

	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 4

Held in Bishop Road Primary School on Thursday 17th March 2022 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
-----------------------------	--------	----------

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	<p>The meeting began at 6.25pm. LW chaired the meeting.</p> <p>Apologies were received and accepted from SG. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.</p>	
2.	Head Teacher's Report	
	<p>GP referred to her report. She highlighted that whilst there are some impacts of Covid 19 these are being factored into planning and delivery and that the school is in a very positive position and is operating at full speed. Research shows that the greatest impact has been for children who are currently in Y3. The school is monitoring carefully, and providing support across the school as needed.</p>	



	<p>Performances for all 28 classes will take place between now and the end of the summer term. Not only is this a wonderful experience for the children, but it also provides the opportunity to invite parents and carers in to school again. It is also a new experience for the ECTs (Early Careers Teachers) who joined the school this year. GP reflected that the ECT programme is going well and suggested governors might like to invite some of them to a FGB meeting later in the year. Action DE/LW</p> <p>The SEND report contained within the Head's report is very informative. Presumably it represents the required SEND reporting to governors? Yes, it is included in each of the three Headteacher's reports to governors. The SENCo could also be invited to a future FGB to answer questions and provide further information. Action DE/LW</p> <p>Safeguarding. Should governors do regular training? Yes, it has been agreed every 2 years for the NSPCC online safeguarding for governors training and this will be arranged in Term 5. Prevent, which is free Home Office online training, should also be done every two years. Action JB</p> <p>The report mentions children who have moved up at least 8 book levels or more during a 10-week block of support. How is this achieved? It is a direct result of having a Reading Recovery teacher in the school. These excellent outcomes justify the high costs of training for this role.</p> <p>Where the attendance figures are red, is this the impact of a small number of families or a wider issue? It is a small number of families, mostly holidays but some other reasons. It is unauthorised.</p>	<p>DE/LW</p> <p>DE/LW</p> <p>JB</p>
3.	SEF/SIP	
	<p>GP commented on the success of the Reading Festival, which has just finished, and included a range of authors. It also provided an excellent opportunity to open up the school to parents and carers.</p> <p>The RAG rating of the SIP was discussed. It was noted that there is a huge CPD programme which runs throughout the school year and includes both internal and external training. The large number of ECTs means that the training has been front loaded. The intention is to have all targets complete by the end of the school year. An evaluation of the SIP is done at the end of the year.</p> <p>There was a discussion of narrowing the gap (NTG), and also raising the bar (RTB) for children. Ensuring that all children are supported to do their best is embedded at the school. It is about setting expectations. GP noted that the school does not use ability groups (except for maths in Y5 and Y6) as part of this approach.</p>	
4.	Feedback from subcommittees	
4.1	<p>Staffing. RW reported that that the meeting had focused on the following:</p> <ul style="list-style-type: none"> • Leadership Development. All teachers have the opportunity to undertake some kind of leadership role, including ECTs in their second year. AP, Head of Y5, described the support she had received as she undertook her new leadership role, including from a 'new to management' group. RW noted that two committee members remembered AP visiting the committee as a NQT (newly qualified teacher) some years ago and how positive it is to see the development opportunities she has had since then. AP reported that there is a wide range of development opportunities within the school for those who wanted to take them up. 	

	<ul style="list-style-type: none"> • Whole school CPD, highlighting the different type of development opportunities available and differing styles, and that these were not all just focussed on receiving information • Staff workload and how this is managed though a number of strategies including minimum paperwork, meetings and collaborative planning. • Staff absences. These are as expected. The main challenge is getting cover. • Staff wellbeing. Information was provided on the wide range of strategies in place and the benefits of these discussed at the meeting. A recent staff survey has a lot of positive responses. Will be reported in more detail to next Staffing Committee. 	
4.2	<p>Finance, Buildings, Health, Safety & Wellbeing CS reported that that the meeting had focused on the following:</p> <ul style="list-style-type: none"> • School's Forum update, including the vacancy for Primary representative as CS's term is coming to an end, the pressure on funding for SEND, the decline in Reception numbers year on year, the average cost of supply teachers and the impact of this on the schools' budgets. It was noted that as a large school Bishop Road is able to negotiate supply teacher rates at the lower end of the range. How is supply budgeted? Insurance can be used for maternity. Has there been any additional funding available to cover covid related absences? No • School's budget is in a good position. The installation of the next phase of the teacher walls has been delayed as costs have risen sharply, and there is additional pressure from increased energy bills which, unlike domestic bills, are not capped. • Cleaning tender for a new contract from September. • The Prison wants to work with the school on an artwork project covering both sides of an external prison wall. • Accessibility Plan is being worked on, in particular with a view to identifying suitable breakout rooms. • Wellbeing has also been a focus for the committee (some overlap with staffing committee) • Data Protection it was confirmed that request/disclosure procedures were reviewed 	
4.3	<p>Teaching & Learning SL reported that that the meeting had focused on visits from three members of staff. These had been really interesting and informative.</p> <ul style="list-style-type: none"> • Two ECTs talked about the support they receive and how much they are enjoying their roles and are excited by them. They find the online CPD scheme they are using manageable and welcome the mentoring and buddy schemes within the school. There was an interesting discussion on the difference between their training, which had taken place during lockdown and was almost entirely theoretical, and the experience if teaching at Bishop Road. • A Reception teacher explained the recent changes to the Early Years and foundation Stage requirements. This was another very interesting discussion that covered the characteristics of effective learning, phonics, language, the curriculum and the information available to Reception parents via the school's webpages. 	
5.	<p>School Ethos - Relationships & Behaviour</p>	
	<p>JE reported on a change in approach, partly as a result of training on inclusive practice from Rob Long, an Educational Psychologist. This links directly to an area of priority in the SIP. The training covered neurodiversity and child development and how we analyse and understand children. An approach that focuses on de-escalation and restorative justice leads to better results. It also relates to work on attachment and links to positive relationships, SEND and the identification of needs. As a result, it is</p>	

	<p>now clear that the wording in the school's policy no longer matches what is being said to children, so the policy will need an early revision and a new name.</p> <p>What is neurodiversity and how does it impact in the classroom?</p> <p>Neurodiversity is the variation in the human brain regarding sociability, learning, attention, mood and other mental functions. It is now assumed that in any group there will be 20% who are neurodiverse. Traditional classrooms have barriers to children who are neurodiverse. If these are removed it benefits all children, not just those who are neurodiverse. It is a different philosophy - there is no normal.</p> <p>Is this new?</p> <p>It has been developing over the last 2/3 years.</p>									
6.	Policies for approval or information									
	<p>1. Uniform policy (small change to PE kit) Noted. A small change to be made to ensure policy is clear that new branded tee shirt is not compulsory. Action JE</p> <p>For approval</p> <p>2. SEND policy - approved</p> <p>3. SEND Information Report - approved</p> <p>4. Governor Expenses policy. (Confirm revised wording agreed at T1 FGB) - approved</p> <p>5. Policy for managing serial and unreason-able complaints. Review date amended to align with review of Complaints Procedure – November 2023 – approved</p>	JE								
7.	School Financial Value Standard									
	Delegated to FBHS&W Committee to review, when available, and LW to sign as Co-Chair, after the review.									
8.	Governance & Training									
8.1	<p>Skills audit summary</p> <p>It was noted that the NGA skills audit does not provide for much specific analysis. The overall scores are high.</p>									
8.2	<p>Progress on filling vacancies</p> <p>Two vacancies are now live on Inspiring Governance website, with an initial closing date at the end of T4. There will be shortlisting process, if needed, and a visit and meeting wit the Head and COG ahead of any recommendation to appoint.</p>									
8.3	<p>Governor Action plan (including preparation for Ofsted)</p> <p>DE/LW will follow this up with JV and JE, and arrange another Chairs Group for the draft responses to be reviewed.</p>	DE/LW								
8.4	<p>Follow up from T3 GDPR training</p> <p>Have we got robust disclosure systems in place to reduce risk of a data breach?</p> <p>Yes, there are new systems in place which have made key changes and improvements in processes. Human error is always a possibility, but strong systems are in place.</p>									
9.	Approval of minutes									
	<p>1. FGB 18th November 2021 & EGB 3.2.22 Approved</p> <p>2. Review & update outstanding actions</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Actions agreed T2 FGB</th> <th>Who</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>2.0</td> <td>Complete annual Governor Declarations on GovernorHub</td> <td>ALL</td> <td>Completed</td> </tr> </tbody> </table>	Item	Actions agreed T2 FGB	Who	Update	2.0	Complete annual Governor Declarations on GovernorHub	ALL	Completed	
Item	Actions agreed T2 FGB	Who	Update							
2.0	Complete annual Governor Declarations on GovernorHub	ALL	Completed							

	2.0	Send Skills Audit for all governors to complete by end of term	JB/ ALL	Completed
	6.2	Programme of Learning walks	JE	Completed
	6.3	Additional information for governors to be added to GovernorHub	JE	Completed
	7.0	Doodle Poll for Chairs group meeting to develop Action plan	JB	Completed
	8.1	Word version of complaint form to be added to website	JE	Completed
	8.3	Updated Charging Policy to be shared on GovernorHub	JB	Completed
	9.2	Contact CS if interested in Schools Forum role	ALL	Not Set
	11.0	Subcommittee feedback to be regular FGB agenda item	JB	Agenda item 4
	Item	Actions agreed T3 FGB	Who	Update
	3.0	Find approval route for SFVS	JB	Item 7
10.	Additional Matters			
	None raised			
11.	Date & Time of Next FGB Meeting			
	Thursday 12 th May 2022 18.15 – 20.15 In person meeting			

The Meeting ended at 8.15pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 17th March 2022

Signed



Date 16th May 2022

Item	Actions agreed T4 FGB	Who by	Deadline
2.0	Invite ECT and SENCo to future FGB	DE/LW	Not set
2.0	Organise online Safeguarding and Prevent training for Governors	JB	Term 5
6.1	Small amendment to Uniform Policy	JE	ASAP
8.2	Ofsted preparation questions with JV & JE	DE/LW	Not set

	Decisions taken	Action taken
	Policies approved: <ul style="list-style-type: none"> SEND policy SEND Information Report Governor Expenses policy Policy for managing serial and unreasonable complaints. 	
7.0	SFVS approval delegated to FBHS&W Committee to review, and LW to sign as Co-Chair, after the review.	
9.0	Minutes FGB 18 th November 2021 & EGB 3.2.22 Approved	GH updated & Signed copy sent to school