



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: Ms Sally Lucas

Clerk: Ms Janet Bremner

GOVERNING BODY MEETING – Term 5 Meeting 2 Held in Bishop Road Primary School on Thursday 8th May 2025 at 6.30pm

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	√		
John St Leger	Co-opted Governor	JSL	√		
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 7.05pm

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.	Finance	
2.1	24/25 Year End. SJ reported that there is a large carry forward. This is because much of the surplus was assigned to projects which it was not possible to complete by the end of the financial year. However, these can be carried over to next year. There is already a plan in place to spend the surplus, but it retains some flexibility.	
2.2	25/26 Draft budget The impact the pay award for teachers was considered. It is currently budgeted at 2.8% but it could be more and only 1.8% is funded. The budget for 25/26 is based on	



	<p>the 804 children at school on census day. The reduction by one reception class from September 2025 will not be felt in the budget until 27/28. In effect this means there is a 7-month buffer,</p> <p>5-year budget forecast. Governors discussed the assumptions in the forecast, given that we now know that the PAN will be reduced from September 2026. It was noted that the budget is only a snapshot in time and an adjustment in PAN would be misleading because the corresponding adjustments to the budget have not yet been considered and agreed. All budgets change as time progresses, and it will be frequently reviewed. On balance the Finance Building Health and Safety Committee recommended that it was submitted as written but with a covering email.</p> <p>Budget for 25/26 Approved:</p> <table><tr><td>Year End Statement B/Fwd</td><td>- 279,499</td></tr><tr><td>Total revenue income</td><td>- 4,704,199</td></tr><tr><td>Total revenue expenditure</td><td>4,703,423</td></tr><tr><td>In-year balance</td><td>775</td></tr><tr><td>Balance c/f</td><td>- 280,225</td></tr></table> <p>LW to return to LA Finance via e mail.</p>	Year End Statement B/Fwd	- 279,499	Total revenue income	- 4,704,199	Total revenue expenditure	4,703,423	In-year balance	775	Balance c/f	- 280,225	LW
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3.	Headteacher Update											
	<p>Congratulations to JE on his appointment as Head from 1.9.25</p> <p>Update on PAN. There are currently 94 children due to join /Reception in September. This is a challenging number as it is just over the number (90) need to fill 3 classes. Discussion of options that might be considered to avoid the significant revenue expenditure of an additional teacher (the class size limit is 30 in Early Years and Key Stage 1). Discussion of the longer-term impacts of the reduction in PAN over future years. It will impact the senior leadership team most as the school gradually reduces in size. Careful planning will be required to minimise impact.</p> <p>Will the reducing numbers have an impact on the SEND provision offered by the school?</p> <p>No, this is provided on an individual basis and will not be directly affected.</p> <p>Discussion of lagged funding and how the reduction will always impact 7 months after it happens, providing a buffer. However, the only way to save money is by reducing the overall staffing budget in line with the reduction in income.</p>											
4.	Health & Safety											
	<p>MG referred to his report, already shared with governors. He referred specifically to the Health & Safety Audit with only 6 actions needed out of a possible 1800. He noted that the impact of the two new caretakers had been extremely positive and has had an immediate impact on the school environment. MG has undertaken health and safety walk around with the Systems and Service Manager.</p> <p>Discussion of the review of accidents by FBHS committee. This will be scheduled for Term 1 25/26. Action JB</p> <p>Governors thanked MG for this positive report (completed with the Systems and Service Manager) and noted the large list of actions undertaken by the school during the year to promote Health and Safety.</p>	JB										
5.	Governance											
5.1	<p>Appointment of Vice Chair</p> <p>SL appointed</p>											

	LW indicated that she is looking to stand down as Chair and governor in 25/26. Discussion of role and workload. LW and JB happy to talk to any governor interested about role and commitments. It was noted that co-chairing has worked successfully in the past.																																					
5.2	Rescheduled Term 4 monitoring visits Agreed to do this towards the end of Term 1 25/26. AE to send dates to JB early in the new school year. Confirmation that the sessions will be morning only, 9 – 12.	AE																																				
5.3	Co-opted governor vacancies Discussion of how to fill these. JB/LW to review existing wording for advert and then share more widely. Their importance of having governors who are not already part of the school community was noted as in addition to their skills, these governors will bring an external view. Action JB/LW	JB/LW																																				
5.4	Resignation of JV as Associate member JV resigned as an Associate Member on the completion of the Head Teacher recruitment. The FGB recorded their thanks to him for returning to support the FGB through this process.																																					
5.5	Recommendations from complaint panel Recommendations from a recent complaint panel were shared with governors. It was noted that the review of the complaint procedure is already underway (see 5.6 below)																																					
5.6	Set up group to review complaints procedure. MG, JSL, JB plus a representative from School to conduct the review in Term 6. Action JB	JB																																				
6.	Policies for approval																																					
	1. Health, Safety & Wellbeing policy. Approved. Noted in future to add details of contacts as appendix so this can be updated between reviews if needed. 2. Relationships and Sex Education Policy. Approved 3. SEND Information Report. Approved with updated wording (shared in meeting folder). JE to send updated version to JB to share with governors.	JE																																				
7.	Approval of minutes																																					
	The minutes of the following meetings were approved as an accurate record and signed by the Chair. 1. FGB 24th February 2025 (HT appointment planning meeting) 2. EGB 3rd March 2025 (confidential) 3. FGB 13th March 2025 Minutes of the FGB 24th April 2025 (confidential) to be approved at T6 FGB. Action LW																																					
	<table><tr><th>Item</th><th>Actions agreed</th><th>Who by</th><th>Deadline</th></tr><tr><td>2.0</td><td>Add admissions figures to Head's report and send to JB</td><td>GP</td><td>Completed</td></tr><tr><td>3.0</td><td>Work on 5-year projection for pupil numbers</td><td>JE/JSL</td><td>Completed</td></tr><tr><td>5.0</td><td>Reschedule Term 4 monitoring visits</td><td>JB</td><td>Agenda 5.2</td></tr><tr><td>5.0</td><td>Complete skills audit and effectiveness tool. All to complete by T6 FGB</td><td>All</td><td>Term 5 T6 FGB</td></tr><tr><td>6.0</td><td>Add staffing structure to Pay Policy and send to JB</td><td>JE</td><td>ASAP</td></tr><tr><td>6.0</td><td>Revisit SEND Information report</td><td>JE/JSL</td><td>Completed</td></tr><tr><td>7.0</td><td>Send H&S Audit to JB for sharing with governors</td><td>GP</td><td>Completed</td></tr><tr><td>7.0</td><td>Prevent Training – share link on GovernorHub</td><td>JB</td><td>Completed</td></tr></table>	Item	Actions agreed	Who by	Deadline	2.0	Add admissions figures to Head's report and send to JB	GP	Completed	3.0	Work on 5-year projection for pupil numbers	JE/JSL	Completed	5.0	Reschedule Term 4 monitoring visits	JB	Agenda 5.2	5.0	Complete skills audit and effectiveness tool. All to complete by T6 FGB	All	Term 5 T6 FGB	6.0	Add staffing structure to Pay Policy and send to JB	JE	ASAP	6.0	Revisit SEND Information report	JE/JSL	Completed	7.0	Send H&S Audit to JB for sharing with governors	GP	Completed	7.0	Prevent Training – share link on GovernorHub	JB	Completed	
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		Undertake training if applicable – JB to check and repost link	All	In progress	
8.	Additional Items				
	None raised				
9.	Date & Time of Next Meeting				
	Teaching & Learning Committee: Monday 9th June 2025, 8.15 – 9.45am Via Zoom FGB: Thursday 26th June 2025, 6.15 – 8.15pm. In person				

The Meeting ended at 8.35pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 8th May 2025

Signed



Date 26.6.25

Item	Actions agreed Term 5 meeting 2	Who by	Deadline
2.2	Return agreed Budget to LA Finance via e mail.	LW	31.5.25
4.0	Schedule review of accidents by FBHS committee	JB	T1 25/26
5.2	Send monitoring dates to JB early in the new school year	AE	30.9.25
5.3	Advertise co-opted governor vacancies	LW/JB	Not set
5.6	Set up working group to review complaints procedure	JB	Early T6
6.3	Send updated version SEND Information Report to JB	JE	ASAP
7.0	Circulate confidential minutes of FGB 24.4.25	LW/JB	Early T6
7.0	Complete skills audit and effectiveness tool.	All	T6 FGB
7.0	Add staffing structure to Pay Policy and send to JB	JE	ASAP

	Decisions taken	Action taken
2.2	Budget for 25/26 Approved: Year End Statement B/Fwd - 279,499 Total revenue income - 4,704,199 Total revenue expenditure 4,703,423 In-year balance 775 Balance c/f - 280,225	LW to send authorised paperwork to LA by 31.5.25
5.1	SJ elected Vice Chair	GovernorHub updated
6.0	Policies approved: • Health, Safety & Wellbeing policy • Relationships and Sex Education Policy • SEND Information Report	GovernorHub updated
7.0	The minutes of the following meetings approved • FGB 24th February 2025 • EGB 3rd March • FGB 13th March 2025	GovernorHub updated

Item	Forward Agenda	Who by	Deadline
5.0	SEND Named Governor Report	RW	T6 FGB
5.0	Safeguarding Named Governor Report	BK	T6 FGB