



**Bishop Road Primary School  
Governing Body**  
**Co-Chairs:** Mr Dara Ely & Mrs Lorraine Woodward  
**Vice-Chair:** Mr J Vafadari  
**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

## GOVERNING BODY MEETING – TERM 2

Held in Bishop Road Primary School on Thursday 18<sup>th</sup> November 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       | √       |           |        |
| <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 6.25pm. LW chaired the meeting.<br><br>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>Clerk update</b>   |            |
|      | JB reminded governors both to book and log training and also to <b>ensure all declarations are complete on GovernorHub by 30.11.21</b><br><br>JB will use a skills audit, to be circulated and completed this term, to inform an advert of          | <b>ALL</b> |



|            |  |               |
|------------|--|---------------|
|            | the two co-opted governor vacancies. <b>Action JB &amp; All governors to complete</b>  | <b>JB/ALL</b> |
| <b>3.</b>  | <b>Election of Vice Chair</b>  |               |
|            | A nomination was received from JV. No other nominations were received. <b>JV elected as Vice Chair for 21/22</b>   |               |
| <b>4.</b>  | <b>Governance Structures 21/22</b>   |               |
|            | <b>Committee Terms of Reference</b><br>These have now all been reviewed by the sub committees, all of whom are happy to recommend for approval. <b>Updated Terms of Reference approved.</b>  |               |
| <b>5.</b>  | <b>Head Teacher's Report</b>   |               |
|            | <p>GP referred to her report. She noted how much the staff had done this year that goes beyond teaching. Expectations are very high and the role is very challenging. A lot of time is taken to induct new staff to a high level. Data is what is missing from the report, but this is because there has been no national data for two years.</p> <p>There was a discussion about recent Ofsted inspections. The focus on the integrity of the curriculum and how this affects teaching in primary schools was discussed. The best form of preparation for the school and for governors was also discussed. The school's strong focus on reading is a key strength and this should be evident throughout the school. It was noted that the clerk can be present at the feedback session to take notes. The question of managing parental expectations in terms of grading under the current framework could be challenging.</p> <p><b>Attendance. What do the figures cover? Do they include Covid absences?</b><br/>The figures cover the current academic year and are based on available days. They are showing a like for like comparison to the previous year.</p> <p><b>For those groups shown in orange or red, is it just one or two families?</b><br/>Yes, each has specific circumstances.</p> <p><b>Bullying. What is the follow up support, and does that relate to racism or sexuality?</b><br/>Follow up support will often be a response in class, including reflection. The racist incidents are often in Key Stage 2 when children are experimenting with language and are usually very individual.</p> |               |
| <b>6.</b>  | <b>SEF/SIP</b>   |               |
| <b>6.1</b> | <p>JE explained that these used to be two separate documents. They are designed to be high level with clear headlines. JE commented that there is now a culture and diversity lead within the school and that this work feeds in to Growth and Reflection, through insight in to different cultures. JE highlighted the three key areas of the SDP:</p> <ul style="list-style-type: none"> <li>• The teaching of reading</li> <li>• The pedagogy and practice of challenge and support</li> <li>• Embedding Curriculum Practice</li> </ul> <p>Developing vocabulary and knowledge are key elements of the school's approach to teaching and learning.</p>  |               |
| <b>6.2</b> | There was a discussion of the recent governor online curriculum visits. Governors reported on how useful they had found the visits.  |               |

|            |  |           |
|------------|--|-----------|
|            | <p><b>Could Learning Walks be arranged, so the governors could talk to some of the children about their learning, and see classrooms and books?</b></p> <p>Yes, this can be arranged, starting this term. Governors would be accompanied by curriculum lead and would have a template for their feedback. The curriculum leads would also help with providing guidance in the sort of questions to ask the children.</p> <p><b>Action JE</b></p> <p>Governors fed back some of the key things they learned. They were impressed with the way the teachers they met expressed themselves, and the clarity they have in what they are doing. There is a very high level of subject knowledge, high fidelity and passion for the subject. Governors also commented how well the teachers supported each other during the discussions.</p> | <b>JE</b> |
| <b>6.3</b> | GP/JE to share some additional documentation with governors, via GovernorHub. This is more detailed information, but governors may find it to be useful in supporting the information that they have received through visits, and at meetings. <b>Action JE</b>  | <b>JE</b> |
| <b>7.</b>  | <b>Governor Action &amp; Training Plan</b>   |           |
|            | LW commented that this is a priority, as soon as the Skills Audit has been completed. The aim will be to identify areas of strength and weakness withing the governing body and to develop a plan to strengthen it. LW suggested that as a first step the subcommittee chairs would meet with the Co-chairs and vice Chair to prepare an initial draft. <b>JB to do Doodle Poll</b> for availability for a meeting via Zoom this term, if possible.  | <b>JB</b> |
| <b>8.</b>  | <b>Policies for approval or information</b>  |           |
| <b>8.1</b> | <b>Complaints Policy</b><br>No changes from existing policy. <b>Approved</b> It was noted that we need to ensure a word version of the complaints form is available on the website <b>Action JE</b>  | <b>JE</b> |
| <b>8.2</b> | <b>Pay Policy</b><br>LA policy. <b>Approved</b>  |           |
| <b>8.3</b> | <b>Charging Policy</b><br>There was a discussion about how the money for activities was found in cases where parents could not pay. The School Fund is used to meet any shortfall as the school's budget cannot be used, nor can parents be asked to pay more to cover the costs for those who cannot pay. An amendment to the provisions about contributing to activities such as cooking will be made so that it refers to being asked to bring in materials rather than just being limited to financial contributions. <b>Approved. JB to share revised version via GovernorHub</b>   | <b>JB</b> |
| <b>9.</b>  | <b>Feedback from subcommittees</b>   |           |
| <b>9.1</b> | <b>Staffing.</b><br>RW reported that that the meeting had focused on the following: <ul style="list-style-type: none"> <li>• The change from NQT (Newly Qualified Teacher) to ECT (Early Career Teacher) and the support being received by ECTs including both in school, with buddying and mentoring systems in place, and though external providers, as required by the new regulations.</li> <li>• The impact of the expansion of the Senior Leadership Team (SLT) with two Assistant Heads now in post.</li> <li>• An update on CPD, including the use of twilight session for large groups of staff and a focus on learning through self-evaluation.</li> </ul>   |           |
| <b>9.2</b> | <b>Finance, Buildings, Heath, Safety &amp; Wellbeing</b><br>CS reported that that the meeting had focused on the following:  |           |

|             | <ul style="list-style-type: none"> <li>Investment in the school including new teacher walls in several classrooms, providing teachers with greater flexibility</li> <li>Finance. The school is in a good position, helped by the minimum Funding Guarantee, and has been able to expand the SLT.</li> <li>Schools Forum rules are changing and CS will need to step down in the Summer. This is a useful group for the school and if any other governor would like to undertake the role after CS steps down, <b>then please contact CS.</b></li> <li>Data Protection is now in the committee's remit. This will be the training area at the next FGB in February.</li> <li>The finance cockpit has been developed by CS with TWS Finance and it gives an overview over a period of time of the funding and expenditure in different category areas. It is on GovernorHub in the FBHS&amp;W meeting folder.</li> </ul>  | <b>CS</b> |                       |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
|-------------|---|-----------|-----------------------|--------|----------|-----|---------------------|----|------------|-----|-------------------------------------|-----|------------|-----|---|----|------------|-----|--|----|-----------|-----|--|----|-----------|-----|---|----|-----------|--|
| <b>9.3</b>  | <p><b>Teaching &amp; Learning</b></p> <p>SL reported that that the meeting had focused on the following:</p> <ul style="list-style-type: none"> <li>SA, Reading Lead for the school, had attended to describe her role and the impact it has across the school. She described how she trains and supports other staff, as well as supporting the reading adventure.</li> <li>The support and development of ECTs – interesting cross over with Staffing committee report. A recently qualified teacher is being invited to the next meeting to share their experiences.</li> <li>SDP. This was discussed in detail, including a focus on reading and the plans for all children to have 121 reading slots with their teacher.</li> <li>SL will we contacting AE, who is Pupil Premium lead, as part of her role as PP governor, following a discussion at the meeting.</li> </ul>   |           |                       |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
| <b>10.</b>  | <b>Approval of minutes</b>  |           |                       |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
|             | <ol style="list-style-type: none"> <li>FGB 23<sup>rd</sup> September 2021 <b>Approved</b></li> <li>Review &amp; update outstanding actions</li> </ol> <table border="1"> <thead> <tr> <th>Item</th> <th>Actions agreed T1 FGB</th> <th>Who by</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>2.0</td> <td>Vice Chair election</td> <td>JB</td> <td>Agenda 3.0</td> </tr> <tr> <td>3.1</td> <td>Annual confirmations on GovernorHub</td> <td>ALL</td> <td>Agenda 2.2</td> </tr> <tr> <td>3.3</td> <td>Advertise 2 co-opted governor vacancies</td> <td>JB</td> <td>Agenda 2.3</td> </tr> <tr> <td>4.1</td> <td>Share amended SOD for final check on GovernorHub</td> <td>JB</td> <td>Completed</td> </tr> <tr> <td>4.2</td> <td>Provide drafts TORs for each committee to review</td> <td>JB</td> <td>Completed</td> </tr> <tr> <td>7.0</td> <td>Confirm visits with governors not present</td> <td>JB</td> <td>Completed</td> </tr> </tbody> </table> | Item      | Actions agreed T1 FGB | Who by | Deadline | 2.0 | Vice Chair election | JB | Agenda 3.0 | 3.1 | Annual confirmations on GovernorHub | ALL | Agenda 2.2 | 3.3 | Advertise 2 co-opted governor vacancies | JB | Agenda 2.3 | 4.1 | Share amended SOD for final check on GovernorHub | JB | Completed | 4.2 | Provide drafts TORs for each committee to review | JB | Completed | 7.0 | Confirm visits with governors not present | JB | Completed |  |
| Item        | Actions agreed T1 FGB   | Who by    | Deadline              |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
| 2.0         | Vice Chair election   | JB        | Agenda 3.0            |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
| 3.1         | Annual confirmations on GovernorHub   | ALL       | Agenda 2.2            |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
| 3.3         | Advertise 2 co-opted governor vacancies   | JB        | Agenda 2.3            |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
| 4.1         | Share amended SOD for final check on GovernorHub  | JB        | Completed             |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
| 4.2         | Provide drafts TORs for each committee to review  | JB        | Completed             |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
| 7.0         | Confirm visits with governors not present   | JB        | Completed             |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
| <b>11.</b>  | <b>Additional Matters</b>   |           |                       |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
|             | Governors felt that the sharing of feedback form the Subcommittees had been helpful, along with the feedback from the governor visits. This will be reflected in future agenda planning. <b>Action JB</b>   | <b>JB</b> |                       |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
| <b>11.</b>  | <b>Date &amp; Time of Next FGB Meeting</b>  |           |                       |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |
| <b>11.1</b> | <p><b>Thursday 3rd February 18.15 – 20.15</b></p> <p><b>Training Meeting – GDPR</b></p> <p>In person meeting in the Edgar Hall</p>  |           |                       |        |          |     |                     |    |            |     |                                     |     |            |     |   |    |            |     |  |    |           |     |  |    |           |     |   |    |           |  |

The Meeting ended at 8.45pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 18<sup>th</sup> November 2021

Signed



Date 17<sup>th</sup> March 2022

| Item | Actions agreed T1 FGB   | Who by | Deadline |
|------|---|--------|----------|
| 2.0  | Complete annual Governor Declarations on GovernorHub            | ALL    | 30.11.21 |
| 2.0  | Send Skills Audit for all governors to complete by end of term  | JB/ALL | 17.12.21 |
| 6.2  | Programme of Learning walks                                     | JE     | 17.12.21 |
| 6.3  | Additional information for governors to be added to GovernorHub | JE     | Not Set  |
| 7.0  | Doodle Poll for Chairs group meeting to develop Action plan     | JB     | ASAP     |
| 8.1  | Word version of complaint form to be added to website           | JE     | Not Set  |
| 8.3  | Updated Charging Policy to be shared on GovernorHub             | JB     | ASAP     |
| 9.2  | Contact CS if interested in Schools Forum role                  | ALL    | Not Set  |
| 11.0 | Subcommittee feedback to be regular FGB agenda item             | JB     | Ongoing  |

|      | Decisions taken   | Action taken                            |
|------|---|---|
| 3.0  | JV elected as Vice Chair for 21/22  | GH updated                              |
| 4.0  | Updated Terms of Reference approved.  | GH updated                              |
| 8.0  | Policies approved: <ul style="list-style-type: none"> <li>• Complaints Policy</li> <li>• Pay Policy</li> <li>• Charging Policy</li> </ul> | GH updated                              |
| 10.0 | Minutes FGB 23rd September 2021<br>Approved   | GH updated & Signed copy sent to school |