

	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 21st September 2023 at 6.15pm

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	√		
Sally Lucas	Co-opted Governor	SL	√		
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
1.	Welcome & Apologies for Absence	
	The meeting began at 6.35pm. Apologies were received and accepted from TB, LFW & SJ. The meeting was noted to be quorate. There were no changes to their business and pecuniary interest declarations.	
2.	Governance	
	<ol style="list-style-type: none"> 1. Appoint Local Authority Governor JV, having resigned as co-opted governor, was appointed as LA governor, having had his application approved by the Local Authority, 2. Appointment as co-opted governors confirmed. <ol style="list-style-type: none"> a. Alex Edwards (reappointment) b. Sally Lucas 3. NGA Governor Code of Conduct 2023 - approved 	



	<p>4. Governor Confirmations – all to complete ASAP</p> <p>a. Business Interests b. Keeping Children Safe in Education c. Code of conduct</p> <p>5. Governor Training Governors to complete Safeguarding and Prevent training as needed ASAP</p>	All																																
3.	Election of Chair & Vice Chair																																	
	LW elected as Chair, JV elected as Vice Chair.																																	
4.	Governance Structures 23/24																																	
	<p>To approve/appoint:</p> <p>1. Scheme of Delegation 2023-24 - approved 2. Committee Terms of Reference - approved 3. Associate members – JE appointed for one year to all committees (no voting rights) 4. Governing Body Roles & committee membership – agreed as per table below:</p> <table border="1"> <tr> <td>H&S Governor</td> <td>Matt Gitsham</td> </tr> <tr> <td>Looked After Children Governor</td> <td>Justin Vafadari</td> </tr> <tr> <td>Safeguarding Governor</td> <td>Liang-Fong Wong</td> </tr> <tr> <td>Pupil Premium Governor</td> <td>Justin Vafadari</td> </tr> <tr> <td>SEND Governor</td> <td>Justin Vafadari</td> </tr> <tr> <td>HT Performance Management</td> <td>Lorraine Woodward, Justin Vafadari</td> </tr> <tr> <td>Pay Committee</td> <td>Cedric Sanguignol, Liang-Fong Wong, Lorraine Woodward</td> </tr> </table> <table border="1"> <thead> <tr> <th>Finance Buildings H & S Committee</th> <th>Teaching and Learning Committee</th> </tr> </thead> <tbody> <tr> <td>Thomas Barr</td> <td>Alex Edwards</td> </tr> <tr> <td>Joseph Emissah</td> <td>Joe Emissah</td> </tr> <tr> <td>Matt Gitsham</td> <td>Becky Kay</td> </tr> <tr> <td>Simon Jones</td> <td>Sally Lucas</td> </tr> <tr> <td>Gillian Powe</td> <td>Gillian Powe</td> </tr> <tr> <td>Cedric Sanguignol (Chair)</td> <td>Justin Vafadari (Chair)</td> </tr> <tr> <td>Lorraine Woodward</td> <td>Russell Walker</td> </tr> <tr> <td></td> <td>Liang-Fong Wong</td> </tr> </tbody> </table>	H&S Governor	Matt Gitsham	Looked After Children Governor	Justin Vafadari	Safeguarding Governor	Liang-Fong Wong	Pupil Premium Governor	Justin Vafadari	SEND Governor	Justin Vafadari	HT Performance Management	Lorraine Woodward, Justin Vafadari	Pay Committee	Cedric Sanguignol, Liang-Fong Wong, Lorraine Woodward	Finance Buildings H & S Committee	Teaching and Learning Committee	Thomas Barr	Alex Edwards	Joseph Emissah	Joe Emissah	Matt Gitsham	Becky Kay	Simon Jones	Sally Lucas	Gillian Powe	Gillian Powe	Cedric Sanguignol (Chair)	Justin Vafadari (Chair)	Lorraine Woodward	Russell Walker		Liang-Fong Wong	
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5.	Head Teacher's Update																																	
	<p>GP reported that the school had opened to children on the first day of term and that INSET days had taken place on the following Thursday and Friday. Three governors had attended. The governors reported on the sense of unity visible during the session, including a feeling of a duty to contribute and for staff to support each other. They commented on the group work which led to presentations and discussions looking at the impact of the ethos and vision of the school.</p> <p>The second inset was a curriculum day, focusing on the topic of architecture with an architect as the key speaker. He had worked not only on the Bishop Road school extension, but some key projects such as the extension of the Tate Modern. He talked about his career teaching, which provided inspiration for staff who will be leading this project with the children in the school.</p>																																	

	<p>Focussed work is being done with the children who did not pass the phonics screening last year, and this includes 20 children who are new to the school. There was a discussion about the widespread use of books in the school, some of which are not phonic, and the hugely positive impact this has on outcomes through the school.</p> <p>GP referred to the results information report provided to governors in the meeting folder. She noted that for the Reception baseline there is no comparative data.</p> <p>The school encourages greater depth as well as age related expectations and this contributes to the high percentage of greater depth in Y6. GP noted that the results for writing were lower than previous years, but that this was the same for all schools and can be attributed to this cohort having missed school during the pandemic.</p> <p>What do the different early learning goals in Reception represent? They cover several areas and show differing levels of attainment. There is a significant impact for children with delayed starts and there was a discussion about this with reference to the impact on sport.</p> <p>Is it there an impact still visible from the pandemic now? Not anymore, but there is some impact from summer born children, but within two years or so this has usually levelled off.</p> <p>Is there local data available to compare percentages of greater depth in year six, which could show the impact of the high priority given to reading at Bishop Road? No, as local benchmarks are no longer produced.</p> <p>There was a discussion of the value of reading for pleasure and how this demonstrates a benefit over a long period of time with children used to reading whole texts, not excerpts. It was noted that the school can publish its year six SATs results once they have been validated.</p>	
6.	Safeguarding and SEND	
6.1	<p>Safeguarding GP noted that the safeguarding team had been expanded during last year. There are five or six children with Child Protection plans. These are fewer number but obviously take up significant time. There is a programme of staff training on context-based safeguarding, with the visiting speakers, that runs through the whole school year. There is also a focus on online safety, including sessions for parents. There was a discussion about filtering and monitoring and how this works. The discussion also focussed on changing patterns of usage with children in years five and six often accessing technology on their own. The impact of peer pressure was also noted. The school has changed the of focus of the teaching of online safety with children, discussing the issues rather than them being told what to do and what not to do.</p>	
6.2	<p>SEND JV reported that he had met with the SENDCo January 23 and has a meeting planned this term. The number of EHCPs (Education and Health Care Plans) has increased and there are more in process. Funding applications have also got up. There are challenges, particularly as some of the applications take time. The school looks at the curriculum and gives space and time for support. Staff also visit other schools to see how they support children with SEND. There are challenges if children who are new to the school arrive without adequate information on their needs. There is now a second SENDCo, binging the total SENDCo time to a full-time equivalent, as both teachers undertake the role on a part-time basis.</p>	

7.	School Improvement Plan (SIP)/ Self Evaluation Framework (SEF)																																							
	<p>The school improvement plan has been updated and shared with Governors. Governor monitoring visits are on a two-year cycle during which time every aspect of the curriculum will be covered. The format of the visits is either via meetings online with subject leads, or by undertaking a learning walk in school. In the case of learning walks governors can speak to children. Governors will pair up to do this, with a more experienced governor accompanying a newer governor. Feedback is via a pro forma, which also includes the questions for governors to ask. These visits provide great insight and understanding for governors. AE to forward details to JB so governors can book in for T2 sessions.</p> <p>Governors are also invited to attend the parent evenings on the 16th and 17th of October to collect informal feedback from parents and carers, as happened last year. LW to coordinate.</p>			<p>AE/ JB</p> <p>LW</p>																																				
8.	Insurance Claim																																							
	<p>LW explained the context and how there is no direct involvement by the school in the claim, only being named by the insurance company who is making the claim. Governors agreed to delegate the final decision as to whether to allow the school's name to go on the claim to LW. Action LW</p>			LW																																				
9.	Policies for approval or information																																							
	<p>Policies for approval</p> <ol style="list-style-type: none"> 1. Safeguarding and Child Protection - approved 2. Governor Allowances - approved 3. Data Protection - approved 4. Equality Policy - approved 5. Exclusions - approved <p>Policies for approval from staffing committee (both recommended BCC policies)</p> <ol style="list-style-type: none"> 6. Managing Change - approved 7. Managing sickness and supporting Attendance - approved <p>Polices for Information</p> <ol style="list-style-type: none"> 8. Allegations of Abuse Against Staff - noted. <p>Timescale for approval of Pay Policy 2023-24 confirmed – FGB Term 2, Action JB</p>			JB																																				
10.	Approval of Minutes																																							
10.	<p>FGB 6th July 2023 non confidential Approved</p> <p>FGB 6th July 2023 confidential Approved</p>																																							
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11.	Additional Matters	
	See confidential minutes for update on confidential minutes.	
12.	Date & Time of Next FGB Meeting	
	Thursday 16th November 18.15 – 20.15	

The Meeting ended at 8.35pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 21st September 2023

Signed



Date 16 November 2023

Item	Actions agreed T1 FGB	Who by	Deadline
2.4	All governors to update business interests, confirm read KCSIE and confirm will abide by code of conduct.	All	ASAP
2.5	Governors to check their training recodes and completed safeguarding and Prevent training if more than 2 years old.	All	ASAP
7.0	Set up T2 governor monitoring visits	AE/JB	End T1
7.0	Co-ordinate attendance at Parent evening	LW	Not set
8.0	Decision re insurance claim	LW	As needed
9.0	Pay policy on agenda	JB	T2, FGB
10.2	Report to FBH&S once cleaning contract issue fully resolved	JE	Not set
10.2	Amend Positive Relationships and Behaviour policy	JE	Not set

	Decisions taken	Action taken
2.1	JV appointed as LA governor	GovernorHub and GIAS updated
2.2	AE & SL appointed as co-opted governors	GovernorHub and GIAS updated
2.3	NGA Governor Code of Conduct 2023 adopted	GovernorHub updated
3.0	LW elected as Chair, JV elected as Vice Chair.	GovernorHub updated
4.1	Scheme of Delegation 2023-24 approved	GovernorHub updated
4.2	Committee Terms of Reference approved	GovernorHub updated
4.3	JE appointed as associate member	GovernorHub updated
4.4	Governing Body Roles & committee membership agreed as per table	GovernorHub updated
8.0	Delegation the final decision as to whether to allow the school's name to go on the claim to LW.	N/A
9.0	Policies approved: <ul style="list-style-type: none"> Safeguarding and Child Protection Governor Allowances Data Protection Equality Policy Suspensions and permanent exclusions Managing Change Managing sickness and supporting Attendance 	GovernorHub updated
9.0	Policy noted: Allegations of Abuse Against Staff	GovernorHub updated
10.0	Confidential and non-confidential minutes FGB 6.7.23 approved	GovernorHub updated & signed copies sent to school