

**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 2**Held in Bishop Road Primary School on Thursday 14th November 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	√		
In attendance					
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.	Welcome & Apologies for Absence	
	LW welcomed everyone to the meeting. There were no apologies. The meeting was noted to be quorate. There were no changes to the business and pecuniary interest declarations.	
2.	Head Teacher's Report	
	GP referred to her written report. Health and Safety Audit. The school has now received the certificate – a gold certificate of distinction with three platinum stars that recognise additional initiative in risk management practice. GP to send the report to JB to share with governors. It is likely there will be new education policies because of the change in government, but no details are available at present. It is anticipated that the policy of including SEND	GP



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	<p>children in mainstream schools will continue. Discussion. The school continues to do the things that it knows are right for the children. Discussion of potential impacts to the school budget in the future. The current position is strong, so the school continues to deliver in the same way.</p> <p>What is the change to the way English is being taught, mentioned in the report? It is about tightening up the aims and consolidation. The focus has switched a little from grammar to a focus on purpose and comprehension. This makes for more interesting writing from the children. Whilst work continues to be done in all 12 curriculum areas, now there is an even greater focus on the core areas.</p> <p>Attendance is exceptional, especially when compared to national data. Why is that? Children want to come to school. The use of the bell is really helping with punctuality.</p> <p>What is the current position for children with English as an additional language (EAL)? There are currently about 200 EAL children in the school with 42 languages represented. There is some financial support provided for each EAL child.</p> <p>The report mentions that children know how to find a trusted adult if they have concerns. Who would that adult be? It could be their class teacher or another adult who the children identify themselves as someone they trust.</p> <p>The Parent View score of 95% of parents who say their children feel happy and safe is very reassuring. Is this a recent score and, if not, is it possible to obtain the most recent score? Parent View was checked during the meeting and the score quoted is not inconsistent with most recent scores. The school usually encourages parents every October to complete Parent View. School will check whether this was done this year. It is possible to view both current and historic scores on Parent View. However, results are only available if sufficient numbers of responses are submitted.</p> <p>For the Inventors project, what is being done to highlight the work of non-white male inventors? The team is working on this now, ready for the January start. It will include a broad range of inventors.</p>	
3.	Safeguarding & SEND	
	<p>BK, as recently appointed Safeguarding Governor, has undertaken training and had meetings with the safeguarding team at school. These are happening on a regular basis and BK will work with the team to identify aspects to look at in more detail in the future. BK reported that she had attended a Safeguarding Governors network meeting where she met other governors doing the same role which gave her the opportunity to see how others tackle the role.</p> <p>JE reported that he and Emma Metcalfe have recently completed Level 2 Safeguarding training. He noted that attendance is a national issue that impacts safeguarding. Discussion of how the school approached attendance issues. It is important to have face to face meetings with families and with the Education Welfare Officer (EWO). Some families whose children have attendance issues are hard to reach. Early Help is the first stage if external support is need but this can often be very hard to access. Discussion of off-site provision and how and when this might be used. Children are dual registered in these circumstances. It was noted that is it a very small number of children who have poor attendance.</p>	

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4.	Pupil Premium	
	<p>SL reported that she had had an initial meeting with Hazel Robinson, who has just taken up the Pupil Premium (PP) lead role. SL reported back on their discussion. Key messages include:</p> <ul style="list-style-type: none"> • Sensitive and tactful approach • Looking for enrichment opportunities • Supporting children to fulfil their potential <p>HR is working on the Pupil Premium strategy, and this will be updated by January 2025. Teachers know their PP children well and can identify the best opportunities for them. One initiative is the Interview Crew. This is an opportunity for PP children to meet visitors to the school and interview them. It contributes to their cultural capital, in a way that is like the opportunities that their non-PP peers will have outside school. Other examples are additional times for PP children to access the school library. Personalisation is the thing that works best and has the biggest impact. Discussion as to whether the national funding is likely to continue.</p>	
5.	Committee Reports	
5.1	<p>Finance, Buildings, Health & Safety. CS reported that the committee meeting at the end of Term 1 had focussed on the following areas:</p> <ul style="list-style-type: none"> • Tour of the playground and Y5/Y6 gym area. The committee noted that good progress was being made and that the drainage issues had improved. • The committee reviewed the comments from the 23/24 Parents Evening ahead of their planned (but subsequently deferred) attendance at another Parents Evening and any developments since. It was separately agreed that the most helpful message for governors to give to parents with concerns is to contact the school, via class teacher or SLT as appropriate. • AE reported to the Committee on his role as External Visits Coordinator. Thorough risk assessments are conducted, and visits are graded according to type and risk. AE works closely with the Heads of Year who usually act as co-ordinator for visits undertaken by their year groups. • Feedback from the Health & Safety Audit was received and discussed and the committee congratulated the team responsible on the high level of assurance the audit provides. • Updates received on the advice given to staff about manual handling and working at height • The Quarter 2 budget outturn was reviewed using information provided by Jayne Donovan, who was unable to attend the meeting. It was submitted on time by LW. The impact on the budget of the teachers' pay award and changes to SEND funding (no more top up finding) were noted, along with the increase in the number of EHCPs (Education and Healthcare Plans) in the school and the impact this has on the budget. The budget is balanced and in a good position despite these challenges. • Other areas covered: uniform (to be followed up outside the meeting), potential impact of falling birth rate, sustainability discussion to be added to a future agenda. This will be done by capturing what is being done already in a way that does not create significant additional work for the school. 	
5.2	<p>Teaching and Learning. SL reported on the Term 2 committee meeting which had focused on the following areas:</p> <ul style="list-style-type: none"> • Emma Metcalfe attended to provide an informative update on SEND and the accessibility plan. This included how children are identified as having SEND and the range of training provided to staff, including learning support assistants (LSAs). • Sustainability and how it is covered within the curriculum was discussed along with a document on this from the DfE. • The governor monitoring programme was reviewed and an updated Early Careers Teacher policy approved. • 	

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6.	School Improvement Plan																													
	<p>This provides a picture of the school and its priorities. Changes are incremental and the document is kept short to ensure it is easy to understand. It is supported by detailed action plans. It includes school wide goals in core areas, This includes encouraging children to feel pride in the presentation of their work which in turn helps them to feel successful. Discussion of the lack of progress measures available, primarily because of the impact of the pandemic. Now progress is measured over 7 years from Reception which can provide its own challenges especially where children move schools.</p> <p>It was noted that the school's very strong reading practice has been shared with other schools, including secondaries.</p>																													
7.	Governance																													
	<ol style="list-style-type: none"> Election of Vice Chair. Deferred. All non-staff governors asked to consider the role Training update. Agreed governors Safeguarding training to be on a 3-year cycle. All governors who have not done Prevent within the last 3 years to complete by 31.12.24. JB to share link on GovernorHub. Governor Monitoring: Confirmed as: Term 3 Inventors Day - Friday 17th January: SJ, RW, SL, CS Term 4 English Learning Walk - Wednesday 12 March: MG, IS & BK Plan T3 Governor Training. Data. How governors can ask questions about data. In house training Skills audit and self-evaluation framework. New one due from GovernorHub which will include both skills and self-assessment. JB to share in T3 	<p>All</p> <p>All JB</p> <p>JB</p>																												
8.	Policies for approval and information																													
	<p>Policies for approval</p> <ol style="list-style-type: none"> Pay Policy. Deferred – not yet available from BCC Accessibility Plan. The section on buildings was reviewed and updated following discussion at FBHS Committee. Also reviewed by T&L committee. Approved. 																													
9.	Approval of minutes FGB 19th September 2024																													
	<p>The minutes were approved and signed by the Chair. Review & update outstanding actions.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Actions agreed Term 6</th> <th>Who by</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>2.3</td> <td>Complete Confirmations on GovernorHub</td> <td>ALL</td> <td>Completed</td> </tr> <tr> <td>2.4</td> <td>Complete Safeguarding and Prevent training as needed</td> <td>ALL</td> <td>Agenda 7.2</td> </tr> <tr> <td>2.5</td> <td>Add Uniform supply to T1 FBHS agenda</td> <td>JB</td> <td>Completed</td> </tr> <tr> <td>2.5</td> <td>Identify skills audit and self-evaluation framework</td> <td>LW/JB</td> <td>Item 7.3</td> </tr> <tr> <td>3.0</td> <td>Election of Vice Chair on T2 FGB agenda</td> <td>JB</td> <td>Item 7.1</td> </tr> <tr> <td>7.0</td> <td>Plan Governor monitoring in T3 & T4</td> <td>AE</td> <td>Item 6.2</td> </tr> </tbody> </table>	Item	Actions agreed Term 6	Who by	Deadline	2.3	Complete Confirmations on GovernorHub	ALL	Completed	2.4	Complete Safeguarding and Prevent training as needed	ALL	Agenda 7.2	2.5	Add Uniform supply to T1 FBHS agenda	JB	Completed	2.5	Identify skills audit and self-evaluation framework	LW/JB	Item 7.3	3.0	Election of Vice Chair on T2 FGB agenda	JB	Item 7.1	7.0	Plan Governor monitoring in T3 & T4	AE	Item 6.2	
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10.	Additional Items																													
	LW and GP thanked JV, who is standing down as a governor, for his many years of contribution and commitment on behalf of the governing body and on behalf of the school.																													
11.	Date & Time of Next Meeting																													
	FGB Thursday 27 th February 2025, 6.15 – 8.15pm at School. Training Meeting																													

The Meeting ended at 8.30pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 14th November 2024



Signed

Date 13.3.2025

Item	Actions agreed Term 2	Who by	Deadline
2.0	Send H&S Audit to JB for sharing with governors	GP	Not set
7.2	Prevent Training – share link on GovernorHub Undertake training if applicable	JB All	ASAP 31.12.24
7.3	Share Skills Audit	JB	T3

	Decisions taken	Action taken
8.2	Accessibility Plan approved	Added to GH & School Website
9.1	Minutes of the meeting 19.9.24 approved	Signed by Chair

Item	Forward Agenda	Who by	Deadline
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