

	<b>Bishop Road Primary School</b> <b>Governing Body</b> <b>Co-Chairs:</b> Mr Dara Ely & Mrs Lorraine Woodward <b>Vice-Chair:</b> Ms Kathie Auton <b>Clerk:</b> Ms Janet Bremner	<b>Address:</b> Bishop Road, Bristol BS7 8LS <b>Telephone:</b> 0117 9030483 <b>Website:</b> <a href="http://www.bishoproad.bristol.sch.uk/">http://www.bishoproad.bristol.sch.uk/</a> <b>Head Teacher:</b> Mrs Gillian Powe <b>Deputy Head Teacher:</b> Mr Joe Emissah
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## GOVERNING BODY MEETING – TERM 6

Held virtually on Thursday 2<sup>nd</sup> July 2020 at 6.15pm

### APPROVED 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	√		
<b>In attendance</b>					
Janet Bremner	Clerk	JB	√		

Question from the committee	Action	Decision
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ITEM	MINUTE	ACTION
1.	<b>Welcome &amp; Apologies for Absence</b>	
	The meeting began at 6.05pm. DE 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.	<b>Governor Terms of Office</b>	
	SG's term of office has recently expired. It is a 2-year co-opted seat and SG has indicated that she is very willing to continue in the role. SG then left the meeting whilst	



	<p>her reappointment was discussed. KA proposed and JSL seconded the proposal which was subsequently agreed and SG was welcomed back to the meeting.</p> <p><b>SG reappointed as Co-opted governor for 2 years</b></p>	
<b>3.</b>	<b>Head Teacher's Report and update</b>	
	<p>DE thanked GP, JE and the entire staff team at the school, on behalf of the governing body, for their monumental efforts in such difficult times, both during lockdown and the subsequent wider opening of the school.</p> <p><b>1. Planning for September</b></p> <p>GP introduced her report commenting that inevitably, as the report had been written a week previously, some things reported in it had now changed. She noted that whilst there had been new government guidance published today the school would know more confidently what could be planned for September after more detailed guidance becomes available, including any clarifications to the original guidance, as has happened previously.</p> <p>As indicated in the report, the school is very confident it can successfully manage the return of all children for September. There are areas that are challenging to arrange, particularly drop off and pick up as this inevitably involves a large number of parents, but work is well underway to resolve this, including consideration to the impact of for families with more than one child at the school.</p> <p>The strength of the school's spiral curriculum was noted as this means that any skills that might have been missed during lockdown can easily be absorbed as part of the existing curriculum.</p> <p>One of the main differences the children will notice in September is to the normal punctuation of the day, for example by attending assembly, as this will not be happening. Things will need to be done differently with assemblies, for example, delivered via screens in classrooms.</p> <p><b>Will year groups be kept together, or just classes?</b> Governors discussed the risks and benefits of the two different approaches. The biggest risk of larger groups is that if an adult who has been working across the year group contracts Covid19 the whole year group will need to self-isolate for 14 days – a much bigger impact than if it were a class of 30. But by remaining only in their classes the children will miss out on specialist input. This means that, for example, setting for Maths in Y6 will not be possible in September. It is the intention to keep to class bubbles in September. The size of bubbles is a school decision and it can be reviewed.</p> <p><b>Will the school need to use BRAC's space to manage under the new guidelines?</b> No, the school has adequate space to accommodate all the children and staff safely.</p> <p><b>Will the school be fining parents who do not send their children back to school straight away?</b> Whilst this remains an important sanction, it is not one the school anticipates using in the current circumstances. It is important it is available to schools who may need it to protect vulnerable children.</p> <p><b>The additional help that the government is offering, how will this work?</b> Teachers assessment will be used to identify if children need additional support. It is anticipated this will be a minority. Then appropriate action can be taken for those children.</p>	

## 2. Wider opening of the school

### **What is the reason for the increase in the number of Safeguarding incidents referred to in the report?**

There is a new recording system (CPOMS) which is online and very easy to use, and this will inevitably have caused an increase in recording. It is probable that there was some underreporting in previous years and the numbers remain very low for the size of school. JE commented that he would expect to see the numbers rise further once the school is fully open, mainly because of the ease of reporting in the new system, which is a very positive development. He added that the 'cause for concern' recording trigger has a very low threshold.

### **The RAG rating for Health & Safety – is it possible to give more details now, noting it will be followed up by the FBH&S Subcommittee?**

The main area of concern relates to the children arriving and leaving the school and the risk of stepping in to the road, to avoid others, whilst they are waiting or leaving the school. The school has tried to operate a one-way system to help with this but it has not been possible to enforce this as it is outside the school and the school can only ask or suggest to parents and carers how they might approach or leave the school. In order to mitigate this risk the school is asking Bristol CC if it can have barriers in the road to, in effect, extend the pavement area, but it may not be possible to do this as it is a corner site. The other mitigation is it using the Monk Road entrance as much as possible as there is very much less traffic there and so a smaller risk.

### **How has Y6 transition to secondary schools worked?**

AE reported that with most schools there has been much less engagement than in previous years and whilst some change is understandable, the school feels more could have been done to support this important transition for children.

### **What has been the impact on Y6 of their return to school?**

It has been very beneficial and has helped them prepare for transition to secondary.

## 3. Staffing update

GP explained the potential impact of new Reception parents of summer born children choosing to defer their child's entry by a year at this late stage. There is a risk of losing funding if the place cannot be filled quickly.

### **Does the school have any control over these deferrals?**

Previously it was up to the Head but now it is an LA decision and they seem to be happy to agree, whether there is a specific reason, or not.

### **Can these places be offered to others?**

Yes, but most parents who applied to the school for their child but did not get in are settled with places at other schools. The impact of having a Reception class with children with an 18-month age range could be difficult. It was also noted that summer born children at the school do not perform any less well than their peers.

### **Could the reason for delay be concerns related to Covid19?**

Yes, this will be the case for some but not all.

GP reported that a number of successful appointments have been made including newly qualified teachers (NQTs) and two experienced supply teachers who were looking for one-year contracts.

### **Are there any part time working arrangements that could pose a challenge in**

	<p><b>limiting the number of adults per class bubble?</b></p> <p>Only one and a way to manage this safely will be found. The same is true of PAA (planning, preparation and assessment) time. It is a challenge but a solution will be found. There will also be challenges if staff are absent, for whatever reason, as supply staff will inevitably be higher risk if they have been working in other settings.</p> <p><b>Will the Head of Year staffing structure continue in 20/21?</b></p> <p>Yes, although the challenge will be to get them out of class to enable them to undertake all the functions of the role. Initially they will be in class, and their out of class time will be reinstated in when it becomes possible</p>	
4.	<b>Chairs of Committees' Reports: Teaching &amp; Learning 25th June 2020</b>	
	<p>KA reported on the meeting held 25.6.20 commenting that a lot of the information, particularly on curriculum, had been included in the Head's report. She added that it was a very reassuring meeting with governors pleased to hear that the school has a 'hit the ground running' approach for September and that there will be close analysis to see where any additional funding can be used to help the children who most need it.</p> <p>The minutes were reviewed. <b>JE to send some amended wording to JB.</b></p>	JE/JB
5.	<b>School Development Plan</b>	
	<p>Work is underway but has, understandably, been delayed by the planning for wider opening in T6 and full opening from September. It will be ready for governors early in T1. Governors were pleased to learn the big project for 20/21 would be postponed rather than missed altogether. The SDP will follow the same style as in previous years, using the Ofsted headings and incorporating the SEF (School Evaluation Framework). There will be a focus on English and Maths, but with some other areas pared down when compared to previous years.</p>	
6.	<b>Policies for approval or information</b>	
	<p>1. <b>Behaviour Policy.</b> It was noted that whilst the Behaviour Policy is a school policy, governors are responsible for the behaviour principles that are included in the policy. It was noted that there were some small changes and additions to the policy since the previous version. Some minor changes were noted. <b>JE to make these.</b> Subject to those changes, <b>Behaviour Policy approved.</b></p> <p>2. <b>Exclusions Policy.</b> There is a requirement for all schools to have an Exclusions Policy. Previously the school has referred directly to the Department for Education (DfE) guidance as the process is very tightly controlled. There was a discussion as to the merits of having a policy that paraphrases the official guidance, but it was acknowledged that this was now necessary. <b>Exclusions Policy approved.</b></p>	JE
7.	<b>Annual Reports from named governors: schedule for 20/21</b>	
	<p>JB confirmed the purpose and process for annual reports of named governors. It was noted that these are intended to be summaries and to build on existing information. They can be particularly useful for preparing for any external scrutiny of governance, including Ofsted. Guidance is readily available and there is an information pack provided by Bristol GDS for all named governor roles. It was agreed that all the named governors, many of whom are new to role, would <b>review the guidance and, where possible, attend relevant training</b>, and that during 20/21 the reports would be</p>	Named Gobs JB

	shared with the FGB based on activity in the new academic year. <b>JB to schedule at appropriate times during the year.</b>	
<b>8.</b>	<b>Governor planning for next academic year</b>	
	<p>1. <b>Evaluation of Governor Action Plan.</b> This was discussed along with the process of governors' annual self-evaluation. It was noted that Covid19 had impacted on many of the actions, particularly those where training was involved. It was agreed that the Co-Chairs, clerk and training governor would <b>review the plan and self-evaluation documentation</b>, including some designed to capture learning from the Covid19 impacts on governance, and report back to the T1 FGB.</p> <p>2. <b>Confirm draft meeting dates.</b> These were reviewed and agreed, subject to bringing the Teaching and Learning meeting start and finish times forward 15minutes. <b>JB to upload on to GovernorHub Calendar.</b></p>	<p><b>DE/LE/ JB/RW</b></p> <p><b>JB</b></p>
<b>9.</b>	<b>Approval of minutes &amp; matters arising</b>	
	<ul style="list-style-type: none"> <li>FGB 7th May 2020</li> <li>EGB 1st June 2020</li> </ul> <p>Both sets of minutes were agreed as a true record of the meetings. <b>DE to sign.</b></p> <p><b>Matters arising</b>  <b>JB will collate matters arising from all committee and FGB meetings held during lockdown.</b> Early in Term 1 these will be reviewed by the Co-Chairs and GP/JE for decisions on how to proceed. It was noted that whilst many will still be relevant, events will have overtaken others.</p>	<p><b>DE</b></p> <p><b>JB</b></p>
<b>10.</b>	<b>Additional Matters</b>	
	<p><b>Governor Approval to temporarily increase the Head Teacher's financial authorisation level.</b></p> <p>GP provided the background to the situation that has arisen as a result of the school changing payroll providers. It has not been possible to complete the final step of the process during lockdown. This is the setting up a separate school bank account for the salary payments. BCC Finance Team has helped the school make an alternative arrangement which requires the Head to authorise all the salary payments each month until the new bank account is in place. It is anticipated that this will last for 2 months.</p> <p><b>Governors agreed to increase the Head's authorisation level up to the amount required to processes monthly salaries, until such time as a new, separate, school bank account can be set up for this purpose.</b></p> <p><b>Review of the year.</b></p> <p>The Head and governors reflected on the last academic year, specifically the lockdown period. They noted that so much had been achieved. It was felt this was down to the school's leadership, staff team and governors working very strongly together. Particular thanks were recoded to JE for his hard work, commitment and exceptional organisational skills.</p>	
<b>11.</b>	<b>Date &amp; Time of Next FGB Meeting</b>	
	Thursday 24 <sup>th</sup> September 6.15 – 8.15pm	

The Meeting ended at 8.25pm



Signed

Date 24.09.20

Item	Actions agreed	Who by	Deadline
4	Send T&L minutes amended wording to JB	JE	End T6
6	Minor changes to Behaviour policy as agreed	JE	End T6
7	Review guidance and attend training where available	Named governors	Ongoing
7	Schedule named governors reports to FGB for 20/21	JB	T1 FGB
8.1	Review governor action plan and self-evaluation documentation	DE, LW, JB, RW	T1 FGB
8.2	Upload meeting dates to GovernorHub	JB	End T6
9	Collate matters arising from all committee and FGB meetings held during lockdown.	JB	Start T1

	Decisions taken	Action taken
2	SG reappointed as Co-opted governor for 2 years	GovernorHub updated
6	Policies approved: Behaviour Policy Exclusion policy	School records and GovernorHub updated
10	Head Teacher financial authorisation level. Temporary increase to cover payroll costs.	To be reviewed T1

Forward Planner			
Meeting	Content	Source	Lead
T1 FGB	<b>Ofsted</b> To include update on Subcommittee progress at answering likely questions.	Deferred from T5 FGB	DE/LW
T1 FGB	<b>Vision &amp; Ethos</b>	Deferred from T5 FGB	DE/LW
T1 FGB	<b>Monitoring visits</b>	Deferred from T5 FGB	KA
T1 FGB	<b>Pupil Premium Update</b>	Deferred from T5 FGB	KA
T1 FGB	<b>PAN update</b>	Deferred from T5 FGB	LW
T1 FGB	<b>Website</b> - Task and finish group to review	Deferred from T5 FGB	DE/LW
T1 FGB	<b>Any outstanding Matters Arising</b> 1. FGB 21.11.19 2. FGB 6.2.20 3. FGB 19.3.20 4. FGB 7.5.20 5. FGB 2.7.20	Deferred from T5 & T6 FGB	JB to collate