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|  | 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 6

Held in Bishop Road Primary School on Thursday 6th July 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 | | √ | |
| Becky Kay | Parent Governor | BK | √ | | |
| Gillian Powe | Head Teacher | GP | √ | | |
| Cedric Sanguignol | Co-opted Governor | CS | √ | | |
| Justin Vafadari | Co-opted Governor & Vice Chair | JV | √ | | |
| Russell Walker | Parent Governor | RW | √ | | |
| 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 |
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| 1. | Welcome & Apologies for Absence | |
| | <p>JV chaired the meeting.</p> <p>The meeting began at 6.40pm. JV welcome BK and RW to their first meeting as newly elected parent governors. Apologies were received and accepted from MG & SJ. The meeting was noted to be quorate. CS declared that he is now a parent governor at Redland Green School. All other governors confirmed there were no changes to their business and pecuniary interest declarations.</p> | |
| 2. | Head Teacher's Report | |
| | <p>GP reported that all appointments have now been completed, despite the challenges of recruitment previously discussed. Induction for new teachers is underway, and this includes an opportunity for them to meet their new class.</p> | |



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| | <p>There was a discussion about the context of the school and the increasing challenges around attendance. This is the first time that the school has been below 96% attendance in the last 5 years. Work is underway to improve this, as outlined in the report.</p> <p>There is some building work is being done during the summer holiday which will provide an increased number of spaces for intervention work. There is also an increase in investment in pastoral work planned for 23/24.</p> <p>How does the attendance data compare to other Bristol schools and nationally? There is a downward trend in attendance both locally and nationally. The probable reasons for this were discussed. The school inspection data summary report (IDSR), due on 11th July will include summary attendance data.</p> <p>GP shared details of the T1 Inset Day to which governors invited. 9.30 – 12.30. LW and JV attending. Any other governors wanting to join please notify JB. The session will focus on this year's whole school project, architecture. Reading for pleasure is the other project for the year. These were both discussed. 23/24 will also include a focus on developing strategies to help children to become independent learners.</p> | ALL |
| 3. | School Improvement Plan (SIP)/ Self Evaluation Framework (SEF) | |
| | <p>JE reported on the evaluation of the SIP/SEF, shared with governors via the meeting folder. There was a discussion about the way the projects link to all areas of the curriculum including art, science, and geography. For example, next year's architecture project will involve some children doing a practical test on their building design in labs at Bristol University.</p> <p>Governors noted that the front page, containing data summaries, provides a helpful overview and is useful for benchmarking.</p> <p>What was in impact of the KS2 Reading aper this year? The children coped well. There is a possible impact on the pass mark, which may be lower.</p> | |
| 4. | Feedback from subcommittees | |
| | <p>Teaching & Learning JV reported that as well as discussing the school development plans for this year and next year, the committee focussed on staff wellbeing and in particular the recent staff survey. The committee had discussed the challenges of staff retention, across the sector and had noted the high levels of support provided by the school to all staff but especially to Early Careers Teachers. The school invests in high quality professional development. The survey captures staff experience of this an also issues related to work life balance. The clarity of direction and high-quality communication from senior leaders clearly has a huge impact on staff wellbeing.</p> <p>Are exit interviews held as a matter of course? Yes, and the themes are shared with the teaching and Learning committee.</p> | |
| 5. | Ofsted. Preparation for inspection | |
| | <p>Timescale was noted. It will be a 2-day inspection. Governors discussed their level of preparedness. Governor monitoring happens twice a year and the reports are reviewed at meetings and are accessible on GovernorHub. It was noted that the planning and quality of the monitoring improves every year. All to familiarise themselves with these and recent minutes. JB to ensure folders up to date and documents easy to find.</p> | ALL JB |

| 6. | Cleaning contract | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | LW and JE updated the meeting. A complex issue relating to the move of the cleaning contract from one provider to another, and related to making provision for pension costs, now appears to be reaching resolution. Governors noted the risks associated with large contracts that include staff and the lack of readily available advice from the Local Authority. JE to report to FBH&S Committee once issue fully resolved. | JE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Policies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Positive Relationships and Behaviour. Approved , subject to the change of one word (action JE). Discussion of changes in approaches to behaviour policies and the links with SEND. RW volunteered to use his professional experience and knowledge in this area. | JE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Governance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <ol style="list-style-type: none"> 1. Confirmed meeting dates 23/24 2. Confirmed subcommittee structure for 23/24. This formalises the move from 3 to 2 committees, <ol style="list-style-type: none"> a. Staffing Committee minutes 4.10.22. Approved. LW to sign. 3. Parent Evenings. JE to send LW/JB dates when confirmed so governors can attend. This had happened this academic year and had proved to be a useful way for governors to find out the views of parent about the school. | LW JE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Approval of Minutes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.1 | FGB 11 th May 2023 Approved | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.2 | <table border="1"> <thead> <tr> <th>Item</th> <th>Actions agreed T5 FGB</th> <th>Who by</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>2.0</td> <td>Send Year-end Outturn 22/23 and Approved budget 23/24 to LA Finance</td> <td>LW</td> <td>Completed</td> </tr> <tr> <td>3.0</td> <td>Share BEP Visit note with governors.</td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>5.0</td> <td>Follow up Prevent training with governors as needed. <i>Will complete by start T1</i></td> <td>JB</td> <td>End T5</td> </tr> <tr> <td>5.0</td> <td>Share LA letters resulting from Ofsted safeguarding complaints</td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>6.0</td> <td>Share Managing Allegations of Abuse against Teachers policy with governors</td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>6.0</td> <td>ECT policy to go to T&L Committee</td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>7.1</td> <td>Request appointment of JV as LA Governors</td> <td>JB</td> <td>In progress</td> </tr> </tbody> </table> | Item | Actions agreed T5 FGB | Who by | Deadline | 2.0 | Send Year-end Outturn 22/23 and Approved budget 23/24 to LA Finance | LW | Completed | 3.0 | Share BEP Visit note with governors. | JE | Completed | 5.0 | Follow up Prevent training with governors as needed. <i>Will complete by start T1</i> | JB | End T5 | 5.0 | Share LA letters resulting from Ofsted safeguarding complaints | JE | Completed | 6.0 | Share Managing Allegations of Abuse against Teachers policy with governors | JE | Completed | 6.0 | ECT policy to go to T&L Committee | JE | Completed | 7.1 | Request appointment of JV as LA Governors | JB | In progress | |
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| 10. | Additional Matters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Confidential item – see confidential minutes. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. | Date & Time of Next FGB Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Thursday 21 st September 2023 18.15 – 20.15 | JV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

The Meeting ended at 8.15pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 6th July 2023

Signed



Date 21.9.23

| Item | Actions agreed T6 FGB | Who by | Deadline |
|------|-------------------------------------------------------------|--------|-----------|
| 2.0 | Governors wishing to attend T1 Inset (8.9.23) to notify JB | ALL | 6.9.23 |
| 5.0 | Familiarisation with monitoring visit reports and minutes | ALL | Start T1 |
| 5.0 | Rationalise and updated GH folders | JB | Start T1 |
| 6.0 | Report to FBH&S once cleaning contract issue fully resolved | JE | Not set |
| 7.1 | Amend Positive Relationships and Behaviour policy | JE | ASAP |
| 8.2 | Sign T2 Staffing committee minutes | LW | Completed |
| 8.3 | Send parent evening dates to LW/JB | JE | When set |
| 9.2 | Follow up Prevent training with governors as needed | JB | Start T1 |

| | Decisions taken | Action taken |
|-----|------------------------------------------------|-------------------------|
| 7.1 | Positive Relationships and Behaviour. Approved | GH and website updated. |
| 8.1 | Meeting dates 23/24 confirmed | GH updated. |
| 8.2 | Subcommittee structure for 23/24 confirmed | GH updated. |
| 8.2 | Staffing Cttee minutes 4.10.22. Approved. | GH updated. |
| 9.1 | Minutes of T5 FGB 11.5.23 Approved | GH and website updated. |