

	<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 1<sup>st</sup> July 2021 at 6.15pm

**DRAFT 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 Sanguinol	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 6.25pm. DE chaired the meeting  Apologies were received and accepted from AE. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.	
2.	<b>Head Teacher's Report</b>	
	GP referred to her report. She commented that it was extremely hard to summarise the year that is just ending. It had been a very challenging year for everyone, especially during the second lockdown. Attendance has been very good and it is clear that all the	



	<p>staff are doing everything they can to support the children and their education. GP commented that she is very proud of the whole team. The staff have been unbelievably focussed.</p> <p>GP referred to the SEND report. Some children have needed greater support this year. The SENDCo, who is supported by a small team, is very good at training. There is a very good programme in place and all teachers are very supportive.</p> <p>GP commented on the impact of the last year on staff. They have remained totally focussed on the children although they are exhausted. She referred to the challenges of the late guidance that schools receive and the possibility of having a transition period as restrictions are relaxed to help both staff and children to adjust.</p> <p>There was a discussion about the impact of self-isolation requirements on children and whether there is any other circumstances where children would be well but at home and whether work could be provided for them. It was felt that the Covid-19 situation is unique and, hopefully, time limited, with no other direct parallels.</p> <p>It was clarified that the complaints figures (zero) were from September 2021 to date.</p> <p><b>The level of fixed term exclusions (FTEs), whilst still very small, is higher than has been usual for the school. Why is this, and have all other strategies been tried before and FTE?</b></p> <p>The number of FTEs is very low for the size of school and when compared to other schools in the city. Yes, the school is accessing all possible services. The FTE is very much a last resort.</p> <p>DE thanked GP for her comprehensive report. There were no further questions from governors.</p>	
<p><b>3.</b></p>	<p><b>School Development Plan (SDP)</b></p>	
	<p>JE shared the top-level SDP which covers two school projects and three targets for improving practice.</p> <p>GP described the Dendrology and Take One Picture projects, stressing the staff training underpinning them and the cross curricular opportunities they both present. Both will start in January, although preparation, and some activities, will take place before then.</p> <p>JE expanded on the three Improving Practice objectives:</p> <ul style="list-style-type: none"> <li>• The teaching of reading. This focuses on core skills for the teaching of reading and will include developing Reading Recovery.</li> <li>• The pedagogy and practice of challenge and support. This will include the sharing and modelling of best practice. Developing a culture of challenge within the classroom that also ensures inclusion.</li> <li>• Developing curriculum leadership. There will be a number of changes in curriculum leadership. This will support new and existing curriculum leads and is at the heart of what Ofsted will be looking for.</li> </ul> <p>Both the projects, and the improving practice objectives, were fully supported by governors as the key elements of the School Development Plan for 21/22. It was noted that more detail will be provided at the start of the next school year.</p>	
<p><b>4.</b></p>	<p><b>Staffing Update</b></p>	
	<p>GP reported that the 8 new teachers will be in school in the week beginning 5<sup>th</sup> July for their induction programme. Existing staff see the opportunity to support an ECT (Early Career Teacher) new to role as part of their own CPD. The school is always keen to</p>	

	<p>give new teachers responsibilities early as part of their development.</p> <p><b>Is the training for ECTs different to that previously provided to NCTs?</b> Yes, it is a longer programme (2 years) and it is compulsory for schools with ECTs to buy into an online programme to support them, in addition to the school's own programme of development.</p> <p><b>Have appointments been made to the new leadership structure?</b> Appointments are in progress. <b>GP will provide details to governors</b> once all appointments have been completed.</p> <p><b>Last year LW and DE meet with new teachers via Zoom during their induction week. Could this be repeated this year?</b> Yes, the new staff found it to be very beneficial. <b>GP/JE to arrange.</b></p>	<p>GP/JE</p> <p>GP/JE</p>
<b>5.</b>	<b>Attainment</b>	
<b>5.1</b>	<p><b>Update</b> There were, of course, no SATs this year and the reporting would be in Term 1 normally. However, the school did run mock tests. The results were very slightly below those of previous years. The school was extremely pleased with that, given the circumstances of this year. Governors will receive a summary of the school-based tests and assessments in Term 1.</p>	
<b>5.2</b>	<p><b>Catch up funding</b> TB referred to his report. The school received £65K based on £80 per pupil. It does not go far. When the costs of the support and interventions the school had provided were added up, they were far in excess of the funding allocated, so the things that had had the greatest impact were included in the report. The funding used to release teachers to work directly with children had had the biggest impact. This was balanced with some very focussed maths interventions which were delivered by specialist tutors.</p> <p>There was a discussion of the research done by the Educational Endowment Fund in to getting the maximum impact for catch up funding. JE also noted the big increase in pastoral support provided by the school.</p> <p>Governors commented that the report on catch up funding expenditure was a really good report and very helpful. It was noted that the new SDP covers a lot of the same ground, demonstrating a strong link.</p> <p><b>Will there be a similar approach, and another report, for the funding due 21/22?</b> Yes, the new funding will be looked at alongside the Pupil Premium funding. It is important to ensure there is no double counting of expenditure i.e. the same expenditure appearing in both the Catch-up funding report and the Pupil Premium Report. The way the school has spent this additional funding will definitely be reviewed by Ofsted during a visit.</p>	
<b>6.</b>	<b>Governor monitoring</b>	
<b>6.1</b>	<p><b>Update on School Visits</b> <b>KA to work with TB to provide a completed visit template</b> based on her meeting with TB in T4. This will help governors who have not done visits before, so needs to be ready early in T1.</p>	<b>KA/TB</b>
<b>6.2</b>	<p><b>Confirm arrangements for Governor monitoring Term 1</b> As agreed at the Teaching &amp; Learning Committee, <b>JE to work with JB to provide a booking system for governor visits in Term 1</b>, beginning 20<sup>th</sup> September. This will be ready by the end of T6 to allow time for bookings to be made. For governors who have not done visits before, there will be the opportunity to do this in pairs and there will be</p>	<b>JE/JB</b>

6.3	<p>follow up meetings later in the academic year with the same governors/staff. Visits will be virtual and will last around 30 mins each.</p> <p><b>Confirm draft meeting dates for 21/22</b> These were agreed. <b>JB to add meetings to GovernorHub calendar.</b></p>	JB
7.	<b>Annual Reflection</b>	
	<p>DE invited governors to reflect on their impact as governors during the last year, focussing on what went well and what could have gone better. He also invited GP and JE to comment from their perspective.</p> <p><b>Finance Cockpit.</b> This was felt to have been really helpful in keeping governors focussed on being strategic, reviewing trends, whilst acknowledging that this year, because of the pandemic, there had been a need to focus in on a bit more of the detail than would otherwise have been necessary.</p> <p><b>Buildings/premises.</b> This year has been hard as it has not been possible for governors to get in to school and help to develop plans to help solve some of the challenges presented by the buildings e.g. very few small rooms available to support SEND needs.</p> <p><b>Engagement.</b> The challenge for all governors, but particularly new governors, of not being able to visit the school as governors was discussed. Hopefully this will be much easier next year.</p> <p><b>Safeguarding governor role.</b> JE commented how valuable this is to the school, especially as LFW has been able to participate in the safeguarding audit and support the school as it faces even greater safeguarding challenges as a result of the pandemic.</p> <p>There was a discussion of <b>named governor roles</b> and governors who are able to share their professional skills and expertise with the school and how beneficial this has been. GP commented that she had felt really supported throughout this year. It was agreed that, whilst a review of roles and committee membership ahead of the new academic year would be sensible, it would be equally important not to lose skills and expertise from key roles.</p> <p><b>Governing body organisation.</b> Governors felt that more could be done to link the work of the different committees to ensure that information feeds from one to the other where appropriate. It was also noted that having an experienced clerk and an efficient online admin system had helped governors to carry out their role effectively.</p> <p>Governors noted that receiving well-presented information, that is in a highly developed state when it is shared with governors, makes it much easier for governors to fulfil their role. It was also noted that governor visits, which will re-start in Term 1, are a key element of good governance and that these are well planned by the school.</p>	
8.	<b>Policies &amp; Protocols</b>	
8.1	<p><b>Uniform Policy.</b> It was noted that whilst there is no statutory requirement for governors to approve the school's uniform policy, the DfE guidance strongly advises it. The changes to the policy were discussed and agreed and <b>the policy approved.</b></p>	JB
8.2	<p><b>Behaviour Policy</b> The proposal to move to <b>biennial approval of the school's behaviour policy was agreed</b> so that the policy will next be due for review in July 2022</p>	JB

<b>9.</b>	<b>Approval of minutes</b>																					
	The minutes of the meeting held 13 <sup>th</sup> May 2021 were approved and signed by the Chair. There were no outstanding matters arising.																					
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<b>10.</b>	<b>Papers for information</b>																					
	Teaching & Learning 14.6.21. There were no questions on the draft minutes.																					
<b>11.</b>	<b>Additional Matters</b>																					
<b>11.1</b>	<b>Confidential Item</b> See confidential minutes																					
<b>12.</b>	<b>Date &amp; Time of Next FGB Meeting</b>																					
	Thursday 23 <sup>rd</sup> September 2021 Venue TBC																					

The Meeting ended at 8.20pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 1<sup>st</sup> July 2021

Signed

*Para*

Date

*23/sep/2021*

Item	Actions agreed T5 FGB	Who by	Deadline
<b>4.0</b>	<b>Share outcome of leadership appointments with governors</b>	<b>GP/JE</b>	<b>Once complete</b>
<b>4.0</b>	<b>Co-Chairs Zoom with new staff</b>	<b>GP/JE</b>	<b>9.7.21</b>
<b>6.1</b>	<b>Completed Visit template</b>	<b>KA/TB</b>	<b>Start T1</b>
<b>6.2</b>	<b>Booking system for governor visits in Term 1</b>	<b>JE/JB</b>	<b>End T6</b>
<b>6.3</b>	<b>Add meetings to GovernorHub calendar</b>	<b>JB</b>	<b>ASAP</b>

	Decisions taken	Action taken
<b>8.1</b>	<b>Uniform Policy approved</b>	<b>GovernorHub updated</b>
<b>8.2</b>	<b>Biennial approval of the School's Behaviour policy was agreed</b>	<b>GovernorHub and Policy schedule updated</b>
<b>9.0</b>	<b>FGB minutes 13.5.21 Approved</b>	<b>GovernorHub updated &amp; signed minutes returned to school</b>