safeguarding audit is due to be submitted to the LA by 31.5.20. This will be undertaken by LFW and JE.</p> <p>Are previously looked after children included in this level of support? Yes, although it is not a requirement. Governors commented that the school is clearly going over and above to support the most vulnerable children.</p> <p>2. SEND There are 2 children with an Education Health and Care Plan (EHCP). Neither is currently attending school but the required risk assessments have been undertaken. There are 3 more EHCPs in progress and another 3 or so anticipated from children joining the school.</p> <p>Can the school accommodate these children without exceeding class size limits? Probably, yes, but may go over in Y2.</p> <p>There are 43 children on the SEND register. There is currently a lot of training and support available for SEND which is excellent for EK as she is new to the role.</p> <p>JV (SEND Governor) - would now be a good time to make contact with EK? A little later, in Term 6, would be best.</p> <p>3. Alternative Learning GP reported that the current offer is working well and has been well received by parents. The challenge is to know how long it will be needed. Using the same topic across all year groups has worked well for families with children in more than one year group. The staff are working very hard to provide the material. However, the current level and type of provision will need to be looked at again if it is to</p>	JE/LFW

become a more long-term arrangement.

What has been the feedback from parents?

Most of the feedback is received via the year group e mail accounts and is seeking clarification of what is required for a particular task, rather than more general feedback.

What if the lockdown goes on for a significantly long period – will more structure be needed in the work set?

A strength of the way the system has worked, so far, is that it is simple and straightforward. It is clear what are the core tasks and activities, and what additional work can be undertaken if children, and their parents, want to.

If this system becomes a more long-term arrangement, will it need more monitoring?

Yes, if children are coming in to school part time then the work done at home will be more like enhanced homework and it will build on the learning that has taken place at school during the week.

Is it possible to do something that is more interactive, as has happened in some other countries?

The main challenges to making this work are around the young age of the children. It could work from Y5/Y6, but not any younger.

Are discussions taking place with other Heads, e.g. through NW24, in terms of planning for the next phase?

Yes, but the usefulness of these discussions is limited at the moment because we are unclear what the next phase will look like. The importance is to keep the focus on learning, rather than activities, and to ensure that the good level of challenge for the children is maintained.

Could the rationale for the focus on learning be shared with the parents again, now everyone is more used to the system for home learning?

Yes, it will be included in a newsletter

Is one to one contact with teachers possible?

This has been considered, and is in place for vulnerable children or those for whom teachers believe such contact will have a real positive impact. But there is a balance to be struck, and for many children the contact would not make a significant impact, but it would take up a lot of teachers' time. The teacher videos have been invaluable for maintaining the relationships with the children in their classes.

4. Financial Implications

These have been covered in the budget discussion above.

5. Staff Wellbeing

There is a lot of contact amongst staff and this has now been formalised. 25% of staff are not in school because of shielding, self-isolating or sickness.

What is the percentage of staff in school assumed in the planning for September?

The hope is that there will be a greater number of staff in school. More clarity is needed from the government on conditions such as asthma so that staff know whether or not they should continue to stay at home.

6. Staff CPD

Staff are taking the opportunity of working at home to undertake CPD. Some of it is mandatory training that needed to be repeated, others, such as the newly and recently qualified teachers (NQTs and RQTs) are undertaking courses at every opportunity. TB reported that he had attended a socially distanced paediatric First

	<p>Aid course and is now fully qualified.</p> <p>7. Future planning How many children are in school at the moment and how many could the school cope with based on the current number of staff available? Currently around 60. Mapping of the site has been done, but it is the delivering and collecting of the children that causes the biggest challenge in relation to social distancing</p> <p>What is the position on Secondary places for Y6? Are appeals going ahead? And what is happening about Transition? Yes, appeals appear to be going ahead. A lot is in place already for transition planning. AK has been in touch with Redland Green School and is visiting next week. There is more of a concern for the transition for Reception children for September. This is going to be very challenging. It was noted that all Reception places have been filled.</p> <p>What is the position on attendance? This is not being chased up by the LA. Only if there are safeguarding issues and then it is about knowing the whereabouts of the child.</p> <p>How are school leaders managing to plan for the future when there is really only speculation to go on? Planning is a daily occurrence but it is also regularly modified. Once there is an announcement there will be a pause so that a considered plan can be developed. Reacting quickly is not the answer.</p> <p>LW Thanked GP and JE on behalf of the governing body for all they have done in these very challenging circumstances. She also asked them to convey the governing body's thanks, once again, to all the staff</p>	
4.	Approval of Minutes of Last Meeting Held on 19th March 2020	
	The minutes were approved subject to two small changes. JB to amend, LW to sign a copy, scan and send to JB Matters arising were deferred to the next FGB.	JB/LW JB
5.	Confirm items to carry forward to Term 1	
	Governors reviewed and agreed the list at the end of these minutes , subject to the detail of the matters arising from each of the meetings in the final box being added.	JB
6.	Additional Matters	
	None raised	
7.	Date & Time of Next FGB Meeting	
	Thursday 2nd July 6.00 – 7.30pm	

The meeting ended at 7.30pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 7th May 2020

Signed



Date 9th July 2020

Item	Actions agreed	Who by	Deadline
2	Sign approved budget electronically	DE/LW	31.5.20
3.1	Complete Safeguarding Audit	JE/LFW	31.5.20
3.7	Convey thanks from the Governing Body to all staff	GP/JE	ASAP
4	Sign revised minutes for 19.3.20	LW	ASAP
5	Add detail for FGB matters arising and reschedule carried forward items	JN	T1 FGB 20/21

	Decisions taken	Action taken
2	20/21 Budget approved: Income £3,491,100 Expenditure £3,474,467 In Year Movement £16,633 Carry forward £242,764 (7.56%)	LW/DE to add signatures to paperwork electronically
5	Agreed items to carry forward to Term 1, once detail of matters arising from FGB meetings added.	JB to schedule

Forward Planner			
Meeting	Content	Source	Lead
T1 FGB	Ofsted To include update on Subcommittee progress at answering likely questions.	Deferred from T5 FGB	DE/LW
T1 FGB	Vision & Ethos	Deferred from T5 FGB	DE/LW
T1 FGB	Monitoring visits	Deferred from T5 FGB	KA
T1 FGB	Pupil Premium Update	Deferred from T5 FGB	KA
T1 FGB	PAN update	Deferred from T5 FGB	LW
T1 FGB	Website - Task and finish group to review	Deferred from T5 FGB	DE/LW
T1 FGB	Any outstanding Matters Arising 1. FGB 21.11.19 2. FGB 6.2.20 3. FGB 19.3.20	Deferred from T5 FGB	DE/LW