

	Bishop Road Primary School Governing Body Chair: Mrs Lorraine Woodward Vice-Chair: Mr Justin 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 1

Held in Bishop Road Primary School on Thursday 22nd September 2022 at 6.15pm

APPROVED MINUTES

Name	Position	Initials	Present	Apologies	Absent
Thomas Barr	Staff Governor	TB	√		
Alex Edwards	Co-opted Governor	AE	√		
Joe Emissah	Associate Member (Deputy Head Teacher)	JE	√		
Matt Gitsham	Co-opted Governor	MG	√ (from 2.1)		
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	√ (to item 5)		
Liang Fong Wong	Co-opted Governor	LFW		√	
Lorraine Woodward	Co-opted Governor & 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. Apologies were received and accepted from JSL & LFW. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.	
2.	Governance	
2.1	LW proposed the appointment of MG as co-opted governor. Approved. MG joined the meeting and all present introduced themselves.	



2.2	<p>JB reported that recruitment of co-opted governors (specifically those that are not parents) is a priority. Discussion of how best to do this. Both local and large organisations, who may have volunteer programmes, to be targeted. Action JB/LW</p> <p>All Governors to consider if they know anyone. It was confirmed that parents at the school were asked to do the same in the most recent Co-Chair letter.</p> <p>Updated Governor Code of Conduct approved.</p> <p>All governors to confirm the following on GovernorHub for this school year:</p> <ul style="list-style-type: none"> • Business Interests, including nil return. • Keeping Children Safe in Education. Confirmation required for new version. • Code of conduct. New version, once added to GovernorHub 	<p>JB/ LW</p> <p>ALL ALL</p>																																	
3.	<p>Election of Chair & Vice Chair</p>																																		
	<p>Chair: A nomination was received from LW. No other nominations were received. LW elected as Chair for 22/23</p> <p>Vice Chair: A nomination was received from JV. No other nominations were received. JV elected as Vice-Chair for 22/23</p>																																		
4.	<p>Governance Structures 22/23</p>																																		
4.1	<p>Scheme of Delegation (SOD) No changes proposed. The meeting reviewed and approved the Scheme of Delegation.</p>																																		
4.2	<p>Terms of Reference (TORs) No changes proposed for Pay and Teaching and Learning committee terms of reference. The wellbeing of staff to move from FBHS&W to Staffing Committee (proposed changes in wording highlighted in yellow). This was agreed. The meeting approved the Committee Terms of Reference</p>																																		
4.3	<p>Associate members JE was appointed as an associate member on all committees for a period of one year.</p>																																		
4.4	<p>Governing Body Roles Committee/Panel Membership was reviewed and agreed as follows (movement /changes) highlighted in yellow):</p> <table border="1" data-bbox="236 1451 1386 2011"> <thead> <tr> <th>Finance Buildings Health Safety & Wellbeing Committee</th> <th>Staffing Committee</th> <th>Teaching and Learning Committee</th> </tr> </thead> <tbody> <tr> <td>Thomas Barr</td> <td>Gillian Powe</td> <td>Alex Edwards</td> </tr> <tr> <td>Matt Gitsham</td> <td>Justin Vafadari</td> <td>Sally Lucas</td> </tr> <tr> <td>Gillian Powe</td> <td>Rachel Whitfield</td> <td>Gillian Powe</td> </tr> <tr> <td>Cedric Sanguinol</td> <td>Lorraine Woodward</td> <td>Justin Vafadari</td> </tr> <tr> <td>John St Leger</td> <td></td> <td>Liang-Fong Wong</td> </tr> <tr> <td>Joe Emissah (Associate)</td> <td>Joe Emissah (Associate)</td> <td>Joe Emissah (Associate)</td> </tr> <tr> <td colspan="2">Headteacher Performance Management</td> <td>Pay Committee</td> </tr> <tr> <td colspan="2">Justin Vafadari</td> <td>Cedric Sanguinol</td> </tr> <tr> <td colspan="2">Lorraine Woodward</td> <td>Liang-Fong Wong</td> </tr> <tr> <td colspan="2"></td> <td>Lorraine Woodward</td> </tr> </tbody> </table> <p>Committee Chairs To be elected by committees and reported to T2 FGB</p>	Finance Buildings Health Safety & Wellbeing Committee	Staffing Committee	Teaching and Learning Committee	Thomas Barr	Gillian Powe	Alex Edwards	Matt Gitsham	Justin Vafadari	Sally Lucas	Gillian Powe	Rachel Whitfield	Gillian Powe	Cedric Sanguinol	Lorraine Woodward	Justin Vafadari	John St Leger		Liang-Fong Wong	Joe Emissah (Associate)	Joe Emissah (Associate)	Joe Emissah (Associate)	Headteacher Performance Management		Pay Committee	Justin Vafadari		Cedric Sanguinol	Lorraine Woodward		Liang-Fong Wong			Lorraine Woodward	
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Named Governors

Roles were reviewed and a confirmed as (changes highlighted in yellow):

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
Induction & Training (with clerk support)	Rachel Whitfield

5. Head Teacher's Update

GP reported that there had been a very positive start to the year. The school is almost full and is therefore maximising its income. There is, however, significant pressure on the school's budget because of the increase in energy bills. It is understood that there will be a grant for schools to help with this, but there is no information at the moment as to how much it will be. There followed a discussion on the implications of the high energy costs. It was noted that significant work had already been done on the school's budget but that some impact was inevitable.

GP noted the increase in the number of children in Reception who are finding school difficult to access and the impact this has on staffing requirements and budgets. This is a challenge for all schools and is another example of the impact of COVID-19.

GP also reflected on the challenges of recruiting to some roles, particularly learning support assistants, when employment is available for similar or higher rates of pay in work areas which are less demanding.

Most of the staff in the school are directly employed and this is more cost-effective than using supply. The school has 12 early career teachers, six in the first year and six in the second. This is a lot to carry, however other staff are incredibly supportive.

The presence of two governors at the inset day was very positive. The session was used to set the values of the school and how it operates. It acts as an induction for all staff, including those who are new to the school.

RW left the meeting

JV, who had attended the session with LW, gave his feedback. It provided an opportunity to see the leadership in the school in action, setting the tone and expectations for staff, which are very high. All staff were supported and encouraged to participate in the session reflecting on their own values. The session exemplified the quality of teaching that is expected in the classroom.

6. Safeguarding

JE reported that the safeguarding team has been joined by Emma Metcalfe. JE will be attending refresher training as DSL (Designate Safeguarding Lead) and that all staff have been retrained in safeguarding as part of the inset day. There was a discussion about the breadth and depth of documentation (policies and procedures) that school staff are expected to be familiar with. This presents a significant challenge to workload. JE reflected on some of the changes in Keeping Children Safe in Education for this year. These include creating safe spaces for LGBTQ students and reporting low levels of concerns with, for example, supply teachers. It is an ever-expanding remit.

7.	School Development Plan																																																										
	<p>Governor Monitoring Arrangements The SDP had been shared at the end of T6 and is available on GovernorHub. The pattern of monitoring has also been agreed, with initial discussions with lead teachers, in Term 1 followed by visits later the school year. AE to provided details of dates and times for governors to book in to JB, who will co-ordinate.</p>			AE/ JB																																																							
8.	Policies for approval or information																																																										
8.1	<p>For approval 1. Governor Allowances - approved 2. Safeguarding and Child Protection – approved</p>																																																										
9.	Approval of minutes																																																										
	<p>1. FGB 30th June 2022 Approved 2. Review & update outstanding actions</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Actions agreed T6 FGB</th> <th>Who</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>3.2</td> <td>JE to send updated SDP 22/23 to JB for sharing on GovernorHub</td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>4.0</td> <td>More detail on Reception Absences <i>This had been caused a glitch in the reporting and has now settled to down and is as expected.</i></td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>6.0</td> <td>SEND governor report on agenda T1 FGB</td> <td>JB</td> <td>Changed to T2</td> </tr> <tr> <td>7.0</td> <td>Uniform contract on agenda T1 FBHS&W</td> <td>JB</td> <td>Completed</td> </tr> <tr> <td>8.2</td> <td>Share advert for Co-opted governor</td> <td>JB</td> <td>In progress</td> </tr> <tr> <td>8.4</td> <td>Prioritise revenant training opportunities from Bristol GDS</td> <td>ALL</td> <td>Completed</td> </tr> <tr> <td>8.4</td> <td>Governor Safeguarding and Prevent training</td> <td>JB</td> <td>In progress</td> </tr> <tr> <td>9.2</td> <td>Cleaning Tender on agenda (after discussion at T1 FBH&S committee</td> <td>JB</td> <td>T2 FGB</td> </tr> <tr> <td>9.2</td> <td>Amend TORs covering Wellbeing</td> <td>JB</td> <td>Completed</td> </tr> </tbody> </table> <p>Scheduling of named governor reports. This was discussed and agreed:</p> <table border="1"> <tbody> <tr> <td>Term 2</td> <td>SEND</td> <td>JV</td> </tr> <tr> <td>Term 3</td> <td>Training FGB – to be Finance based</td> <td></td> </tr> <tr> <td>Term 4</td> <td>Safeguarding</td> <td>LFW</td> </tr> <tr> <td>Term 5</td> <td>Pupil Premium</td> <td>SL</td> </tr> <tr> <td>Term 6</td> <td>Health & Safety</td> <td>JSL</td> </tr> </tbody> </table>			Item	Actions agreed T6 FGB	Who	Update	3.2	JE to send updated SDP 22/23 to JB for sharing on GovernorHub	JE	Completed	4.0	More detail on Reception Absences <i>This had been caused a glitch in the reporting and has now settled to down and is as expected.</i>	JE	Completed	6.0	SEND governor report on agenda T1 FGB	JB	Changed to T2	7.0	Uniform contract on agenda T1 FBHS&W	JB	Completed	8.2	Share advert for Co-opted governor	JB	In progress	8.4	Prioritise revenant training opportunities from Bristol GDS	ALL	Completed	8.4	Governor Safeguarding and Prevent training	JB	In progress	9.2	Cleaning Tender on agenda (after discussion at T1 FBH&S committee	JB	T2 FGB	9.2	Amend TORs covering Wellbeing	JB	Completed	Term 2	SEND	JV	Term 3	Training FGB – to be Finance based		Term 4	Safeguarding	LFW	Term 5	Pupil Premium	SL	Term 6	Health & Safety	JSL	
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10.	Additional Matters																																																										
	<p>Parents Evenings 17.10.22 & 18.10.22 Governors agreed to attend to improve governor visibility to parents. Discussion on the role of governors at the meetings. Agreed to keep informal and also to try to engage parents n completing Parent View so feedback can be collected. The arrangement will be mentioned in a letter to parents before parents evening Action All non-staff governors</p>			ALL																																																							
11.	Date & Time of Next FGB Meeting																																																										
	Thursday 17th November 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 22nd September 2022

Signed



Date 17th November 2022

Item	Actions agreed T1 FGB	Who by	Deadline
2.1	Advertise 3 co-opted governor vacancies	JB/LW	ASAP
2.3	Annual confirmations on GovernorHub	ALL	ASAP
7.0	Provide details of governor monitoring sessions	AE	ASAP
7.0	Co-ordinate booking of governor monitoring sessions	JB	ASAP
9.0	SEND Governor Report T2 FGB	JV	T2 FGB
9.0	Complete governor Safeguarding and Prevent training	ALL	End T1
9.0	Cleaning Tender on agenda	JB	T2 FGB
10.0	Attend parents' evenings of possible	Non-Staff Governors	17.10.22 & 18.10.22

	Decisions taken	Action taken
2.1	Appointment of MG as co-opted governor	GovernorHub updated
2.2	2022 Governor Code of Conduct adopted	GovernorHub updated
3.0	LW appointed Chair, JV appointed Vice Chair	GovernorHub updated
4.1 4.2	Scheme of Delegation and Committee Terms of Reference agreed	GovernorHub updated
4.3	JE appointed Associate Member to all committees	GovernorHub updated
4.4	Committee and named governor appointments made as per list in minutes	GovernorHub updated
8.0	Policies approved: <ul style="list-style-type: none"> Safeguarding and Child Protection Governor Allowances 	GovernorHub updated
9.0	Minutes FGB 30 th June 2022 Approved	GovernorHub updated & Signed copy sent to school