



## 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 1

Held in Bishop Road Primary School on Thursday 19<sup>th</sup> September 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		√	
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	√		
John St Leger	Co-opted Governor	JSL	√		
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
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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 BK. The meeting was noted to be quorate. There were no changes to the business and pecuniary interest declarations. LW welcomed JSL to the meeting.	
2.	<b>Governance</b>	
2.1	Appoint co-opted governor. a. John St Leger. <b>Confirmed</b>	
2.2	Adopt Governor Code of Conduct (Unchanged from 2023) <b>Approved</b>	
2.3	<b>Governor Confirmations. All to complete by 30.9.24</b> a. Business Interests b. Keeping Children Safe in Education	<b>All</b>



ITEM	MINUTE	ACTION																				
	c. Code of conduct																					
2.4	<b>Governor Training – Safeguarding &amp; Prevent</b> <b>Governors to complete Safeguarding and Prevent training as needed by end Term 1 at latest</b>	<b>All</b>																				
2.5	<p><b>Governor Priorities 24/25</b></p> <p>LW invited governors to suggest priorities for the year. The discussion started with a reflection on the Term 1 INSET day attended by LW, BK, SL and MG. Governors were impressed by the level of participation amongst all staff, noting the skill of the table facilitators and the way each group had a mix of staff, all of whom were keen to contribute. It was an opportunity for staff to think creatively with everyone working together and having a role. The discussion also covered parental engagement and ideas as to how governors' experience of this INSET day might be shared more widely. Parents evening on 21<sup>st</sup> and 22<sup>nd</sup> October will be an opportunity for governors to engage with parents informally.</p> <p>Possible priorities for the year suggested by governors:</p> <ul style="list-style-type: none"> <li>• <b>Environmental Sustainability</b> both in terms of the actions the school takes itself and the way it covers this topic through the curriculum. Discussion. It was noted that there is a planned change to the national curriculum due and that sustainability is likely to be included in this review. Sustainability to be picked up in both subcommittees although timing will vary, with Teaching &amp; Learning committee waiting for the national curriculum review</li> <li>• <b>Uniform.</b> There have been challenges with the supplier. This will be followed up at the T1 FBH&amp;S meeting. <b>Action JB/CS</b></li> <li>• <b>Governor self-evaluation and skills audit.</b> This was last done in 2021, and it is good practice to repeat at least every 3 years. <b>LW/JB</b> to liaise over format and timing (probably T3)</li> </ul>	<b>JB/CS</b> <b>LW/JB</b>																				
<b>3.</b>	<b>Election of Chair and Vice Chair</b>																					
	<b>LW elected as Chair</b> JV (current Vice Chair) is standing down after T2 FGB, so agreed to defer election of Vice Chair until that meeting, with JV continuing in the role until then. <b>Action JB</b>	<b>JB</b>																				
<b>4.</b>	<b>Governance Structures 24/25</b>																					
	<b>Scheme of Delegation. Approved with minor amendments.</b>																					
	<b>Committee Terms of Reference. Approved with minor amendments.</b>																					
	<b>Associate members – JE appointed for one year to all committees</b> (no voting rights)																					
	<p><b>Governing Body Roles &amp; committee membership – agreed as per table below:</b></p> <table border="1"> <tbody> <tr> <td>H&amp;S Governor</td> <td>Matt Gitsham</td> </tr> <tr> <td>Looked After Children Governor</td> <td>Justin Vafadari/Russell Walker</td> </tr> <tr> <td>Safeguarding Governor</td> <td>Becky Kay</td> </tr> <tr> <td>Pupil Premium Governor</td> <td>Sally Lucas</td> </tr> <tr> <td>SEND Governor</td> <td>Justin Vafadari/ Russell Walker</td> </tr> <tr> <td>HT Performance Management</td> <td>Lorraine Woodward, Justin Vafadari</td> </tr> <tr> <td>Pay Committee</td> <td>Cedric Sanguignol, Simon Jones, Lorraine Woodward</td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td><b>Finance Buildings H &amp; S Committee</b></td> <td><b>Teaching and Learning Committee</b></td> </tr> <tr> <td>Thomas Barr</td> <td>Alex Edwards</td> </tr> <tr> <td>Joseph Emissah</td> <td>Joe Emissah</td> </tr> </tbody> </table>	H&S Governor	Matt Gitsham	Looked After Children Governor	Justin Vafadari/Russell Walker	Safeguarding Governor	Becky Kay	Pupil Premium Governor	Sally Lucas	SEND Governor	Justin Vafadari/ Russell Walker	HT Performance Management	Lorraine Woodward, Justin Vafadari	Pay Committee	Cedric Sanguignol, Simon Jones, Lorraine Woodward	<b>Finance Buildings H &amp; S Committee</b>	<b>Teaching and Learning Committee</b>	Thomas Barr	Alex Edwards	Joseph Emissah	Joe Emissah	
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	Gillian Powe	Gillian Powe	
	Cedric Sanguinol	Imogen Sahni	
	John St Leger	Justin Vafadari	
	Lorraine Woodward	Russell Walker	
5.	<b>Head Teacher's Update</b>		
	<p>GP referred to the data summary sheet shared with governors at the meeting. Discussion of what data will be collected nationally in the future. GP noted that the school will continue to do the assessments at end of key stage one and will continue to collect any other data that is useful in tracking the progress of pupils. Changes to the Ofsted inspection framework were discussed along with the possible future requirement for schools to offer breakfast clubs, with governors noting how difficult this would be to achieve in a school the size of Bishop Road (taking into account the volume of extra staff that will be required and existing pressures on space and resource). However, a full evaluation will be needed when more detail is published.</p>		
6.	<b>Safeguarding &amp; SEND</b>		
	<p>JE Updated governors on <b>Safeguarding</b>. He and Emma Metcalfe, SENDCo, will both be updating their Designated Safeguarding Lead (DSL) training this year. Another senior leader has been added to the school Safeguarding Team. There were only a small number of changes to Keeping Children Safe in Education this year and all staff have undergone refresher training. BK, Safeguarding Governor has visited JE and has another visit booked. This will include attending a Safeguarding Team meeting.</p> <p><b>SEND.</b> The number of children with SEND continues to increase. Lots of work has been done this term on transitions. There is a lot of administration and paperwork, but the school has been successful and between £160 and £180K funding has been secured to support the children. There is a strong staffing team in place to provide support. SEND takes up a lot of leadership time, but this is the same for all schools. It is a national issue.</p> <p><b>Do the school buildings support children with SEND?</b> Yes, there have been several small things done to support SEND, including the provision of additional spaces for small group work.</p> <p><b>Does the school have enough SENDCo capacity?</b> Yes, with increased experience and skilled teachers across the school there is capacity. JV, SEND named governor, noted that there is shared accountability for SEND across the school with expectations on all staff so that everyone is focussed on SEND.</p>		
7.	<b>School Improvement Plan (SIP)/ Self Evaluation Framework (SEF)</b>		
	<p>These were introduced and discussed at the T6 FGB. Discussion of governor monitoring. Agreed to do in Term 3 and Term 5, focusing on one core area and one non-core area e.g. art, PE and on the school projects. Governors requested as much notice of dates as possible to enable them to schedule time off work to attend. <b>Action AE</b></p>		<b>AE</b>
8.	<b>Policies for approval and information</b>		
	<p>Policies for approval</p> <ol style="list-style-type: none"> <li>1. <b>Safeguarding and Child Protection - Approved</b></li> <li>2. <b>Governor Allowances - Approved</b></li> </ol> <p>Confirm timescale for Pay Policy 2024-25. Expected T2.</p>		
9.	<b>Approval of minutes FGB 27<sup>th</sup> June 2024</b>		
	<b>The minutes were approved and signed by the Chair.</b>		

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	Review & update outstanding actions.																						
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10.	<b>Additional Items</b>																						
	None raised.																						
11.	<b>Date &amp; Time of Next Meeting</b>																						
	FGB Thursday 14 <sup>th</sup> November 2024, 6.15 – 8.15pm at School																						

The Meeting ended at 8.35pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 19<sup>th</sup> September 2024

Signed



Date

14<sup>th</sup> November 2024

Item	Actions agreed Term 1	Who by	Deadline
2.3	Complete Confirmations on GovernorHub	ALL	30.9.24
2.4	Complete Safeguarding and Prevent training as needed	ALL	25.10.24
2.5	Add Uniform supply to T1 FBHS agenda	JB	1.10.24
2.5	Identify skills audit and self-evaluation framework	LW/JB	End T2
3.0	Election of Vice Chair on T2 FGB agenda	JB	7.11.24
7.0	Plan Governor monitoring in T3 & T4	AE	End T2

	Decisions taken	Action taken
2.1	JSL appointed as co-opted governor	GovernorHub and GIAS updated
2.2	Governor Code of Conduct 2023 re-adopted	GovernorHub updated
3.0	LW elected as Chair	GovernorHub updated
4.1	Scheme of Delegation 2024-25 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
9.0	Policies approved: <ul style="list-style-type: none"> <li>Safeguarding and Child Protection</li> <li>Governor Allowances</li> </ul>	GovernorHub updated
10.0	Minutes FGB 27.6.24 approved	GovernorHub updated & signed copies sent to school

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