

**Bishop Road Primary School****Address:** Bishop Road, Bristol BS7 8LS**Head Teacher:** Mrs Gillian Powe**Deputy Head Teacher:** Mr Joe Emissah**Governing Body****Chair:** Mrs Lorraine Woodward**Vice-Chair:** Mr Justin Vafadari**Clerk:** Ms Janet Bremner**GOVERNING BODY MEETING – Term 6**Held in Bishop Road Primary School on Thursday 27<sup>th</sup> June 2024 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 item 5) |           |        |
| Simon Jones          | Co-opted Governor                      | SJ       | √               |           |        |
| Becky Kay            | Parent Governor                        | BK       | √               |           |        |
| Sally Lucas          | Co-opted Governor                      | SL       | √               |           |        |
| Gillian Powe         | Head Teacher                           | GP       | √               |           |        |
| Imogen Sahni         | Co-opted Governor                      | IS       | √               |           |        |
| Cedric Sanguinol     | Co-opted Governor                      | CS       | √               |           |        |
| Justin Vafadari      | Co-opted Governor & Vice Chair         | JV       |                 | √         |        |
| Russell Walker       | Parent Governor                        | RW       | √               |           |        |
| Lorraine Woodward    | Co-opted Governor & Chair              | LW       | √               |           |        |
| <b>In attendance</b> |  |          |                 |           |        |
| Janet Bremner        | Clerk                                  | JB       | √               |           |        |

| Question from the Governing Body | Action | Decision |
|----------------------------------|--------|----------|
|----------------------------------|--------|----------|

The meeting began at 6.30pm

| ITEM | MINUTE   | ACTION |
|------|--|--------|
| 1.   | <b>Welcome &amp; Apologies for Absence</b>   |        |
|      | LW welcomed everyone to the meeting. Apologies were received and accepted from JV. The meeting was noted to be quorate. There were no changes to the business and pecuniary interest declarations. LW welcome IS to the meeting as an observer, with a view to becoming a Co-opted governor  |        |
| 2.   | <b>Head Teacher's Report</b>   |        |
|      | GP reflected on a busy and successful year, noting that the Ofsted inspection in November had been a seminal event in the life of the school. It provides validation for what the school does and focusses on. Staff, parents and governors had all contributed to this, along with the children.<br><br>This year the school has done well in Phonics, Y2 and Y4 assessments. SATs results for Y6 will come out in July and will be reviewed next year by the Teaching & Learning Committee. It was noted that the Maths papers had been challenging this year. |        |



| ITEM      | MINUTE  | ACTION |
|-----------|---|--------|
|           | <p>The school is currently in the midst of a season of fantastic performances. Governors are welcome to attend.</p> <p>All staffing vacancies have been filled. The school is ready for September. LW will arrange to meet the new teachers (3 Early Career Teachers) as in previous years.</p> <p>There are new national rules on pupil attendance from September. Fines have increased and are per parent. Attendance will be viewed over a 3-year period.</p> <p><b>Has school attendance become more of an issue?</b></p> <p>It is a national problem. Discussion of reasons. The new regulations are designed to send the message that school is important. The possibility of sickness increasing was discussed.</p> <p>GP reported most year groups are almost full. Sports Day, on an Olympic theme was very successful.</p>  |        |
| <b>3.</b> | <b>School Improvement Plan (SIP)/ Self Evaluation Framework (SEF)</b>   |        |
|           | <p>JE outlined the headline projects for 24/25. These had been discussed in more detail at T6 Teaching &amp; Learning Committee. There are 2 umbrella themes, firstly, wider school 'projects' and secondly, specific foci on teaching and learning.</p> <p><b>Wider school projects</b></p> <ul style="list-style-type: none"> <li>• Inventions and Inventors. This will include visits to the newly reopened We The Curious and could also include parent involvement. It is not specifically science-focussed and covers all areas.</li> <li>• The philosophy of William Morris - how art and beauty exist alongside form and function.</li> </ul> <p><b>Teaching &amp; Learning</b></p> <p>The focus is on back to basics. This will include for example 'pride in presentation', a school wide focus that will ensure consistency. Another area is 'continuous cursive' – joined up handwriting. 'Every minute counts' will focus on classroom pedagogy. This will all sit alongside core monitoring activity. The challenge of managing 14 curriculum areas was noted. It is not possible to focus on each one. The role of curriculum leaders is critical, and all are excited to be resourcing and championing their subjects</p> <p>There will be an opportunity to see the SIP in action on governor monitoring visits.</p> |        |
| <b>4.</b> | <b>Feedback from subcommittees</b>  |        |
|           | <p><b>Teaching and Learning 10.6.24.</b> SL fed back from the meeting in JV's absence. The presentation by Amber Williams on reading and phonics was very informative and led to discussions of these areas. There are different reading resources used through the school which help to develop comprehension skills and contribute to high numbers of children performing at greater depth by Year 6. Training in this area was also discussed. This includes sharing of knowledge and successful approaches, classroom drop ins and ensuring class teachers listen to each child read.</p> <p>Other areas covered in the meeting included the projects discussed under item 3 and the feedback from the parents consultation evening relating to teaching and learning.</p> <p><i>MG joined the meeting</i></p>  |        |
| <b>5.</b> | <b>Buildings</b>  |        |
|           | <p>Trim Trail in Silverthorne Playground. Recommendation to spend Sports Premium funding (previously discussed and agreed in principle at FBHS). AE referred to the paper in the meeting folder. He explained the background to the project including the</p>   |        |

| ITEM | MINUTE   | ACTION    |
|------|--|-----------|
|      | <p>funding which is a combination of Sports Premium and PTFA funding. He noted that the most recent version of the plan includes equipment designed in improve upper body strength. The plan is to do the work during October half term.</p> <p>Discussion of the positioning the trim trail under trees and any challenges that might present, especially given the slope. It was noted that the surface/platform is designed to minimise impact of water runoff. Challenges of finding fully sustainable materials also discussed. It was noted that this equipment would appeal to Y5/Y6 and helps to provide a balanced offer of equipment in the playground. <b>Approved.</b></p>   |           |
| 6.   | <b>Health and Safety Report from Named Governor</b>  |           |
|      | <p>MG introduced his first report as named Health &amp; Safety governor. He has had three meetings during the year with the school's Systems and Services Manager. Mr Powe has excellent systems in place and gives Health and Safety a very high priority. MG noted that the Health &amp; Safety Inspection by the school council had been both highly effective and well organised. The number of issues addressed by the schol and the regular checks and monitoring that are in place are listed in the report and are extensive.</p> <p><b>What is the background to the two Bristol City Council Accident Reports?</b><br/>In both instances the equipment was not in regular use. Children had accessed things that were not part of the planned activity. Discussion of risk management and alternative activities that are available.</p> <p>Other areas of the report were reviewed including the flu jabs offered to staff, the methods for both children and staff to report potential Health and Safety issues and the challenges of improving parking outside the school. It was noted that the Terrorism Action plan is a new initiative and is about being prepared should the worst happen.</p> |           |
| 7.   | <b>Policies for approval</b>   |           |
| 7.1  | <p><b>1. Positive Relationships and Behaviour.</b> This will be a readoption as no changes are planned. <b>JE to send redated copy for JB to share with governor for approval.</b></p>   | <b>JE</b> |
| 8.   | <b>Governance</b>  |           |
| 8.1  | <p><b>Confirm meeting dates 24/25</b><br/><b>LW to liaise with GP/JE</b> for dates for Pay committee and Head Teacher's Performance Management Committee. <b>Main schedule approved.</b></p> <p><i>IS left the meeting</i></p>   | <b>LW</b> |
| 8.2  | <p><b>Co-opt new governors:</b> LW proposed the appointment of</p> <ol style="list-style-type: none"> <li><b>Imogen Sahni. Approved</b></li> <li><b>John St Ledger.</b> JSL not present. LW to have further conversation with JSL with a view to co-option in Term 1. <b>Action LW</b></li> </ol> <p><i>IS rejoined the meeting.</i></p> <p>LW welcomed IS to the role of co-opted governor.</p>   | <b>LW</b> |
| 8.3  | <p><b>Details T1 Inset Day to which governors invited.</b></p> <p>Friday 6th September 08.30am - 12.30pm. Lunch provided at 12.30pm. Attending: BK, CS, LW, SL. <b>JB to check with JV</b></p>   | <b>JB</b> |

| ITEM | MINUTE   | ACTION          |                       |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |
|------|--|-----------------|-----------------------|--------|----------|-----|--|----|-------------|-----|--|----|-----------|-----|--|----|-----------|-----|-----------------------------------|-------|-----------|-----|--|-----------------|-------------|-----|---|----|-----------|--|
| 9.   | <b>Approval of minutes FGB 9<sup>th</sup> May 2024</b><br><b>The minutes were approved and signed by the Chair.</b><br>Review & update outstanding actions.  |                 |                       |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |
|      | <table border="1"> <thead> <tr> <th>Item</th> <th>Actions agreed Term 5</th> <th>Who by</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>1.0</td> <td>Ensure SATS admin monitoring on agenda of T4 in future</td> <td>JB</td> <td>In progress</td> </tr> <tr> <td>2.2</td> <td>Budget approval return to LA Finance via e mail.</td> <td>LW</td> <td>Completed</td> </tr> <tr> <td>5.0</td> <td>Signpost governors to role descriptions and report templates &amp; schedule reports as agreed.</td> <td>JB</td> <td>Completed</td> </tr> <tr> <td>7.1</td> <td>Follow up potential new governors</td> <td>LW/JB</td> <td>Completed</td> </tr> <tr> <td>7.2</td> <td>Add parental feedback to next committee agenda</td> <td>LW/CS<br/>/JV/JB</td> <td>In progress</td> </tr> <tr> <td>8.0</td> <td>SEND policy version with revised terminology to next T&amp;L Meeting.</td> <td>JE</td> <td>Completed</td> </tr> </tbody> </table> | Item            | Actions agreed Term 5 | Who by | Deadline | 1.0 | Ensure SATS admin monitoring on agenda of T4 in future | JB | In progress | 2.2 | Budget approval return to LA Finance via e mail. | LW | Completed | 5.0 | Signpost governors to role descriptions and report templates & schedule reports as agreed. | JB | Completed | 7.1 | Follow up potential new governors | LW/JB | Completed | 7.2 | Add parental feedback to next committee agenda | LW/CS<br>/JV/JB | In progress | 8.0 | SEND policy version with revised terminology to next T&L Meeting. | JE | Completed |  |
| Item | Actions agreed Term 5  | Who by          | Deadline              |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |
| 1.0  | Ensure SATS admin monitoring on agenda of T4 in future   | JB              | In progress           |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |
| 2.2  | Budget approval return to LA Finance via e mail.   | LW              | Completed             |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |
| 5.0  | Signpost governors to role descriptions and report templates & schedule reports as agreed.   | JB              | Completed             |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |
| 7.1  | Follow up potential new governors  | LW/JB           | Completed             |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |
| 7.2  | Add parental feedback to next committee agenda   | LW/CS<br>/JV/JB | In progress           |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |
| 8.0  | SEND policy version with revised terminology to next T&L Meeting.  | JE              | Completed             |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |
| 10.  | <b>Additional Items</b><br>GP shared a book that will form a key part of the William Morris project with governors.  |                 |                       |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |
| 11.  | <b>Date &amp; Time of Next Meeting</b><br>FGB Thursday 19 <sup>th</sup> September 2024, 6.15 – 8.15pm at School  |                 |                       |        |          |     |  |    |             |     |  |    |           |     |  |    |           |     |                                   |       |           |     |  |                 |             |     |   |    |           |  |

The Meeting ended at 8.20pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 27<sup>th</sup> June 2024

Signed



Date

19<sup>th</sup> September 2024

| Item | Actions agreed Term 6   | Who by | Deadline |
|------|---|--------|----------|
| 7.1  | Send redated copy for Positive Relationships and Behaviour policy to JB | JE     | ASAP     |
| 8.1  | Liase with GP/JE for Pay and PM committee dates                         | LW     | Not set  |
| 8.2  | Contact JSL about co-opted governor role                                | LW     | T1 FGB   |
| 8.3  | Contact JV about INSET Day T1   | JB     | ASAP     |

|     | Decisions taken   | Action taken |
|-----|---|--------------|
| 5.0 | Trim Trail in Silverthorne Playground. Project approved |              |
| 8.0 | Minutes of the meeting 9.5.24 approved                  | LW to sign   |

| Item | Forward Agenda                        | Who by | Deadline |
|------|---------------------------------------|--------|----------|
| T2   | Pupil Premium Named Governor Report   | SL     | T2 FGB   |
| T4   | SEND Named Governor Report            | JV     | T4 FGB   |
| T5   | Safeguarding Named Governor Report    | BK     | T5 FGB   |
| T6   | Health & Safety Named Governor Report | MG     | T6 FGB   |