

	<b>Bishop Road Primary School Governing Body</b> <b>Chair:</b> Mrs Lorraine Woodward <b>Vice-Chair:</b> Mr Justin Vafadari <b>Clerk:</b> Ms Janet Bremner	<b>Address:</b> Bishop Road, Bristol BS7 8LS <b>Telephone:</b> 0117 9030483 <b>Website:</b> <a href="http://www.bishoproad.bristol.sch.uk/">http://www.bishoproad.bristol.sch.uk/</a> <b>Head Teacher:</b> Mrs Gillian Powe <b>Deputy Head Teacher:</b> Mr Joe Emissah
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## GOVERNING BODY MEETING – TERM 4

Held in Bishop Road Primary School on Thursday 16<sup>th</sup> March 2023 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	√		
Simon Jones	Co-opted Governor	SJ	√		
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 & Vice Chair	JV		√	
Rachel Whitfield	Parent Governor	RW	√		
Liang Fong Wong	Co-opted Governor	LFW	√		
Lorraine Woodward	Co-opted Governor & Chair	LW	√		
<b>In attendance</b>					
Janet Bremner	Clerk	JB	√		
Ben Mullen	Guest Speaker (Item 2)	BB	√		

Question from the committee	Action	Decision
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ITEM	MINUTE	ACTION
1.	<b>Welcome &amp; Apologies for Absence</b>	
	The meeting began at 6.25pm. Apologies were received and accepted from JSL & JV. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.	
2.	<b>Maths</b>	
	LW welcomed BM to the meeting.  BM is the maths lead and induction tutor. He works mostly with year six and children who need support in maths. BM described the approach to maths at Bishop Road Primary School. The goal is to produce confident and fluent mathematicians who find maths enjoyable and engaging, and who make progress. BM described what this looks	



like:

- An overview of the year.
- The importing of knowledge
- The use of differentiation and scaffolding (support that children may need to be successful in maths). Three or four times a year picture books are used and there are maths challenges.

The most important thing for narrowing the gap is quality first teaching, and then support is provided if needed. The school has a good record with maths. In 2019 97% of children reached the expected level in year 6 and in 2022, it was 96%. Of those 55% achieved greater depth (GD), compared to a national average of 22% for GD. Progress in maths across the school is well above the national average.

Maths is taught for understanding. There is an increase in hands-on learning and this builds on work with the daily maths lesson. This is not a straitjacket, but there are key principles in ways of learning. BM described a typical daily maths lesson noting that it includes thinking time, and then the opportunity to practise again and will finish with a game. All the children receive the same input, but the more able ones go deeper into the concepts in the second half of the lesson. This approach is based around mastery. All pupils can succeed in maths, but some may need more support. It is about developing fluency that will provide the foundation for future learning.

BM described the use of concrete, pictorial and abstract in maths - a journey from hands-on, through pictorial to abstract. He described how the resources are used, noting that there needs to be an exit strategy so that the children can work without resources. This is like a tool kit, with each class having its own box of essentials and able to access additional resources as needed.

Maths is an area on the school development plan (SDP) this year. It is about building on what the school is doing already.

#### **Why is mastery so different?**

It ensures that all children have access to maths. It does not in accelerate through the content for the more able children. Instead, it is about going deeper. All children learn from the same input, but scaffolding for those who need it is provided. It is important that the content is interesting and engaging.

#### **How does the school support children with solving word-based problems?**

The teaching is for understanding and reasoning. There also needs to be a fluency, so it is a tandem approach. There is a link to reading which is an area of strength for the school. There is a strong link to metacognition. The children are encouraged to talk out loud about the thinking process is. The teachers model this, and the children learn how to do it.

#### **Are there separate groups in year five and six for those children needing a bit more support in maths?**

Yes, these groups have slightly smaller numbers of children and additional adult support. There is no limit on aspirations for this group on their attainment. One way of providing support is same day intervention. This is following up on something in the afternoon that has been taught in the morning with 15 or 20 minutes of individual support, and this can make all the difference.

#### **Has the content of the maths curriculum been reduced?**

No, it is still the same but there is non-statutory guidance which now shows which areas should be prioritised.

LW thanked BM for his work, his presentation and answering governors' questions.

*BM left the meeting.*

3.	<b>Headteacher's Report</b>	
	<p>GP reported that the major challenge for the school now is in recruiting staff, both teachers and learning support assistants. She noted that the number applying for teaching courses nationally is down by 40% and this is having an impact on the number of early careers teachers (ECTs) who are applying for posts. The school is currently looking for five new teachers in September. There was a discussion of the challenges around recruitment and of the factors that are reducing the number of people wanting to teach.</p> <p>JE referred to a recent complaint by a parent to OFSTED. This was discussed at the Teaching and Learning Committee. The school had quickly agreed that something needed to be sorted and the Local Authority were impressed by the measures taken to the extent that they felt it could serve as an example of good practice for when OFSTED visit to the school.</p> <p>Governors had no further questions for GP. They noted all the positive developments in the report. There was a discussion about supporting staff well-being with a suggestion that governors could share some of their well-being experiences from their workplaces to see if anything could be transferable for school staff.</p>	
4.	<b>Feedback from subcommittees</b>	
	<p><b>Teaching and Learning Committee</b></p> <p>SL reported that the meeting has started with a visit from a second-year early careers teacher who talked about his professional development at Bishop Road. He felt he had been extremely well supported and was pleased now to be giving support back and to pass on to children the things he had learned. He is now a shadow lead for RE.</p> <p>The committee also discussed the vacancy challenges as well as assessment updates, noting that the school has changed what it uses and is currently using both old and new systems. The safeguarding complaint to OFSTED was reviewed and, with the resignation of SL at the end of term 4, it was agreed that JV will become committee chair from Term 5.</p>	
	<p><b>Finance, Building, Health, and Safety Committee.</b></p> <p>CS reported the following from the January meeting.</p> <ul style="list-style-type: none"> <li>• The move to the National funding formula continues, and this will benefit to the school.</li> <li>• Budget - the position remains constant with the school predicting a surplus of approx. 4%. He noted that there is more money in the budget as it has been difficult for the school to appoint learning support assistants. There is an increase in spending on supply.</li> <li>• The school has received £26,000 for energy efficiency. It is now looking at ideas on how to use the capital fund.</li> <li>• The training session at the FGB in February was a finance session focusing on finance strategy.</li> <li>• The school fund is now up to date with all audits completed.</li> <li>• The playground development agreed at the meeting will be taking place in the next 3 to 4 months. The committee approved expenditure of £32,000 of which £15,000 will be provided by the PTA.</li> <li>• Regular meter readings are underway to help with the monitoring of energy saving.</li> <li>• The committee had a demonstration of CO2 sensors provided by MG who has followed this up with a session with teachers. The school now has 36 sensors in all, enough for one per class. The intention is to monitor the CO2 to ensure that there is enough ventilation to help children with focus and concentration.</li> <li>• Health and safety. The committee reviewed health and safety reports, noting the mitigations that have been put in place to prevent injuries that might be caused by the heavy doors within the school.</li> </ul>	

5.	<b>Policies</b>															
	<p><b>For information – to be shared via GovernorHub (Action JB)</b></p> <ol style="list-style-type: none"> <li>1. Uniform policy</li> <li>2. Attendance Policy</li> </ol> <p><b>For approval</b></p> <ol style="list-style-type: none"> <li>3. SEND Policy &amp; Information Report - to be shared via GovernorHub (Action JB)</li> <li>4. Managing Allegations of Abuse against Teachers - deferred</li> <li>5. ECT Policy - deferred.</li> <li>6. Internal Finance and Purchasing Policy - <b>Approved</b> The intention is to move to the BCC template policy for next year.</li> <li>7. Urgency and Efficiency Policy - <b>Approved</b></li> <li>8. Virtual Meeting Protocol – <b>Approved</b>, subject to the amendment that meetings that are totally online are possible as part of the normal meeting planning, but that hybrid are only to be used in an emergency. (Action JB)</li> </ol>			<p><b>JB</b></p> <p><b>JB</b></p> <p><b>JB</b></p>												
6.	<b>Governance</b>															
	<ol style="list-style-type: none"> <li>1. <b>Parent Governor Vacancies</b> SL is resigning from 31.3.23. RW will step down once the parent governor nomination process has been completed. The nomination letters have gone out with the closing date of the 29th of March. If an election is needed, it will be conducted early in term five.</li> <li>2. <b>Proposed Appointment of SJ to T&amp;L Cttee - Approved</b></li> <li>3. <b>Appointment of JV to T&amp;L Chair from T5 – Noted</b></li> </ol>															
7.	<b>Approval of Minutes</b>															
7.1	FGB 22 <sup>nd</sup> November 2022 & FGB 2 <sup>nd</sup> February 2023 <b>Approved</b>															
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	<p><b>Update on Cleaning tender.</b></p> <p>LW and JE updated on the cleaning tender. The process has proved to be more complex than originally anticipated. Work is underway to sort out a pensions issue. However, the contract is going well with cleaning significantly improved</p>															
8.	<b>Additional Matters</b>															
	<p><b>Confidential item.</b> See separate minutes.</p> <p><b>The cost of school meals</b></p> <p>JE reported that costs are going up but that the funding provided by the government for free school meals is not. This means they will be a shortfall of £3,000 to £4,000. This is the gap that the school will need to cover. The price of school meals can be increased for key stage two. The proposal is to increase it to £2.50 per meal, and this includes a</p>															

	very small subsidy from the school. This was supported by the governing body. It is hoped that the funding for the meals will increase in the future, but this cannot be relied on.	
9.	<b>Date &amp; Time of Next FGB Meeting</b>	
	Thursday 11th May 2023 18.15 – 20.15. In person meeting	

The Meeting ended at 8.30pm

**Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 16<sup>th</sup> March 2023**

Signed



Date 11.5.23

Item	Actions agreed T4 FGB	Who by	Deadline
5.1 5.2	Share Uniform and Attendance policies via GH	JB	End T4
5.3	Share SEND Policy and Information Report via GH for approval	JB & ALL	End T4
5.8	Amend Virtual Meeting Protocol as per discussion	JB	End T4
7.2	Review feedback from parents evening ahead of T6 sub committee meetings. JB to add to agendas.	JV, CS, JB	T6
7.2	Audit governors prevent training and chase as needed	JB	End T4

	Decisions taken	Action taken
5.0	<b>Policies Approved:</b> <ul style="list-style-type: none"> <li>Internal Finance and Purchasing Policy</li> <li>Urgency and Efficiency Policy - Approved</li> <li>Virtual Meeting Protocol – Approved (subject to agreed amendments)</li> </ul>	Finalised versions sent to school and on GH
6.2	SJ appointed to Teaching and Learning Committee	GH amended
7.1	Minutes of the meetings 22.11.22 and 2.2.23 approved	GH & School updated