

	Bishop Road Primary School Governing Body Co-Chairs: Mr Dara Ely & Mrs Lorraine Woodward Vice-Chair: Vacant 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 1

Held in Bishop Road Primary School on Thursday 23rd September 2021 at 6.15pm

APPROVED MINUTES

Name	Position	Initials	Present	Apologies	Absent
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 6.25pm. DE chaired the meeting. Kathie Auton has resigned as a governor. Governors recorded their thanks to her for her hard work and commitment to the role over a number of years, including acting as vice chair and chair of the teaching and learning committee. Apologies were received and accepted from SG & JV. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.	



2.	Election of Chair & Vice 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 21/22 Election of Vice Chair. Deferred to T2 FGB	JB																																				
3.	Clerk update																																					
3.1	NGA Governor Code of Conduct. This was adopted by the Board.																																					
3.2	Governor Confirmations. All governors to confirm via GovernorHub, <ul style="list-style-type: none"> • Business Interests • Keeping Children Safe in Education (also covered in agenda item 6) • Code of conduct 	ALL																																				
3.3	Co-opted governor vacancies. There are now 2 vacancies for co-opted governors. The skills gaps on the FGB were reviewed and it was agreed that the vacancies should be advertised on <i>Inspiring Governance</i> and <i>Governors for Schools</i> , with education and safeguarding experience indicated as desirable. Action JB. The process for appointing to co-opted governors was reviewed, noting that there is a selection process which might include an interview.	JB																																				
4.	Governance Structures 21/22																																					
4.1	Scheme of Delegation JB referred to her report, highlighting the reasons for the significant change in some of the categories included in the scheme of delegation. Following discussion there were some changes made. The scheme of delegation was approved subject to those changes. Action JB	JB																																				
4.2	Committee Terms of Reference JB referred to her report and there was a discussion about the most appropriate style for the TORs. Agreed JB to provide drafts for each committee to review ahead of a final approval at the T2 FGB.	JB																																				
4.3	Associate members JE was appointed as an associate member on all subcommittees for a period of one year.																																					
4.4	Governing Body Roles Committee/Panel Membership was reviewed and agreed as follows:																																					
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	<p>Committee Chairs To be elected by committees and reported to T2 FGB</p> <p>Named Governors Roles were reviewed and a confirmed (subject to confirmation with JV) as:</p> <table border="1"> <tr> <td>H&S Governor</td> <td>John St Leger</td> </tr> <tr> <td>Looked After Children Governor</td> <td>Justin Vafadari</td> </tr> <tr> <td>Safeguarding Governor</td> <td>Liang-Fong Wong</td> </tr> <tr> <td>Pupil Premium Governor</td> <td>Sally Lucas</td> </tr> <tr> <td>SEND Governor</td> <td>Justin Vafadari</td> </tr> <tr> <td>Monitoring & Evaluation</td> <td>Liang-Fong Wong</td> </tr> <tr> <td>Induction</td> <td>Sarah Gillingham</td> </tr> <tr> <td>Training coordinator</td> <td>Rachel Whitfield</td> </tr> </table>	H&S Governor	John St Leger	Looked After Children Governor	Justin Vafadari	Safeguarding Governor	Liang-Fong Wong	Pupil Premium Governor	Sally Lucas	SEND Governor	Justin Vafadari	Monitoring & Evaluation	Liang-Fong Wong	Induction	Sarah Gillingham	Training coordinator	Rachel Whitfield	
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5.	Head Teacher's Update																	
5.1	<p>Review Of Works GP reported that there had been a significant amount of work completed on the school premises during the Summer, including the installation of 5 teaching walls and refurbishment in playgrounds and toilets. The telephone system had been replaced and a new system introduced for monitoring photocopying. A kitchen audit had taken place with a 100% score. GP noted the positive impact of this work on the school community.</p>																	
5.2	<p>Covid Catch up funding JE reported that the funding allocation for 20/21 had all been spent, as reported in detail to the T6 FGB. TB's report is on GovernorHub and it could be added to the school's website in the same way as Pupil Premium funding is reported. It is not anticipated that there will be any further Covid Catch up funding.</p>																	
6.	Safeguarding																	
	<p>Keeping Children Safe in Education JE referred to the summary of changes in the meeting folder. There was a discussion about the challenges in monitoring peer on peer sexual abuse and how this links to bullying. In some circumstances it may be hard to identify and this is important as the recording processes are different. The school is retaining its anti-bullying policy, although this policy is no longer a specific requirement.</p> <p>There was discussion of Safeguarding within the school and it was noted that there are now four designated safeguarding leads. It was also noted that LFW, as safeguarding named governor, makes regular visits to school and also monitors the Single Central Record frequently.</p>																	
7.	School Development Plan																	
	<p>Governor Monitoring Arrangements AE introduced the plan and supporting documentation. It was agreed that this approach would be supportive to both staff and governors. It was noted that in some cases there will be two subject leaders present for a session. This is because one subject lead is new in role and they will be supported by the previous subject lead. Visits were allocated amongst those present. JB to confirm visits with governors not present.</p>	JB																
8.	Policies & Protocols																	
	<p>The following policies were approved:</p> <ol style="list-style-type: none"> Safeguarding and Child Protection Governor Allowances 																	

9.	Approval of minutes																									
	1. FGB 1st July 2021(Confidential and non-confidential) Approved 2. Review & update outstanding actions																									
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10.	Additional Matters																									
	None raised																									
11.	Date & Time of Next FGB Meeting																									
11.1	Thursday 18th November 18.15 – 20.15 In person meeting in the Edgar Hall																									

The Meeting ended at 8.15pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 23rd September 2021



Signed

Date 19 November 2022

Item	Actions agreed T1 FGB	Who by	Deadline
2.0	Vice Chair election	JB	T2 FGB
3.1	Annual confirmations on GovernorHub	ALL	End T1
3.3	Advertise 2 co-opted governor vacancies	JB	ASAP
4.1	Share amended SOD for final check on GovernorHub	JB	ASAP
4.2	Provide drafts TORs for each committee to review	JB	T1 Cttee meetings
7.0	Confirm visits with governors not present	JB	ASAP

	Decisions taken	Action taken
2.0	Term of office for chair confirmed as 1 year	GovernorHub updated
2.0	DE & LW elected as Co-Chairs for 20/21	GovernorHub updated
3.1	NGA Code of conduct adopted	Posted on GovernorHub
4.1	Scheme of Delegation agreed, sub to agreed amendments	GovernorHub updated
4.3	JE appointed Associate Member to all subcommittees	GovernorHub updated
4.4	Committee and named governor appointments made as per list in minutes	GovernorHub updated
8.1	Safeguarding & Child Protection Policy approved	GovernorHub updated
8.2	Governor Allowances Policy approved	GovernorHub updated
9.0	FGB minutes 1.7.21 (Confidential & nonconfidential) Approved	GovernorHub updated & signed minutes returned to school