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|  | 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 |
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GOVERNING BODY MEETING – TERM 5

Held in Bishop Road Primary School on Thursday 12th May 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 |
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| ITEM | MINUTE | ACTION |
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| 1. | Welcome & Apologies for Absence | |
| | <p>The meeting began at 6.25pm. DE chaired the meeting.</p> <p>Apologies were received and accepted from SG, SL & RW. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.</p> | |
| 2. | Budget | |
| 2.1 | <p>CS introduced this item.</p> <p>21/22 Year End The outturn had been scrutinised by the FBHS&W Committee at their T5 meeting. The budget papers supplied by Jayne Donovan were reviewed. It was noted that given</p> | |



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| | <p>the financial challenges of the year, particularly in the area of providing staffing cover, the budget had been managed extremely well. Year end 21/22 had produced a deficit of -£15k. This is less than anticipated in the Q3 outturn as the decision had been made not to go ahead with the teacher walls that had originally been planned for 21/22. This produced a carry forward of £189k (4.6%).</p> | |
| 2.2 | <p>22/23 Draft budget & 3 Year Summary</p> <p>The school is almost full (832 out of a maximum of 840) which has a very significant impact on achieving a balanced budget. Key points noted:</p> <ul style="list-style-type: none"> • An extra £200 per child on the base funding • The staffing in the school represents 32.8 full time equivalent • A 3-year budget predication is required by the LA, but it is understood that the figures will need to be revised as it is impossible to predict both income and expenditure in great detail at this stage. • Main pressure on 22/23 budget is energy costs which have risen from £80K to £240K. This affects all schools and it is possible some additional funding may be made available to help with this. <p>Given the falling numbers of primary age children in Bristol, should the 3-year predictions be adjusted to reflect potentially reduced pupil numbers?</p> <p>No, parental choice means that the school is always almost full. The impact of falling numbers is felt most in other schools in the city.</p> <p>It was noted that the budget had been reviewed in detail by the Finance, Buildings Health & Safety Committee. CS, on behalf of the FBHS&W committee recommended the budget to the Full Governing board for approval.</p> <p>Income £4,094,934 Expenditure £4,095,061 In Year Movement £126 Carry forward £189,763 (4.6%) The Budget was approved. LW to add signature to paperwork electronically</p> | |
| 3. | Headteacher Update | |
| | <p>GW reported that events and performances are now taking place very successfully, with parents and carers being welcomed in to school. Year 6 Camp and Platinum Jubilee events are planned. SATs have been completed and 4 out of 5 of the new teacher appointments made.</p> | |
| 4. | Feedback from subcommittees | |
| 4.1 | <p>Finance, Buildings, Health, Safety & Wellbeing</p> <p>CS reported that that, in addition to the budget (agenda item 2.0) the meeting had focused on the following:</p> <ul style="list-style-type: none"> • Cleaning tender. It had been hoped that the FGB could make a decision at this meeting, however, the late withdrawal of one of the bidders has meant that the tender process needs to be restarted. <p>Could the decision not be made on the two remaining bidders, given that the correct tendering process has been undertaken?</p> <p>Advice was taken from BCC Audit. Given the size of the contract, the gap between the two remaining bidders and the availability of a number of potential bidders for a cleaning contract of this size, Audit advice was to restart the process.</p> <p>Following discussion, it was agreed that the process detailed below would be followed to ensure compliance with Financial Regulations:</p> | |

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| | <ul style="list-style-type: none"> • Tender process to restart as soon as possible • Once completed, JE to notify JB who will set up an Extraordinary Governing Body meeting via Zoom. The bids and scoring matrix to be shared with governor 5 school days before the meeting to allow for questions to be raised, as needed. • Wellbeing Proposal to move this responsibility to the Staffing Committee from 22/23. JB to amend Terms of Reference ready for T1 FGB | <p>JE</p> <p>JB</p> |
| <p>5.</p> | <p>Safeguarding Update from Named Governor</p> | |
| | <p>LFW provided an update on safeguarding in the school in her role as named governor for safeguarding. JE is the designated safeguarding lead (DSL).</p> <p>The safeguarding team has recently been strengthened. Previously it was JE and a deputy, now there are three deputies in place and each of these has an area of expertise as well as a focus on different year groups within the school. The different areas of expertise include anti-bullying, risk assessments and procedure implementation. The SENCo will soon join the team taking it up to 5.</p> <p>All staff are aware that they can approach any team member. It was noted that the majority of issues raised do not progress beyond the deputy DSLs as they are able to resolve or action them.</p> <p>Although there are specialisms within the team and each deputy DSL focuses on particular year groups there is important cross working between the team members. This takes place at terminally meetings and is particularly useful for discussing cases as there may be family issues that spread across the year groupings.</p> <p>How are issues raised with the team?</p> <p>For children, this sometimes through worry boxes which are in all classrooms or through teachers or via parent or another member of staff. There is very clear signposting.</p> <p>LFW reported that most of the concerns are low level and may include bullying, mental health or behavioural problems. The school now uses an electronic system, CPOMS for recording any concerns. This means that issues can be tracked and monitored.</p> <p>Currently there are no looked after children at the school, although there are three who were previously looked after, and up until March this academic year, there have been no fixed term exclusions. During the same period there have been 19 causes for concern and two referrals to First Response. There have been two children in need meetings and one child subject to children in need plans. Overall, this represents a very low level of concerns and issues.</p> <p>What is First Response?</p> <p>It is a central hub for all concerns. Mostly it is accessed on a web-based system although phone calls can be made if the need is immediate. It taps into multi agency support and is a form of triage that identifies the most serious causes for concern.</p> <p>What training is there for staff in safeguarding? And how does the school ensure a general culture of vigilance.</p> <p>The DSL has enhanced training every two years and a member of the safeguarding team attends the citywide safeguarding team meetings which occur once per term.</p> <p>All staff receive safeguarding briefings - six per year in total. The most recent one covered feigned compliance. There is an annual update at the start of the academic year and throughout the year staff are supported to ensure that there is a strong culture that puts safeguarding at the forefront of their thinking.</p> | |

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| | <p>TB and AE, who are both deputy DSLs, reported on the effectiveness of the termly safeguarding team meetings, both for sharing good practice and getting to know families.</p> <p>Staff involved in recruitment are trained in safer recruitment and ensure all legally required checks are completed. As safeguarding named governor LFW spot-checks the single central record which includes DBS and similar checks for all staff to ensure that it is up-to-date and compliant. This is done three times a year. The single central record is something that OFSTED will always check.</p> <p>What measures are in place for visitors to school? Any visitor without a DBS will always be accompanied. Contractors' DBS checks will be checked when they come on site and if they are contractors that are used more frequently a copy of the DBS will be kept at the school.</p> <p>What is the position on regulated and unregulated activity, for example parents helping on school trips? DBS are not required for parents unless they will be taking children to the toilet. Otherwise, they are supervised for the whole time.</p> <p>There was a discussion on governor training. LFW reported that she regularly attends the local governor safeguarding network. These are topic driven meetings, but also an opportunity to share good practice. Most governors have undertaken both Prevent and NSPCC governor safeguarding training within the last two years. After discussion it was agreed that this would be a priority for term one as there may be some new governors by then and everyone can do the update at the same time. The importance of the school having records of governor training was noted. JB to download the records and share them both with LFW and the school Action JB</p> <p>LFW noted that there is a lot of administration required to ensure that all records are up-to-date and this is in place. For the curriculum there are various responsibilities, for example the PHSE lead is responsible for anti-bullying and positive handling. There is another lead for intimate care and another for online safety.</p> <p>The annual audit of safeguarding, which LFW has done in previous years with JE, is being reformatted this year and so will not take place. The 2021 audit was extremely long and time-consuming and this is now being shortened and made more focused. Once an audit has been completed it leads to an action plan.</p> <p>What is the most enlightening aspect of safeguarding in the school? There are robust processes in place and a very small numbers of issues and concerns.</p> <p>How effective is the pupil worry box? It is used. The children know that it works and that what they put in there will be read and responded to.</p> <p>Information on who is DSL and the deputy DSLs is on the website that hard to find. Could this be changed so it is clearly visible and at a higher level on the website? Yes, JE to action.</p> | <p>JB</p> <p>JE</p> |
| 6. | <p>Policies for approval or information</p> | |
| | <p>For approval There are no changes to the policies and they are policies recommended by BCC Trading With Schools.</p> <ol style="list-style-type: none"> 1. Staff Code of conduct - approved 2. Staff Disciplinary Procedure - approved | |

| 7. | Governance & Training | | | | | | | | | | | | | | | | | | | | | |
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| 7.1 | <p>Progress on filling vacancies JB reported that adverts are on <i>Inspiring Governance</i> and <i>Governors for Schools</i> but so far interest had been low with two people making contact. One did not proceed after an initial discussion and the other one has yet to pick up JB 's response. There was a discussion on how best to advertise the co-opted role, noting that an advert has been prepared by LW. Agreed al governors to use any networks informally this academic year and to have a more major push in the local community at the start of term one.</p> | ALL | | | | | | | | | | | | | | | | | | | | |
| 7.2 | <p>Governor Action plan (including preparation for Ofsted) DE Outlined the proposed approach to Ofsted preparation, using the co-chairs, vice chair and safeguarding named governor as the core group of people who will be prepared to meet the Ofsted inspectors. He outlined the preparation that has been made, including hardcopies of key documents available for quick and easy reference. The group is also preparing some questions and answers based on the document circulated at a previous meeting, again with a view to ensuring preparedness. DE and LW will circulate this document amongst all governors and all are encouraged all to provide questions and comments, noting that the committee chairs will have a particular input to this process.</p> <p>Once this has been completed then the action plan will be re-visited and areas for development updated, ready for the start of T1. LW to lead on this.</p> | LW | | | | | | | | | | | | | | | | | | | | |
| 8. | Approval of minutes | | | | | | | | | | | | | | | | | | | | | |
| | <p>1. FGB 17th March 2022 Approved 2. Review & update outstanding actions</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Actions agreed T4 FGB</th> <th>Who</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>2.0</td> <td>Invite ECT and SENCo to future FGB Agreed to invite 2 ECTs to T6 FGB</td> <td>GP</td> <td>T6 FGB</td> </tr> <tr> <td>2.0</td> <td>Organise online Safeguarding and Prevent training for Governors Agreed to move to T1 22/23</td> <td>JB</td> <td>T1 22/23</td> </tr> <tr> <td>6.1</td> <td>Small amendment to Uniform Policy</td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>8.2</td> <td>Ofsted preparation questions with JV & JE</td> <td>DE/ LW</td> <td>In progress</td> </tr> </tbody> </table> | Item | Actions agreed T4 FGB | Who | Update | 2.0 | Invite ECT and SENCo to future FGB Agreed to invite 2 ECTs to T6 FGB | GP | T6 FGB | 2.0 | Organise online Safeguarding and Prevent training for Governors Agreed to move to T1 22/23 | JB | T1 22/23 | 6.1 | Small amendment to Uniform Policy | JE | Completed | 8.2 | Ofsted preparation questions with JV & JE | DE/ LW | In progress | |
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| 9. | Additional Matters | | | | | | | | | | | | | | | | | | | | | |
| | <p>DE informed the meeting that he will be standing down as Co-Chair and as a governor at the end for the academic year. Governors expressed their gratitude to DE for his long and committed service to the school, commenting on how much he will be missed. It was also noted that SG will be standing down as a governor at the end of T6. This will produce a total of 4 co-opted governor vacancies.</p> | | | | | | | | | | | | | | | | | | | | | |
| 10. | Date & Time of Next FGB Meeting | | | | | | | | | | | | | | | | | | | | | |
| | <p>Thursday 30th June 2022 18.15 – 20.15 In person meeting</p> | | | | | | | | | | | | | | | | | | | | | |

The Meeting ended at 8.15pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 12th May 2022

Signed



Date 300622

| Item | Actions agreed T5 FGB | Who by | Deadline |
|------|---|--------|------------|
| 2.2 | Send approved budget to LA | LW | End T5 |
| 4.1 | Notify JB when Cleaning Tender recommendation ready for FGB approval | JE | When ready |
| 4.1 | Amend TORs covering Wellbeing | JB | T1 22/23 |
| 5.0 | Provide school and LFW with current governor Safeguarding and Prevent records | JB | End T5 |
| 5.0 | Ensure DSL and Deputy DSL information prominent on school website | JE | ASAP |
| 8.0 | Invite 2 ECTs to FGB | GP | T6 |
| 8.0 | Governor Safeguarding and Prevent training | JB | T1 22/23 |

| | Decisions taken | Action taken |
|-----|--|---|
| 2.2 | The Budget was approved. Income £4,094,934 Expenditure £4,095,061 In Year Movement £126 Carry forward £189,763 (4.6%) | LW to e mail to LA |
| 6.0 | Policies approved: <ul style="list-style-type: none"> • Staff Code of conduct • Staff Disciplinary Procedure | GH Updated |
| 8.0 | Minutes FGB 17 th March 2022 Approved | GH updated & Signed copy sent to school |