



**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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Website: <http://www.bishoproad.bristol.sch.uk/>
Head Teacher: Mrs Gillian Powe
Deputy Head Teacher: Mr Joe Emissah

GOVERNING BODY MEETING – TERM 4
 Held virtually on Thursday 18th March 2021 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	√ (from item 2)		
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 6.20pm. DE chaired the meeting. Apologies were received and accepted from RW. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.	
2.	SEND	
	Governors noted the SEND report which accompanies the SEND policy (agenda item 5.1). The report was considered to be very comprehensive and governors commented that it enabled them to feel very well informed about SEND provision within the school. It was noted that JV, SEND Named governor, has a meeting planned with the SENCO in	



	<p>Term 6. During the subsequent discussion there were a few suggestions of information that might be included in the future. An example of a provision map, showing the journey of the child, through school assessment, interventions put in place for a set period of time, and then exit criteria, could be very helpful. Governors were particularly pleased to note the wide range of training opportunities for all staff as part of the support for children with SEND. It was also noted that the formal reporting mechanism for SEND to governors is via the Head's Report, presented three times per year.</p> <p><i>JE joined the meeting</i></p> <p>What is the impact of the SEND funding? The level of funding is better than previously and is having a positive impact.</p> <p>The plan does not specifically mention the areas of the school that are not yet fully accessible – should this be include? It is about making the necessary links. Section 15 refers to the Accessibility Plan and this in turn details the physical access challenges that remain, specifically the story garden and kitchen which are not accessible to wheelchair users. These are monitored as part of the work of the Finance, Buildings, Health, Safety and Wellbeing subcommittee, including looking for funding opportunities. The importance of ensuring this links in to the Health and Safety Policy was also acknowledged. JE/JSL to follow this up through FBHS&W Subcommittee.</p> <p>Governors concluded by thanking Emma Metcalfe, SENCo, for such a clear and comprehensive report.</p>	<p>JE/ JSL</p>
<p>3.</p>	<p>Head Teacher's Report</p>	
	<p>GP referred to her report which had been circulated ahead of the meeting. She noted that the school was still following the model of bubbles that had been in operation before the current lockdown. Staff are very pleased to be back in school, and therefore all together. The children have settled back in very quickly. There will be development areas for some children, and these will be identified. It is not about 'lost learning' but picking up those who need some additional help. It is difficult to look too far ahead and there will be challenges associated with opening up further. Everything is working well at the moment.</p> <p>Are staff still receiving the same number and type of e mails about the quality of remote learning? Apart from the odd instance, this has stopped, as soon as it became clear that all children would be returning to school.</p> <p>This has been such an extraordinary time in the life of the school. Are there any plans to do some kind of history that captures the changing plans, and how quickly everything was put in place? Yes, but probably not straight away. Could potentially link to the 125 years celebrations. It was also noted that it is important to keep the messaging to parents going so that all are aware how much has been done, and is being done, for the children.</p> <p>GP reported that there will be no Ofsted inspections this academic year.</p> <p>Governors thanked GP/JE and the staff for all they have done in the last year, and of course, continue to do.</p>	
<p>4.</p>	<p>Overview of external visits</p>	
	<p>JE reported on three visits that took place in Terms 1 & 2.</p>	

4.1	<p>Ofsted Term 1 This was not an inspection; it was one of a series of visits made to schools across the country to look at how the return to school was working. The visit was very positive and Ofsted had been very impressed by the quality of school's remote learning</p>	
4.2	<p>Health & Safety Executive Term 1 Again, this was part of a larger programme and there was no particular reason why the school was chosen. It was another very constructive visit. It was an in-depth visit, with the school required to produce documentary evidence. The HSE were impressed with the systems in place and the management of the class bubbles.</p>	
4.3	<p>LA School Improvement Partner (David Shears) Term 2 This visit reviewed 6 or 7 areas including attendance, staff wellbeing, assessment, SEND and Pupil Premium. It was a broad-brush review, looking at the same areas as Ofsted would in a normal inspection. There is a visit note which can be shared with governors. Action JE</p>	JE
4.4	<p>Joint LA and Union Health & Safety visit Term 2 This visit also went well. The main focus was on road safety. The visit confirmed the school had done the right thing in this area.</p> <p>Was there a staff union rep involved? No, it was a trained and independent union rep who was acting on behalf of their members. The focus of the visit was to check that everything was being done correctly, and they were satisfied.</p>	
5.	Policies for approval	
5.1	<p>SEND Policy Approved.</p>	
5.2	<p>RSE Policy Approved. There was a discussion about leaflets that might help to summarise the key elements of the policy for parents. Jigsaw produce some good materials. To be followed up outside the meeting. There was also a discussion as to how RSE was going to be taught this academic year, given that there are only two terms left. It was confirmed that this will be done for Y6 and started in Y5.</p>	
5.3	<p>Attendance Policy Approved</p>	
5.4	<p>Health, Safety & Wellbeing Policy This had been reviewed, and amended, by JSL, H&S Named Governor and the FBHS&W committee. Approved</p>	
5.5	<p>Virtual Meetings Protocol Approved</p>	
5.6	<p>Urgency & Efficiency Protocol Approved</p>	
6.	Governor Training	
	<p>This is a standing item in terms 2, 4 and 6. There is no update to the Governor Action and Training Plan at this meeting, but it was noted that an excellent training session had been delivered to the FGB on curriculum in Term 3. All governors encouraged to book and log any training undertaken. Governors whose Prevent Training is more than a</p>	

	couple of years old will be asked to repeat. JB to contact directly , along with the link to the free 45-minute online training course.	JB																																																
7.	Approval of minutes & outstanding matters arising from 19/20 FGBs																																																	
	<p>FGB 19.11.20 Approved. No matters arising</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Actions agreed T2 FGB</th> <th>Who by</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>2.1</td> <td>Follow up outstanding governor confirmations</td> <td>JB</td> <td>Completed</td> </tr> <tr> <td>2.3</td> <td>Named Governors to arrange meetings</td> <td>KA, LFW, JV, JSL</td> <td>Delayed by Lockdown. <i>Now in progress</i></td> </tr> <tr> <td>2.3</td> <td>Schedule named governor reports</td> <td>JB</td> <td>In progress</td> </tr> <tr> <td>2.4</td> <td>Notify clerk of preferences for governor virtual visits</td> <td>ALL</td> <td>Completed</td> </tr> <tr> <td>2.4</td> <td>Draft proforma with questions for governor virtual visits <i>T&L to progress in T4 meeting</i></td> <td>JE/KA</td> <td>Early Term 3 <i>Revised - T&L T4</i></td> </tr> <tr> <td>5.1</td> <td>Send final draft of RSE policy to clerk to arrange governor approval</td> <td>JE</td> <td>Agenda item 4.1</td> </tr> <tr> <td>6.0</td> <td>Governor training and development agenda item FGB Terms 2,4 & 6</td> <td>JB</td> <td>Ongoing</td> </tr> <tr> <td>6.0</td> <td>Arrange governor training for FGB in Term 3</td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>6.0</td> <td>Governors to update own training records and identify new training opportunities</td> <td>ALL</td> <td>Ongoing</td> </tr> <tr> <td>6.0</td> <td>LFW to provide clerk with training spreadsheet</td> <td>LWF</td> <td>Completed</td> </tr> <tr> <td>9.2</td> <td>Overview of external visits</td> <td>JE</td> <td>Agenda item 3</td> </tr> </tbody> </table> <p>EGB 4.2.21 Approved. Matters arising: 3.0 New catering providers. The preparation is going well Training is of a high-quality and an executive chef is in post.</p>	Item	Actions agreed T2 FGB	Who by	Deadline	2.1	Follow up outstanding governor confirmations	JB	Completed	2.3	Named Governors to arrange meetings	KA, LFW, JV, JSL	Delayed by Lockdown. <i>Now in progress</i>	2.3	Schedule named governor reports	JB	In progress	2.4	Notify clerk of preferences for governor virtual visits	ALL	Completed	2.4	Draft proforma with questions for governor virtual visits <i>T&L to progress in T4 meeting</i>	JE/KA	Early Term 3 <i>Revised - T&L T4</i>	5.1	Send final draft of RSE policy to clerk to arrange governor approval	JE	Agenda item 4.1	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	Completed	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	Completed	9.2	Overview of external visits	JE	Agenda item 3	
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8.	Papers for information																																																	
	The T4 FBHS&W committee minutes were noted. There were no questions.																																																	
9.	Additional Matters																																																	
	None raised																																																	
10.	Date & Time of Next FGB Meeting																																																	
	Thursday 13th May 2021, 6.15 – 8.15pm																																																	

The Meeting ended at 7.50pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 18th March 2021

Signed



Date 17th May 2021

Item	Actions agreed	Who by	Deadline
2.0	Follow up accessibility issues form SEND report at FBHSW	JE/JSL	Not set
4.3	SIO T2 visit note to be shared with governors	JE	ASAP
6.0	Contact governors needing to renew Prevent Training	JB	End T4

	Decisions taken	Action taken
5.0	<p>Following policies approved:</p> <ol style="list-style-type: none"> 1. SEND Policy 2. RSE Policy 3. Attendance Policy 4. Health, Safety & Wellbeing Policy 5. Virtual Meetings Protocol 6. Urgency & Efficiency Protocol 	GovernorHub updated & final version returned to the School
7.0	<p>FGB minutes 19.11.20 Approved EGB minutes 4.2.21 Approved</p>	GovernorHub updated & signed minutes returned to school