

	<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 5

Held in Bishop Road Primary School on Thursday 11<sup>th</sup> May 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	√		
Gillian Powe	Head Teacher	GP	√		
Cedric Sanguinol	Co-opted Governor	CS	√		
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	√		

<b>Question from the committee</b>	<b>Action</b>	<b>Decision</b>
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ITEM	MINUTE	ACTION
1.	<b>Welcome &amp; Apologies for Absence</b>	
	The meeting began at 6.30pm. Apologies were received and accepted from RW. The meeting was noted to be quorate. Those present confirmed there were no changes to their business and pecuniary interest declarations.	
2.	<b>Budget</b>	
2.1	<b>Approve Year End Outturn 22/23</b> CS reported that the year-end outturn had been reviewed by the T5 FBH&S Committee. The carry forward is higher than expected as it has not been possible to recruit to some vacant posts for which budget provision has been made, and because energy costs were not as high as had been feared. It had been anticipated that as the carry forward would be over 8% an authorisation would be needed, and this form had been completed. However, after the meeting a late payment for cleaning altered the bottom line so that the authorisation for a carry forward over 8% was no longer required.	
	<b>Year End Outturn approved. LW to return to LA Finance via e mail.</b>	<b>LW</b>



2.2	<p><b>23/24 Draft budget (including 23/24 3 Year Summary)</b>  CS reported that the 23/24 budget had been reviewed by the T5 FBH&amp;S Committee. The funding position overall is positive, although there are challenges. It was noted that the teaching staff complement at 31.6 FTE (full time equivalent) is the same as 22/23. There is an increase in caretaking costs as the school now has the 2 caretakers in post that it needs. There was a discussion of the challenges for recruiting to posts, even though budget is in place</p> <p><b>Does the budget include all the necessary assumptions for increases in pay for teachers and support staff and for potential further increases in heating costs?</b>  Yes, these have all been factored in.</p> <p><b>Budget for 23/24 Approved:</b></p> <table border="0"> <tr> <td><b>Year End Statement B/Fwd</b></td> <td><b>-422,030</b></td> </tr> <tr> <td><b>Total revenue income</b></td> <td><b>-4,281,881</b></td> </tr> <tr> <td><b>Total revenue expenditure</b></td> <td><b>4,376,623</b></td> </tr> <tr> <td><b>In-year balance</b></td> <td><b>94,742</b></td> </tr> <tr> <td><b>Balance c/f</b></td> <td><b>-327,289</b></td> </tr> </table> <p><b>LW to return to LA Finance via e mail.</b></p>	<b>Year End Statement B/Fwd</b>	<b>-422,030</b>	<b>Total revenue income</b>	<b>-4,281,881</b>	<b>Total revenue expenditure</b>	<b>4,376,623</b>	<b>In-year balance</b>	<b>94,742</b>	<b>Balance c/f</b>	<b>-327,289</b>	LW
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3.	<p><b>Headteacher's Update</b></p>											
	<p>GP reported that coronation celebrations went well across the school and that performances have started. These are very well attended by parents and other relatives. Recruitment for teaching staff is underway. The number of candidates is down on previous years, something which all schools are experiencing. Nevertheless, some very good appointments have been made. The school is also responding to several issues which are time consuming, particularly for senior leaders. Unfunded SEND need is also a challenge. Again, this is a national issue.</p> <p>The school's new Bristol Education Partner visited recently. Report to be shared with governors once it is received. <b>Action JE.</b> The school also had a LA monitoring visits for the administration of SATs.</p> <p><b>When does this year's cycle of performance management finish?</b>  By the end of July. Targets for teachers have been front loaded to make the workload more manageable. The targets are linked to the areas where teachers are progressing. It is a very open process with shared accountability. It is very supportive.</p>	JE										
4.	<p><b>Feedback from subcommittees</b></p>											
	<p><b>Finance, Building, Health, and Safety Committee.</b>  CS reported the following discussions from the T5 meeting.</p> <ul style="list-style-type: none"> <li>• The procurement process for replacing the two combi ovens, which produce 620 meals per day. It was noted that 3 quotes would be needed and that if that was challenging advice would be sought from the LA's procurement team.</li> <li>• LW is working with TP to resolve issues over the new cleaning contract.</li> <li>• Feedback from parents evening that was relevant for the committee was reviewed.</li> </ul> <p><b>How will the review of the feedback be communicated back to parents?</b>  Governors will attend again in Term 1 and as part of that process can provide the 'you said, we did' feedback, including explanations where action has not been possible.</p>											
5.	<p><b>Safeguarding - Report from named governor.</b></p>											
	<p>LFW reported that the school has a good structure for safeguarding in place. The DSL (Designate Safeguarding Lead) (JE) has a team of 4 Deputy DSLs to support him. This ensures that nothing falls between the cracks. The team is up to date with their training and the single central record is also up to date. Governor training on safeguarding is up</p>											

	<p>to date, with two or 3 governors needing to do or renew Prevent training. <b>JB to follow up.</b></p> <p><b>Do the DDSLs have a schedule for reviewing cases?</b> Yes, they meet as a group every term to do this. CPOMs is used for record keeping. Often the reviews result in additional pastoral support being offered and the team learn from all the different cases they review. They know the children well. There are good mechanisms for escalation when needed. Vigilance is built in to the system.</p> <p><b>How is information on the number and nature of safeguarding incidents shared with governors?</b> Via the Headteacher's report 3 times a year. There is no sign of the number of incidents increasing now.</p> <p>There have been three safeguarding complaints that have gone to Ofsted. In each case the school's response to the complaint has been reviewed by the LA and has been found to be very good. <b>JE to share letters from LA with governors.</b> There was a discussion about the impact of these complaints on the workload of senior leaders and the challenges that resulted from them. It was noted that the LA reviews indicated very clearly that the school responds swiftly and effectively to safeguarding complaints.</p>	<p><b>JB</b></p> <p><b>JE</b></p>
<p><b>6.</b></p>	<p><b>Policies</b></p>	
	<p><b>For approval</b></p> <p>1. <b>Relationships and Sex Education Policy.</b> <b>Has there been a consultation with parents on the policy?</b> There was a full consultation when the policy was introduced in 2022. This year parents were invited to look at the materials being used, especially for Y5 and Y6</p> <p><b>Why specifically for these year groups?</b> It is because of the nature of the curriculum in Y5 and Y6 which has specific content relation to relationship and sex education.</p> <p><b>Is there a particular way that these curriculum areas are taught?</b> No, it is about setting the right environment. Sometimes it is appropriate to split boys and girls into separate groups and there are opportunities for children to ask questions anonymously. This is also links to the safeguarding policy. <b>Policy approved.</b></p> <p>2. <b>Health &amp; Safety Policy (Approved by FBH&amp;S Cttee). Approved</b></p> <p>3. <b>Managing Allegations of Abuse against Teachers. Delegated to the Leadership Team. JE to provide policy to share with governors.</b></p> <p>4. <b>ECT (Early Careers Teacher) Policy. To be shared with Teaching and Learning Committee in T6. Action JE</b></p> <p><b>Minute approval of policies previously approved via GovernorHub.</b></p> <p>5. <b>SEND Policy &amp; Information Report. Approved</b></p> <p><b>Minute policies previously shared for information via GovernorHub.</b></p> <p>6. <b>Uniform policy</b></p> <p>7. <b>Attendance Policy</b></p> <p>8. <b>Supporting Pupils with Medical Conditions</b> <b>Sharing of policies with governors noted.</b></p>	<p><b>JE</b></p> <p><b>JE</b></p>

<b>7.</b>	<b>Governance</b>																									
	<p>1. <b>LA governor vacancy.</b> With the resignation in April of JSL this seat is now vacant. Agreed to nominate JV. <b>Action JB</b></p> <p>2. <b>Appointment of named governor H&amp;S. MG appointed.</b></p> <p>3. <b>Update on Parent Governor Election.</b> This is being conducted electronically for the first time. 5 candidates for 2 seats. Results on 18<sup>th</sup> May at which point RW will resign.</p>	<b>JB</b>																								
<b>8.</b>	<b>Approval of Minutes</b>																									
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<b>9.</b>	<b>Additional Matters</b>																									
	None raised																									
<b>10.</b>	<b>Date &amp; Time of Next FGB Meeting</b>																									
	Thursday 29 <sup>th</sup> June 2023 18.15 – 20.15. In person meeting (apologies JB). JV volunteered to take meeting notes.	<b>JV</b>																								

The Meeting ended at 8.10pm

**Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 11<sup>th</sup> May 2023**

Signed



Date 6.7.23

Item	Actions agreed T5 FGB	Who by	Deadline
<b>2.0</b>	<b>Send Year-end Outturn 22/23 and Approved budget 23/24 to LA Finance</b>	<b>LW</b>	<b>31.5.23</b>
<b>3.0</b>	<b>Share BEP Visit note with governors.</b>	<b>JE</b>	<b>When received</b>
<b>5.0</b>	<b>Follow up Prevent training with governors as needed</b>	<b>JB</b>	<b>End T5</b>
<b>5.0</b>	<b>Share LA letters resulting from Ofsted safeguarding complaints</b>	<b>JE</b>	<b>Not set</b>
<b>6.0</b>	<b>Share Managing Allegations of Abuse against Teachers policy with governors</b>	<b>JE</b>	<b>Completed</b>
<b>6.0</b>	<b>ECT policy to go to T&amp;L Committee</b>	<b>JE</b>	<b>T6 T&amp;L</b>
<b>7.1</b>	<b>Request appointment of JV as LA Governors</b>	<b>JB</b>	<b>End T5</b>

	<b>Decisions taken</b>	<b>Action taken</b>
<b>2.1</b>	<b>22/23 Outturn approved</b>	<b>Sent to LA</b>
<b>2.2</b>	<b>Budget for 23/24 Approved:</b> Year End Statement B/Fwd -422,030 Total revenue income -4,281,881 Total revenue expenditure 4,376,623 In-year balance 94,742 Balance c/f -327,289	<b>Sent to LA</b>
<b>6.0</b>	<b>Policies approved:</b> <ul style="list-style-type: none"> <li>• Relationships and Sex Education Policy. Health &amp; Safety</li> <li>• Health &amp; Safety Policy</li> <li>• SEND</li> </ul>	<b>GH &amp; Website updated, as appropriate</b>
<b>6.0</b>	<b>Managing Allegations of Abuse against Teachers. Delegated to the Leadership Team.</b>	<b>GH &amp; Website updated, as appropriate</b>
<b>6.0</b>	<b>Policies shared with governors.</b> <ul style="list-style-type: none"> <li>• Uniform policy</li> <li>• Attendance Policy</li> <li>• Supporting Pupils with Medical Conditions</li> </ul>	<b>GH &amp; Website updated, as appropriate</b>
<b>7.2</b>	<b>MG appointed H&amp;S named governor</b>	<b>GH updated</b>
<b>8.1</b>	<b>Minutes of T4 FGB 16.3.23 Approved</b>	<b>GH and website updated.</b>