

	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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GOVERNING BODY MEETING – TERM 2
 Held virtually on Thursday 19th November 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. DE chaired the meeting. Apologies were received and accepted from GP. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.	



2.	Governance	
2.1	Governor confirmations. These are almost complete, JB to follow up any that remain outstanding.	JB
2.2	Confirm Pay Committee appointment. LFW confirmed as third member of Pay committee. DE reported that the Pay Committee meeting has taken place and that all the resulting actions have taken place.	
2.3	Named governor meetings (virtual) & reporting to FGBs. JB explained the 5 named governor roles, their purpose and how they report back to the FGB. It was agreed that JV would take on the Children in Care (CIC) named governor role as it sits well with the SEND role. The frequency of meetings with key staff for named governors was discussed and it was agreed that these would vary, according to the role, with Safeguarding needing 3 per year. Proformas will be used to make the reporting process clearer and to help guide discussions with lead staff. JE referred to the timetable in the meeting folder and it was agreed to arrange for the meetings and reports according to this. Action: Named Governors to arrange meetings, JB to schedule reports to FGB	JB, KA, LFW, JV, JSL
2.4	Programme of governor monitoring visits (virtual). JE referred to the proposed timetable in the meeting folder. There was a discussion about the challenges of doing this virtually and the need for smaller meetings. A proforma of standardised questions will be used. Governors were asked to identify the area they would like to be involved in and then a 30 minutes Zoom session will be arranged with the appropriate member(s) of staff. Action – All governor to let JB know their subject area preference(s) by 30.11.20. JE/KA to drawn up proforma of questions.	ALL/JB JE/KA
3.	Head Teacher’s Report	
	<p>JE introduced the report in the absence of GP. He highlighted the number of external visits the school had received since reopening in September, and the fact that these had all been very positive. Ofsted had been very impressed by the quality of school’s remote learning. JE reported that the school was in the position it would want to be by this stage in the academic year. Steps have been taken increase flexibility, for example, putting classes into pods of two, rather than single classes. This has proved especially beneficial for playground use, as well as for sharing staffing.</p> <p>What does pupil conferencing involve? This is something the school has been doing for some time. The person who knows the child best is the one to provide the additional support. It is a fluid arrangement, unlike a prescribed intervention.</p> <p>Is it one to one? Mostly, yes. It is about using the most qualified person to work with the child and, although it can be expensive, it is known to have the highest impact.</p> <p>The report refers to the new pastoral team. What is it and who is in it? Hazel Robinson (HR), Pastoral Lead, leads the team, but it is a whole school responsibility. There was a discussion about the type of pastoral support the school offers. HR’s role is to co-ordinate a variety of activities and support.</p> <p>Is the current situation having a greater impact on the more vulnerable children? Yes, this was discussed and Teaching & Learning Committee this term. This is resulting in more targeted work with those children, more in class support and more interventions from the SENCo.</p>	

	<p>How is the Catch-up funding linked to Pupil Premium funding? The focus is on the support for the child, bearing in mind that there is a limit to how much a child can be taken out of class. The reconciliation of the funding is done retrospectively. The Pupil Premium plan for 20/21 is already in place. It is being amended as needs change through the year, and will be shared with the T&L committee at their T4 meeting.</p> <p>The report mentions that the SEND training has focussed on the most prominent needs. How do you get to the least prominent need? If there is an EHCP in place then there is a statutory requirement to carry out what is in the plan. For other needs there has to be a hierarchy of priority as it is not possible to do everything at once. A lot of SEND training has been done this term, with bespoke training for teachers and with LSAs, working in larger groups. If there is an individual need this can often be supported by working with another school</p>	
4.	School Development Plan	
	This has been discussed at T&L Committee. The plan has been designed to be clear and focused with three priorities. More detailed plans sit underneath the main plan for all curriculum leads.	
5.	Policies for approval or information	
5.1	<p>Sex & Relationships Policy This is about to be shared with parents and carers as part of the consultation process. Once this has been completed, JE will send the final draft to JB for sharing with governors via GovernorHub, so that it can be approved before the end of term.</p>	JE/JB
5.2	<p>Pay Policy 20/21 This was approved via the FGB's U&E Protocol on 31.10.20.</p>	
6.	Governor Action & Training Plan	
	<p>RW referred to the draft plan in the meeting folder. The importance of governor training and development was noted, including keeping it up to date. There was discussion around the areas of focus and it was noted that finance training had been completed February 2020. Ways of sharing training were discussed and it was agreed to have an FGB item on governor training and development three times a year. Action JB.</p> <p>It was agreed to have training as part of the February FGB which JE will arrange. Preparation for Ofsted or Curriculum were suggested topics</p> <p>JB asked governors to update their own training records on GovernorHub and to look for training, especially for named governors. JB can also help to identify suitable training. LFW to send JB training record spreadsheet.</p>	<p>JB</p> <p>JE</p> <p>ALL LFW</p>
7.	Approval of minutes & outstanding matters arising from 19/20 FGBs	
	Subject to one minor change, the minutes of the FGB 24th September 2020 were approved and signed by the Chair.	
8.	Papers for information	
	The committee minutes were noted. There were no questions.	

9.	Additional Matters	
9.1	Christmas activities. JE shared the plans for a virtual singing event, arranged instead of the normal Christmas activities in school.	
9.2	Feedback to governors from external visits. There was a discussion about the best way to do this. It was noted that the Ofsted visit was not an inspection of any sort. Governors would welcome some verbal feedback on all the external visits to date. JE to provide overview Term 3 FGB.	JE/JB
10.	Date & Time of Next FGB Meeting	
	Thursday 4th February 2020 18.15 – 20.15	

The Meeting ended at 8pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 19th November 2020

Signed



Date 18.3.21

Item	Actions agreed	Who by	Deadline
2.1	Follow up outstanding governor confirmations	JB	End Term 2
2.3	Named Governors to arrange meetings	KA, LFW, JV, JSL	Early Term 3
2.3	Schedule named governor reports	JB	Early Term 3
2.4	Notify clerk of preferences for governor virtual visits	ALL	10.12.20
2.4	Draft proforma with questions for governor virtual visits	JE/KA	Early Term 3
5.1	Send final draft of RSE policy to clerk to arrange governor approval	JE	When available
6.0	Governor training and development agenda item FGB Terms 2,4 & 6	JB	Ongoing
6.0	Arrange governor training for FGB in Term 3	JE	T3 FGB
6.0	Governors to update own training records and identify new training opportunities	ALL	Ongoing
6.0	LFW to provide clerk with training spreadsheet	LWF	End term 2
9.2	Overview of external visits	JE	Term 3 FGB

	Decisions taken	Action taken
2.1	LFW confirmed as third member of Pay committee	GovernorHub updated
5.2	Pay Policy 20/21 approved 31.10.20 via GovernorHub	GovernorHub updated & final version returned to the School
7.0	FGB minutes 24.9.20 Approved	GovernorHub updated & signed minutes returned to school