



Bishop Road Primary School Governing Body
Co-Chairs: Mr Dara Ely & Mrs Lorraine Woodward
Vice-Chair: Ms Kathie Auton
Clerk: Ms Janet Bremner

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

GOVERNING BODY MEETING – TERM 1
 Held virtually on Thursday 24th September 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	√		
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 6.15pm. LW chaired the meeting. Apologies were received and accepted from KA. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.	
2.	Clerk update	
	1. NGA Governor Code of Conduct. This was adopted by the Board. 2. Governor Confirmations. All governors to confirm via GovernorHub, (as per instructions on Clerk update)	ALL



	<ul style="list-style-type: none"> a. Business Interests b. Keeping Children Safe in Education c. Code of conduct <p>3. Get Information About Schools (GIAS) All governors to update information on GovernorHub profiles (as per instructions on Clerk Update)</p>	ALL
3.	Election of Chair	
	Governors agreed the term of office to be one year. Nominations were received from DE and LW for them to act as Co-Chairs. No other nominations were received. DE and LW were elected as Co-Chairs for 20/21	
4.	Governance Structures 20/21	
	<p><u>To approve/appoint:</u></p> <p>1. Scheme of Delegation Anomalies in the proposed were discussed. JB to amend or follow up as necessary. Proposed Scheme of Delegation approved, subject to changes agreed at the meeting.</p> <p>2. Committee Terms of Reference, Approved. It was noted these would need to be reviewed in future to ensure the reflect the Scheme of Delegation and that there are no remaining inconsistencies.</p> <p>3. Governing Body Roles</p> <ul style="list-style-type: none"> a. Committee/Panel Membership b. Committee Chairs c. Named Governors <p>Existing committee chairs and named governors indicated they were all happy to continue in role. These appointments were approved.</p>	JB
5.	Head Teacher's update	
	<p>1. Reopening Update</p> <p>Staff have been determined to be ready to open for the children from the start of term, and this had been achieved. The additional inset days were not felt to be beneficial at the start of term and are being added to the Christmas break. This is also likely to work best for parents. There were a few extra days added the Reception phased induction. The overall approach was to be up and running as usual as soon as possible. The children are in class bubbles, rather than year group ones, in order to limit any potential self-isolating following a positive Covid19 test within the bubble. The most challenging parts of the day are lunchtime and playtime. So far, there have been no positive tests for children although three teachers had to self-isolate due to close contact before term started.</p> <p>There has been an increase in the number of children with EHCPs (Education & Health Care Plans), some needing full time support. There have also been more children with EAL (English as an additional language) joining the school. Year 6 is now almost full.</p> <p>Governors commented on the benefits to the children of continuity and consistency and the focus on getting back to normal from day one.</p>	

2. Staffing Update

Currently there are two posts that are unfilled. Four 'floating' teachers have been taken on for the whole year to provide flexibility and to ensure that any absences can be covered from within the team. It also mitigates the risk of bringing infection into the school through variable agency staff. The new model for the school day, with no breaks for assembly and library visits, means that teachers are teaching all day, and this can be challenging.

What is the makeup of the new staff?

Two NQTs, two agency teachers in class plus the four floating agency staff. This model, which makes use of the additional money returned to the school's budget for this year, provides for the greatest flexibility and also allows Tom Barr to be out of class. There is also an increase in the number of Learning Support Assistants (LSAs) in order to provide cover to allow teachers to have breaks.

3. School Improvement Plan

This has been simplified in light of the current circumstances, with three clear priorities identified:

- **Elevating expectations for all**
- **Bishop Road Reading Adventure.** This is supported by mini libraries in each classroom.
- **Developing communities and connections.**

Has there been any change to the curriculum statement shared in July?

Some change, but there is no new data that can be used at the moment. It continues to be very much a strength-based approach and links to the three SDP areas and the four key Ofsted areas.

4. School Evaluation Framework

This will be revised next, now work on the SIP has been updated.

5. Recovery Curriculum

There has been a holistic approach to this, led by the Heads of Year, and with reading as the bedrock. The focus on concepts makes catching up, where needed, easier.

How is the catch-up funding going to be used?

There is about £70K in total. It will be allocated once there is clarity as to what might best support the children.

6. Home Learning & Wellbeing

The challenge of potentially delivering home learning to some children in a class who are at home, whilst the rest of the class is still in school, were discussed. Systems have been put in place to ensure that those in and out of school all get the same content. The dojo platform is being used, with classes being set up, and work to be sent home on it as soon as it is up and running. One of the supply teachers, who is a 'floater' has a specific role in relation to children doing remote learning, including making phone calls, receiving work and providing feedback.

	<p>This is a significant improvement on the systems put in place at the start of lockdown.</p> <p>Why as the dojo platform chosen? A few options were explored, but this one is set up specifically for schools and was felt to be the best fit.</p> <p>How soon will children have access? From next week, as long as parental consent has been received.</p> <p>Are there children who do not have access to online learning at home? Very few do not have any access, and alternative solutions will be sought for those children</p> <p>7. Governor Monitoring Arrangements (Zoom) This will need to be done via Zoom and will need to focus on different things this year. It will be discussed further, and plans for the year ahead put in place, at the Teaching & Learning Subcommittee.</p>	
6.	School Development Plan	
	Covered under item 5	
7.	Policies for approval or information	
	<p>1. Policy Review Schedule</p> <p>a. Pay Policy Strategy (Information) The process for reviewing and approving the Pay Policy was discussed. It was noted that a third governor would be needed for the Pay Panel. DE to action.</p> <p>2. Policies for approval</p> <p>a. Equality b. Safeguarding c. Data Protection d. Freedom of Information e. Governor Allowances</p> <p>All policies approved, subject to some minor changes. Action JB</p> <p>Equalities Policy states reporting of racial incidents should happen 3 times per year. Is this happening? The reporting of racist incidents is required by the Local Authority and yes, this is being done. But it is only racist incidents that they need to be informed about, not other incidents of discrimination. GP reports all incidents under this policy as part of her Head's Report to governors three times a year.</p>	<p>DE</p> <p>JB</p>
8.	Governor Action Plan	
	Deferred to Term 2 FGB	JB
9.	Approval of minutes & outstanding matters arising from 19/20 FGBs	
	<p>1. FGB 2nd July 2020 Review & update outstanding actions Minutes of 2nd July 2020 were approved. The review of outstanding actions</p>	

	was deferred to Term 2 FGB.	JB
10.	Additional Matters	
	None raised. Governors concluded the meeting by reiterating how impressed they were with the very successful return to school for the children from the start of Term 1. Thanks to GP, JE and the whole team.	
11.	Date & Time of Next FGB Meeting	
	Thursday 19th November 18.15 – 20.15 Virtual meeting	

The Meeting ended at 8.15pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 24th September 2020

Signed 

Date 23.11.2020

Item	Actions agreed	Who by	Deadline
2	Complete confirmations for Business Interest, KCSIE and Code of Conduct	All	End Term 1
2	Update Personal information on GovernorHub	All	End Term 1
4.1	Amend Scheme of Delegation as agreed and respond to queries	JB	T2 FGB
7.1	Find another governor for Pay Committee	DE	ASAP
7.2	Amend policies as agreed at the meeting	JB	ASAP
8.0	Governor Action Plan deferred	JB	T2 FGB
9.1	The review of outstanding actions was deferred to Term 2 FGB.	JB	T2 FGB

	Decisions taken	Action taken
2	NGS Code of conduct adopted	Posted on GovernorHub
3	Term of office for chair confirmed as 1 year	GovernorHub updated
3	DE & LW elected as Co-Chairs for 20/21	GovernorHub updated
4.1	Proposed Scheme of Delegation agreed, sub to agreed amendments	GovernorHub updated
4.2	Sub committee Terms of Reference approved	GovernorHub updated
4.3	Existing roles, including committee chairs and named governors, agreed	GovernorHub updated
7.2	Policies agreed: 1. Equality 2. Safeguarding 3. Data Protection 4. Freedom of Information 5. Governor Allowances	GovernorHub updated & final versions of policies returned to the School
9.0	Minutes of FGB 23rd July 2020 approved.	GovernorHub updated