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

## GOVERNING BODY MEETING – TERM 5

Held virtually on Thursday 13<sup>th</sup> May 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       | √       |           |        |
| 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 |
|-----------------------------|--------|----------|
|-----------------------------|--------|----------|

| ITEM | MINUTE   | ACTION |
|------|--|--------|
| 1.   | <b>Welcome &amp; Apologies for Absence</b>   |        |
|      | The meeting began at 6.15pm. LW chaired the meeting. Apologies were received and accepted from AE & JSL. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.   |        |
| 2.   | <b>Budget</b>  |        |
|      | CS referred to the report in the meeting folder that Jayne Donovan had presented to the FBHS&W T5 meeting. He noted the following points: <ul style="list-style-type: none"> <li>The planning cycle for the budget had started in January</li> </ul> |        |



|     |   |    |
|-----|---|----|
|     | <ul style="list-style-type: none"> <li>• School meals and NNDR show changes but increased expenditure is matched by increased income</li> <li>• There had been additional costs for teaching and support staff in 20/21 because of the need for bubbles and this would continue for some of the financial year 21/22.</li> <li>• The budget falls within the 8% cap on carrying funds forward</li> <li>• The school has benefitted from the transition from more local funding arrangements to the national funding formula.</li> <li>• There is a per pupil increase</li> <li>• In the staffing budget there has been a move from supply (flexibility needed during the pandemic) to appointments to the staffing structure.</li> </ul> <p><b>Could the national funding formula change?</b><br/>Yes, it could but the school is also protected by the minimum funding guarantee. Funding will either remain stable or there will be a slight increase.</p> <p>It was noted that the budget had been reviewed in detail by the Finance, Buildings Health &amp; Safety Committee. CS, on behalf of the FBH&amp;S committee recommended the budget to the Full Governing board for approval.</p> <p><b>Income £3,910,216</b><br/><b>Expenditure £3,909,564</b><br/><b>In Year Movement £652</b><br/><b>Carry forward £204,969 (5.8%)</b><br/><b>The Budget was approved. LW to add signature to paperwork electronically</b></p> | LW |
| 3.  | <b>Head Teacher's Verbal Update</b>   |    |
|     | <p>GP reported that the school was very settled and school life was getting back to normal wherever possible. The school will be full in Reception next year. A very successful round of recruitment has just been completed. There was a discussion about the balance of staff within the school, focussing on the high number of Early Career Teachers. (These were formerly known as NQTs – the new terminology reflects the fact that support now lasts for 2 years, with 0.5-day release per week for that period). Most staff are now permanent or on fixed term contracts. There will only be one, or at most two, agency staff next year.</p> <p>GP commented on the high standards in Y1 phonics, noting the excellent support children had received at home during periods of remote learning.</p> <p><b>Are there any plans to review the PAN (pupil admission number) given that the school is full in Reception?</b><br/>The school is in a strong position so there is no need to reduce the number.</p> <p><b>Could the Local Authority ask the school to reduce its number or protect other schools' admissions?</b><br/>We are only consulted. The LA make all decisions for LA schools.</p> <p>Governors thanked GP, JE, TB and all the staff for their continuing hard work, ensuring that school is as normal as possible for the children.</p>   |    |
| 4.  | <b>Governor monitoring</b>  |    |
| 4.1 | <p><b>Feedback from governor monitoring</b><br/>KA reported on the trial monitoring visit via Zoom that had taken place in Term 4 and had been reported to the T4 Teaching and Learning Committee. A new, streamlined form, with questions for governors to ask, had been used and been found to be very useful. There is more detail in the minutes of the T4 T&amp;L meeting and also the form itself is in the T4 T&amp;L meeting folder.</p>  |    |

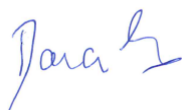
|     |   |                                   |
|-----|---|-----------------------------------|
| 4.2 | <p><b>Proposed teaching and learning week in term 6</b></p> <p>JE explained that as the T5 teacher observations have been moved to Term 6, it would be too much to do the governor visits in T6 as well. There are also real benefits in doing this type of exercise at the start of the academic year when all staff are fresh and any changes to subject leadership have taken place. This was supported by Governors.</p> <p><b>JE to organise a week for the visits</b>, possibly the week beginning 20<sup>th</sup> September 2021. There will be 14 visits needed altogether, so at least one for every governor. JE will make arrangements before the last FGB so everyone can book their visits in good time. <b>JB offered to help with booking the visits.</b> 30 – 40 minutes per session via Zoom.</p> <p><b>What will be the output of these visits? How will what has been learned be shared?</b></p> <p>A follow up visit, with the same person, but face to face, would provide the opportunity for governors to see evidence of the curriculum area in school. Doing it this way will enable the governor and the teacher to build a relationship, like a link governor role for curriculum.</p>   | <p><b>JE</b></p> <p><b>JB</b></p> |
| 5.  | <b>Policies for approval</b>  |                                   |
|     | No policies due for review  |                                   |
| 6.  | <b>Re-establishment of staffing levels</b>  |                                   |
|     | <p>GP referred to her report. The planned new leadership structure is designed to deliver stability in the school and represents a return to a structure similar to the one in place a few years ago before budget challenges led the school to reduce leadership capacity. There was a discussion around the different leadership roles used and the advantages of the revised structure with up to three Assistant Head posts. Key points included:</p> <ul style="list-style-type: none"> <li>• The cost difference between an upper pay scale teacher with a TLR 2, and an Assistant Head at the lower end of the leadership pay scale, is very small</li> <li>• The Assistant Head role delivers better stability for the school as it provides the opportunity for internal progression within the school. The Head of Year and TLR model is more likely to lead to teachers leaving the school in order to secure an Assistant Head, or Deputy, role.</li> <li>• Teachers on a leadership level post can be called on outside the 1265 hours per year for teachers and can also be expected to take on a non-curriculum role, eg responsibility for one of the school buildings.</li> <li>• The revised staffing structure is appropriate for a school of the size of Bishop Road, which is equivalent to some secondary schools.</li> <li>• The timing is right as there is adequate budget provision. All three posts would not necessarily be recruited to at once,</li> <li>• Assistant Heads may usually be in class most of the time, but with some extra release time for leadership responsibilities.</li> <li>• The existing Head of Year arrangements will continue</li> <li>• This is a structure that has worked very well in the past. It ensures all non-curriculum roles are adequately covered and at an appropriate level.</li> <li>• The recruitment will be internal to ensure the best candidates. Assistant Head positions do not usually attract a strong field if advertised externally and there is no requirement to do so. Any teacher can apply</li> <li>• The recruitment panel will include a governor (DE) as it is a leadership role.</li> <li>• The adjustments made to the budget have not been made in anticipation of any specific individuals getting the roles. As the pay scale of the successful candidates is not known, assumptions have to be made for budgeting purposes.</li> </ul> <p><b>What is the TLR3 Project Leader role?</b></p> <p>TLR3 Project Leader is for a time limited project. It offers a good opportunity for a teacher</p> |                                   |

|            | <p>to find out if they wish to take on responsibilities above their class responsibilities. A TLR2 also involves responsibilities beyond the class, and includes responsibility for the performance of other staff. It is a long-term change.</p> <p><b>What proportion of leadership roles are held by women?</b><br/>It is approximately 50%</p> <p><b>Governors approved the addition of three Assistant Head posts to the staffing structure.</b></p>  |           |                       |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
|------------|--|-----------|-----------------------|--------|----------|-----|--|--------|----------------|-----|---|----|-----------|-----|---|----|-----------|--|
| <b>7.</b>  | <b>Minutes of the last meeting</b>   |           |                       |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
|            | <p><b>FGB 18.3.21</b><br/><b>Approved.</b> No matters arising</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Actions agreed T4 FGB</th> <th>Who by</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>2.0</td> <td>Follow up accessibility issues form SEND report at FBHSW</td> <td>JE/JSL</td> <td>T1 FBHS&amp;W Ctte</td> </tr> <tr> <td>4.3</td> <td>SIO T2 visit note to be shared with governors</td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>6.0</td> <td>Contact governors needing to renew Prevent Training</td> <td>JB</td> <td>Completed</td> </tr> </tbody> </table> <p>The SIO note of visit (item 4.3) has now been added to the T5 FGB meeting folder.</p>   | Item      | Actions agreed T4 FGB | Who by | Deadline | 2.0 | Follow up accessibility issues form SEND report at FBHSW | JE/JSL | T1 FBHS&W Ctte | 4.3 | SIO T2 visit note to be shared with governors | JE | Completed | 6.0 | Contact governors needing to renew Prevent Training | JB | Completed |  |
| Item       | Actions agreed T4 FGB  | Who by    | Deadline              |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
| 2.0        | Follow up accessibility issues form SEND report at FBHSW   | JE/JSL    | T1 FBHS&W Ctte        |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
| 4.3        | SIO T2 visit note to be shared with governors  | JE        | Completed             |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
| 6.0        | Contact governors needing to renew Prevent Training  | JB        | Completed             |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
| <b>8.</b>  | <b>Papers for information</b>  |           |                       |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
|            | The T4 T&L Subcommittee minutes were referred to under 4.1   |           |                       |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
| <b>9.</b>  | <b>Additional Matters</b>  |           |                       |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
| <b>9.1</b> | <p><b>Bristol School Streets</b><br/>LW asked JE to talk about the Bristol School Streets project which he had brought to her attention. JE reported that he had been an approach from the LA and Highways to see if the school would be interested in participating in this project which aims to improve road safety around schools. It might involve an exclusion zone, supported by cameras, around pick up and drop off. Some Bristol schools have already joined the scheme.</p> <p><a href="https://travelwest.info/projects/bristol-school-streets">https://travelwest.info/projects/bristol-school-streets</a></p> <p>Governors felt that given the many issues raised with the LA in the past over road safety around the school, it would seem remiss not to express an interest. It is for the LA to determine whether the application is suitable. <b>Action JE</b></p> | <b>JE</b> |                       |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
| <b>10.</b> | <b>Date &amp; Time of Next FGB Meeting</b>   |           |                       |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |
|            | Thursday 1 <sup>st</sup> July 2021, 6.15 – 8.15pm  |           |                       |        |          |     |  |        |                |     |   |    |           |     |   |    |           |  |

The Meeting ended at 7.40pm

**Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 13<sup>th</sup> May 2021**

Signed



Date 5<sup>th</sup> July 2021

| Item | Actions agreed T5 FGB  | Who by | Deadline   |
|------|--|--------|------------|
| 2.0  | Budget to be signed and forwarded to LA Finance  | LW     | By 31.5.21 |
| 4.2  | Organise governor Curriculum visits during T1 21/22                                    | JE     | T6 FGB     |
| 4.2  | Support organisation of governor visits  | JB     | As needed  |
| 9.1  | Respond to LA expressing interest in learning more about Bristol School Street project | JE     | End T5     |

|     | Decisions taken   | Action taken  |
|-----|---|---|
| 5.0 | Budget approved:<br>Income £3,910,216<br>Expenditure £3,909,564<br>In Year Movement £652<br>Carry forward £204,969 (5.8%) | LW to sign electronically and forward to LA Finance     |
| 6.0 | Addition of 3 Assistant Head Teacher posts to the school's staffing structure   | GP/JE to implement                                      |
| 7.0 | FGB minutes 18.3.21 Approved  | GovernorHub updated & signed minutes returned to school |