

	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 6

Held in Bishop Road Primary School on Thursday 30th June 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 Sanguinol	Co-opted Governor	CS	√		
John St Leger	LA Governor	JSL	√		
Justin Vafadari	Co-opted Governor & Vice Chair	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	√		
Shea Grattan	Early Career Teacher	SG	√ (item 2)		
Louis Lescure	Early Career Teacher	LL	√ (item 2)		
Darcie Lowry	Early Career Teacher	DL	√ (item 2)		
Bethany Rowden	Early Career Teacher	BR	√ (item 2)		

Question from the committee	Action	Decision
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ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	<p>The meeting began at 6.25pm. LW chaired the meeting. The start was delayed because class presentation booklets had been left out for Governors to review the work done by each class over the last academic year.</p> <p>Apologies were received and accepted from AE, SL & GP. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.</p>	



2.	Early Careers Teachers (ECTs)	
	<p>LW welcomed SG, LL, DL & BR to the meeting. They were invited to share their reflections on their year as Early Careers Teachers at Bishop Road. They all reported that they had had an excellent first year in teaching. The reasons for this included:</p> <ul style="list-style-type: none"> • Great support from colleagues. Specifically, mentors, teachers in the same year group and Heads of Year. • The Thursday afternoon supported ECT sessions were felt to have been particularly beneficial. Not only for what they learned but for the opportunity to share experiences and to learn from each other as a group. • Lots of opportunities for fun within the year, especially trips and performances. • The culture of the school, with so many people able and willing to help, was significant too. Whole school events enabled ECTs to work with colleagues not part of their year group and again this provided great support and opportunities to learn. • The induction week, held last July, had a really positive impact. The teachers had met their class already so it was much easier to start with them in September. <p>Is Year 6 a hard year to start in for an ECT? Yes, but there was so much support available. You learn a lot quickly. It is quick pace and high energy.</p> <p>How much time is spent planning? At first this is done by the Head of Year, but gradually it is handed over. With four classes in each year group there is plenty of opportunity to share and work together.</p> <p>Year 2 SATs - that must have been challenging? Yes, but by working together as a team and planning it all went very well.</p> <p>What were the biggest challenges in the year? Marking was difficult at first, but lots of support was available and there were strategies to put in place. Important to ensure that marking is purposeful for the children.</p> <p>What was the most unexpected thing during the year? Everything else apart from planning and teaching! The importance of being adaptable and juggling lots of plates.</p> <p>What would be your golden tip to a new ECT? Always ask if you need help. No question is too small.</p> <p>What are the INSET days like? Amazing! It is a privilege to keep learning and developing as a teacher. It is great to be all together in such purposeful activity.</p> <p>What is the value of the ECT online programme? It is done in a supported way with other ECTs present. This means the content can be used to spark discussions which leads to even better learning.</p> <p>What would you change? There is no need to change anything specific. Change happens all the time and we can contribute to it.</p> <p>LW thanked SG, LL, DL & BR for sharing their thoughts and experiences so honestly with governors and wished them well for their next year of teaching at Bishop Road. This was particularly appreciated by the Co-Chairs who had met all of the ECTs during their induction week in 2021.</p> <p><i>SG, LL, DL & BR left the meeting</i></p>	

3.	School Development Plan	
3.1	Update 21/22 Plan This had been monitored in detail at the T6 Teaching & Learning Committee. A link to the most up to date version is in the FGB meeting folder. The folders shared with governors at this meeting showcase the work from each class during 21/22, from projects to performances. They are designed to show case the best work of every child.	
3.2	Draft SDP 22/23 JE introduced the SDP for 22/23. This had also been discussed at the T6 Teaching & Learning Committee, with more detail in the minutes of that meeting. The study projects will be Ornithology and Shakespeare. There will be an INSET delivered by the RSC (Royal Shakespeare Company) and there will be visiting productions. For the SDP the there focus areas will be: 1. Maths. Mastery approach. Teaching for understanding. This will include an investment in class-based resources 2. Reading. The Daily Reader, focussing on rhymes and patterns. It will be consistent and high frequency. 3. The independent learner. This has developed from, but still includes, metacognition, as discussed at the Teaching and Learning Committee meeting in Term 6. This is based on longitudinal studies by the Education Endowment Fund. The studies show that there can be a huge positive impact from this approach which encourages children to think about their thinking. In its broader application it will carry across the curriculum, and across the school day. It fits well with 'plan, do and review' which is already embedded It was noted that the SDP includes recurring themes. This is deliberate both to refresh knowledge of teachers that have previous experience but also to ensure that new staff have a shared understanding. Governors supported this approach to the SDP. JE to send latest version to JB to share via GovernorHub	JE
4.	Headteacher Report	
	JE referred to the Head's report, highlighting the very positive end to the school year, with parents and carers able to come in to school for performances and other events. What has been the impact of the first full year of the new leadership structure? There has been a very significant improvement to the way leadership functions within the school. This was looked at in some detail at the Term 6 Staffing committee. It has shared the workload much more evenly and allowed JE, in particular, to concentrate more on his core role. The attendance figures for Reception are low? What is being done to improve these? The reasons for the absences are outlined in the report. There are 12 children that are causing significant concern and work is being done with these families. There was a discussion as to the likely reasons for the increase, including a lasting impact from Covid 19. JE to obtain more detailed information on the balance between authorised (sickness) and unauthorised absences and also to review the figures without the 12 children who are persistently absent.	JE
5.	Feedback from subcommittees	
5.1	Staffing Committee 7.6.22 RW summarised the key areas that were covered in the T6 Staffing committee.	

	<ol style="list-style-type: none"> 1. AE described his first year in the new role of Assistant Head 2. Staffing challenges, including difficulties with obtaining Supply 3. Staff absence was reviewed, and the impact on the increased length, rather than the frequency, of staff absences as a result in part of Covid 19 	
5.2	<p>Teaching and Learning Committee 13.6.22</p> <p>No report in the absence of SL. JE noted that a proposed 2-year monitoring cycle for governors had been agreed by the committee and that this would be planned in detail in September, with JB co-ordinating the allocation of governors to monitoring opportunities. There will be two types of monitoring visit. Teaching and Learning conferences with teachers over Zoom, which will take around 40 minutes and therefore be very time efficient, and Learning Walks which will be in person and will be more expansive.</p>	
6.	SEND Update from Named Governor	
	Deferred to Term 1 22/23 once JV has had the opportunity to meet the SENCo in September. Action JB	JB
7.	Policies for approval or information	
	<p>For approval</p> <p>JE introduced the policies, noting that it is just appendix 1 of the Behaviour Policy that needs governor approval, the rest of the document is the responsibility of the School Leadership Team.</p> <ol style="list-style-type: none"> 1. Behaviour - approved 2. Exclusions – approved <p>For information</p> <ol style="list-style-type: none"> 3. Uniform – no changes. Review of Uniform contract to be added to Term 1 Finance, Buildings Health & Safety agenda. Action JB 	JB
8.	Governance & Training	
8.1	<p>Draft meeting dates and online/in person</p> <p>These were agreed, including the balance of in person and online,</p>	
8.2	<p>Governing Body Membership Resignations</p> <p>SG and DE are resigning at the end of the academic year after many years as governors. LW thanked them both for their hard work and dedication to the school and the governing body. JE, on behalf of the Head and Senior Leadership Team, thanked DE for all he has done for the school over many years as a governor and Co-Chair.</p> <p>Progress on filling vacancies</p> <p>JB to share LW's advert so governors can share in their professional networks. It was noted that LW and JE may each have possible candidates.</p>	JB/ ALL
8.3	<p>Governor Action plan (including preparation for Ofsted)</p> <p>Further work has been done.</p> <p>There was a discussion about parental engagement and the ways in which governors know the views of parents. In particular, the way parents' evenings could be used to get an idea of parental views. It was agreed that a mixture of both direct and indirect approaches would be best. Discussions could be based on the Parent View responses and the SDP.</p>	

8.4	Training																																	
	<ul style="list-style-type: none"> Review Governor Training Records. JB to share new Bristol GDS programme as soon as available and all to prioritise attending relevant training. Online Prevent and Safeguarding training for all governors in T1. JB to share link for Prevent and to arrange for licences for the NSPCC course in T1. All governors to complete and send certificates to JB for recording. INSET Friday 9th September 2022. 9 – 12. JV, CS attending 	ALL JB/ ALL																																
9.	Approval of minutes																																	
	<ol style="list-style-type: none"> FGB 12th May 2022 Approved Review & update outstanding actions <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 55%;">Actions agreed T4 FGB</th> <th style="width: 15%;">Who</th> <th style="width: 20%;">Update</th> </tr> </thead> <tbody> <tr> <td>2.2</td> <td>Send approved budget to LA</td> <td>LW</td> <td>Completed</td> </tr> <tr> <td>4.1</td> <td>Cleaning Tender recommendation for FGB approval</td> <td>JE</td> <td>T1 FGB</td> </tr> <tr> <td>4.1</td> <td>Amend TORs covering Wellbeing</td> <td>JB</td> <td>T1 22/23</td> </tr> <tr> <td>5.0</td> <td>Provide school and LFW with current governor Safeguarding and Prevent records</td> <td>JB</td> <td>Completed</td> </tr> <tr> <td>5.0</td> <td>Ensure DSL and Deputy DSL information prominent on school website</td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>8.0</td> <td>Invite 2 ECTs to FGB</td> <td>GP</td> <td>Agenda 2.0</td> </tr> <tr> <td>8.0</td> <td>Governor Safeguarding and Prevent training</td> <td>JB</td> <td>T1 22/23</td> </tr> </tbody> </table>	Item	Actions agreed T4 FGB	Who	Update	2.2	Send approved budget to LA	LW	Completed	4.1	Cleaning Tender recommendation for FGB approval	JE	T1 FGB	4.1	Amend TORs covering Wellbeing	JB	T1 22/23	5.0	Provide school and LFW with current governor Safeguarding and Prevent records	JB	Completed	5.0	Ensure DSL and Deputy DSL information prominent on school website	JE	Completed	8.0	Invite 2 ECTs to FGB	GP	Agenda 2.0	8.0	Governor Safeguarding and Prevent training	JB	T1 22/23	
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10.	Additional Matters																																	
	None raised																																	
11.	Date & Time of Next FGB Meeting																																	
	Thursday 22 nd September 2022 18.15 – 20.15 at School																																	

The Meeting ended at 8.10pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 30th June 2022

Signed



Date

22.9.22

Item	Actions agreed T6 FGB	Who by	Deadline
3.2	JE to send updated SDP 22/23 to JB for sharing on GovernorHub	JE	End T6
4.0	More detail on Reception Absences	JE	Not set
6.0	SEND governor report on agenda T1 FGB	JB	T1 FGB
7.0	Uniform contract on agenda T1 FBHS&W	JB	T1 FBHS&W
8.2	Share advert for Co-opted governor	JB	End T6
8.4	Prioritise relevant training opportunities from Bristol GDS	ALL	End T6
8.4	Governor Safeguarding and Prevent training	JB	T1 22/23
9.2	Cleaning Tender on agenda	JB	T1 FGB
9.2	Amend TORs covering Wellbeing	JB	T1 22/23

	Decisions taken	Action taken
7.0	Policies approved: <ul style="list-style-type: none"> • Behaviour • Exclusions 	GH Updated
8.1	Meeting dates 22/23 agreed	GH calendar updated
9.0	Minutes FGB 12th May 2022 Approved	GH updated & Signed copy sent to school