



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

Clerk: Ms Janet Bremner

GOVERNING BODY MEETING – Term 4 Meeting 2

Held in Bishop Road Primary School on Thursday 13th March 2025 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	√ (from item 4)		
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	Associate Member	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 6.25pm

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	LW welcomed everyone to the meeting. Apologies were received and accepted from AE & JV. The meeting was noted to be quorate. There were no changes to the business and pecuniary interest declarations.	
2.	Headteacher's Report	
	GP referred to her report and reflected on her retirement in August after 21 years as Head. Governors recorded their thanks to GP for all she has done for the school and for her support in the recruitment process for her replacement. Governors noted the very positive focus of the Head's report with lots happening in the school to celebrate.	



	<p>Are the admissions figures available? These will be added in, and the report recirculated. Action GP</p> <p>What are the criteria for the award of the School Games Mark? An application is submitted, and this is followed up by a visit to the school and an audit,</p>	GP
3.	Published Admissions Number	
	<p>The school has received confirmation that the PAN will reduce to 90 from September 2026. JE and LW met with the Local Authority to express their concerns about the way the consultation had been conducted. They stressed that the school could not drop again within a short period of time as this would have a catastrophic effect on the budget and the staffing within the school. Discussion of the apparent change in the academies agenda, with schools no longer expected to join an academy trust. Role of the Schools Forum also discussed.</p> <p>Discussion of admissions policy and how the reduction in numbers could affect children in the local area. JE to work on a 5-year projection if numbers to help with planning. JSL offered to help. Action JE/JSL</p> <p><i>SJ joined the meeting</i></p>	JE/JSL
4.	Feedback from subcommittees	
	<p>Finance, Buildings, Health & Safety Committee 28.1.25. CS reported that the committee had considered the impact of the PAN reduction. Forward planning and strategy would be needed along with an assessment of school buildings and planning for their sustainability.</p> <p>Recent issues with the school's alarm, which had resulted in difficult relations with the school's neighbours, have now been resolved.</p> <p>Budget. Surplus is higher than in the budget, but it still within the 8% that the school is allowed to retain.</p> <p>The School Financial Value Standard (SFVS). This has been updated, approved and submitted to the LA.</p> <p>Teaching and Learning Committee 3.3.25. Meeting postponed.</p>	
5.	Governance	
	<p>Confirm schedule for named governor reports. T5 Health & Safety Named Governor Report MG T6 Safeguarding Named Governor Report BK T6 SEND Named Governor Report RW</p> <p>Reschedule Term 4 monitoring visits. Agreed to do this in Term 5. Action JB contact AE</p> <p>Skills audit and effectiveness tool. Agreed to do it in Term 5. Action All.</p>	<p>JB</p> <p>All</p>
6.	Policies for approval	
	<p>1. Pay Policy. Approved subject to the addition of details of the Upper Pay Range. Action JE</p> <p>2. SEND Policy. Approved.</p> <p>3. SEND Information Report.</p>	JE

	<p>What is the change to the ELSA provision?</p> <p>The ELSA trained member of staff left. The school is using a therapist instead who may be trained as an ELSA in the future. This is different but compatible. A range of staff are providing support previously supplied by the ELSA trained member of staff. This increases capacity and is more sustainable.</p> <p>Discussion of the impact of finding and the importance of dialogue when children with SEND move on. Children are tracked beyond the point where they leave the school.</p> <p>Agreed to revisit SEND Information report. JSL offered to support this ahead of sharing at the T5 meeting for approval. Action JSL/JE.</p> <p>4. Urgency and Efficiency Policy. Approved</p> <p>5. Virtual Meeting Protocol Approved.</p>	JE/JSL																
7.	Approval of minutes																	
	<p>The minutes of the FGB 14th November 2024 were approved as an accurate record and signed by the Chair.</p> <table><tr><th>Item</th><th>Actions agreed Term 2</th><th>Who by</th><th>Deadline</th></tr><tr><td>2.0</td><td>Send H&S Audit to JB for sharing with governors</td><td>GP</td><td>Not set</td></tr><tr><td>7.2</td><td>Prevent Training – share link on GovernorHub Undertake training if applicable – JB to check and report link</td><td>JB All</td><td>ASAP</td></tr><tr><td>7.3</td><td>Share Skills Audit</td><td>JB</td><td>Agenda 6.0</td></tr></table>	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 to check and report link	JB All	ASAP	7.3	Share Skills Audit	JB	Agenda 6.0	
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8.	HT Recruitment																	
	<p>Update</p> <p>LW reported that the deadline for applications is Thursday 20th March after which shortlisting will take place. Interviews in the first week of term. Will need governor approval at an extra FGB on Tuesday 24th April.</p>																	
9.	Additional Items																	
	<p>Complaints. Discussion of recent experience using the current procedure. Noted that whilst numbers of complaints are very small for the size of the school community, it is important for all parties to seek resolution at an early stage if possible. Discussion of how this could be achieved, the importance of meaningful communication, in person if possible, and the types of mitigations that could support the resolution of complaints.</p> <p>It was noted that the timescales in the current complaints procedure are not workable, and that the intention is to move to the DfE Model. Action JB (added to T5 FGB agenda)</p> <p>It was noted that any recommendations from complaint investigations or panels will be shared with the FGB.</p>	JB																
10.	Date & Time of Next Meeting																	
	FGB Thursday 8th May 2025, 6.30 – 8.15pm at school																	

The Meeting ended at 8.15pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 13th March 2025



Signed

Date 8TH May 2025

Item	Actions agreed Term 4 meeting 2	Who by	Deadline
2.0	Add admissions figures to Head's report and send to JB	GP	Not set
3.0	Work on 5-year projection for pupil numbers	JE/JSL	Not set
5.0	Reschedule Term 4 monitoring visits	JB	ASAP
5.0	Complete skills audit and effectiveness tool.	All	Term 5
6.0	Add UPR details to Pay Policy and send to JB	JE	ASAP
6.0	Revisit SEND Information report	JE/JSL	1.5.25
7.0	Send H&S Audit to JB for sharing with governors	GP	Not set
7.0	Prevent Training – share link on GovernorHub Undertake training if applicable – JB to check and report link	JB All	ASAP

	Decisions taken	Action taken
6.0	Policies approved: <ul style="list-style-type: none">Pay PolicySEND PolicyUrgency and Efficiency PolicyVirtual Meeting Protocol	GovernorHub updated
7.0	The minutes of the FGB 14th November 2024 approved	GovernorHub updated

Item	Forward Agenda	Who by	Deadline
5.0	Health & Safety Named Governor Report	MG	T5 FGB
5.0	SEND Named Governor Report	RW	T6 FGB
5.0	Safeguarding Named Governor Report	BK	T6 FGB