

**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 6**Held in Bishop Road Primary School on Thursday 26<sup>th</sup> June at 6.15pm**APPROVED MINUTES**

| Name                 | Position                               | Initials | Present         | Apologies | Absent |
|----------------------|--|----------|-----------------|-----------|--------|
| Thomas Barr          | Staff Governor                         | TB       | ✓ (from item 4) |           |        |
| Alex Edwards         | Co-opted Governor                      | AE       | ✓ (from item 3) |           |        |
| 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       | ✓ (from item 3) |           |        |
| 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       | ✓               |           |        |
| <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><br><br>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.   | <b>Deputy Head Teacher Appointment</b>   |        |
| 2.1  | <b>Interim DHT Appointment</b><br><br>IS Reported on the appointment process for the Interim Deputy Head from September to December 2025. She outlined the process, which had been by for applications expression of interest from those within the school who were eligible to apply. She noted that there had been a very successful interview and that the panel (IS, GP and JE) was recommending to the FGB the appointment of AE as interim Deputy head teacher from 1.9.25 until 31.12.25. <b>Approved</b> |        |



|     |   |    |
|-----|---|----|
| 2.2 | <p><b>Pay Band for Deputy Head Teacher post.</b><br/>           JE Referred to the paper in the meeting folder. He noted that the deputy head teacher appointment panel had met and that the documents needed to go out to recruitment were ready. The only thing that needed to be confirmed was the pay band. Discussion followed. It was agreed that the level of the post and the expectations around it meant that retaining the current pay band was justified and would be likely to attract the strongest candidates. It was noted that this is consistent with the current pay policy and that the post would be advertised at the lowest point on the scale. <b>The proposed pay band of L18-L22 (£75,675 - £83,464) was approved.</b></p>  |    |
| 2.3 | <p><b>Update on DHT process</b><br/>           It was noted that MG had been appointed chair of the panel and that LW had circulated the meeting minutes of the panel on 25.6.25. <b>JE (with input from the panel as needed) will arrange for the post to be advertised in September.</b></p> <p><i>SL &amp; AE joined the meeting</i></p>   | JE |
| 3.  | <p><b>PAN</b></p> <p>It is anticipated at the start of term 1 the school will have just under 90 in Reception. Once term starts in September the local authority has allowed the school to put an in-year cap. This means that school will not be required to accept in-year admissions which take numbers above 90 but it does not stop this happening before then (i.e. during the summer). To address this, the local authority has also put in an application for a bulk PAN variation for 25/26 and, if agreed by the DfE, this would be effective during August so would, in effect, bring this cap (and the protection it gives school) forward. If numbers exceed 90 (even just by one pupil) additional staff would be required at an unfunded cost to the school. As numbers are never likely to reach the point of this being cost effective, the bulk PAN variation would protect the school from a potentially significant financial risk. It was noted that, as there is no guarantee of the application being successful, the school is doing everything it can to manage this situation, and a discussion followed. It was noted that there are different ways to run Reception and that if the number goes over 90 the school will look at a range of different solutions.</p> <p><i>TB joined the meeting</i></p> |    |
| 4.  | <p><b>Governing Body Update</b></p> <p>LW started the update by confirming AE's appointment as Interim Deputy Head and offering him congratulations on behalf of the governing body.</p> <p>LW informed governors that she will be resigning at the end of term 2 and that she will step down as chair at the term 1 meeting in September. At that meeting an appointment will need to be made for a new chair to take over immediately. SL has indicated that she would like to stand for the role of chair and other governors were invited to think about it between now and that meeting. Whatever the outcome of the chair and vice chair positions, LW stressed how important it is for everyone on the FGB to become involved in the work of the governing body. There had been a lot of successful working together this year during the Head and Deputy appointments and this needs to be sustained during future years.</p>   |    |
| 5.  | <p><b>Headteacher's Report</b></p> <p>GP referred to her report noting it was her last after 21 years. She reflected that she feels both happy and sad; happy that she has been able to provide stability and continuity to the school. The school has been on a huge journey. She reflected that when she first joined several parts of the building were let to other parts organisations, but this is not the case now with the whole site used for the children. GP reflected on the high spots including the Ofsted inspections. She also reflected on changes in education over the 21 as well as the large number of children that she had seen passed through the school - three complete sets. She commented on successful</p>   |    |

|    |   |  |
|----|---|--|
|    | <p>working with governors and how grateful she had been for their support. Working as head teacher at Bishop Rd had been good fun but amongst it there was stress at times. She thanked all the governors and wished the school well.</p> <p><b>Bullying: the numbers referred to in the report are very low, are these individual incidents and how are they recorded?</b></p> <p>AE responded as anti-bullying lead. Each number in the report is a case of reported bullying - ie victim and perpetrator are not counted separately. Whenever there is any reported bullying there is a conversation with the parent and if they think it is bullying then it would be recorded as such. The anti-bullying policy requires a meeting with the parents, and it could be that bullying is identified at this point, or it could be identified by the school. The school has recently run an open survey to parents and carers asking for their opinions on the anti-bullying policy and this will feed into the policy review. There followed a discussion which noted that bullying does exist but it is very low in terms of incidents.</p> <p><b>What is the story behind the attendance figures?</b></p> <p>There is a new national framework which aims to improve attendance. The school will do what it can, and it does not authorise holidays. There are measures that the local authority can take with individual families if necessary. There is a hugely significant impact on a child's learning if they take two weeks away for holidays. Attendance is always a priority and there has been an impact from COVID, however the overall level of attendance within the school is very high when compared to other similar schools</p> <p><b>Is a total of 6 suspensions in line with previous years?</b></p> <p>No, it is much higher. The reasons for suspensions were discussed. Often it is behaviour but normally this is very good across the school. It was noted that some children who are suspended may have ADHD or emotional regulation issues and sometimes they are children who are taking medication and there can be an impact if medication is missed. The situation with SEND children is better than it has been in the past. These children are well managed. There was a discussion of the balance of the needs of individual children as opposed to the needs of the rest of the school community. It was noted that the school works with other agencies for support.</p> <p><b>Do the children get as much support as possible?</b></p> <p>Yes, there is a lot of support. The Local Authority engagement in school support is perceived as increasing substantially where there is a risk of permanent exclusion. These cases are very low both at Bishop Road and nationally.</p> <p><b>Why are there only three inset days?</b></p> <p>This is because the school uses twilight sessions to do staff training. This is more flexible and then it means that the last two days of term are not needed as school days as the staff have already done the time required.</p> |  |
| 6. | <p><b>Safeguarding</b></p> <p>Safeguarding Governor Report – Becky Kay</p> <p>BK reported that she had met regularly with Joe Emissah, Designated Safeguarding Lead, and once with the wider safeguarding team. The team meets termly and works closely with Liz Clark, our North Bristol advisor.</p> <p>Key systems are in place: CPOMS is used for logging concerns, staff are trained appropriately, and children know who to talk to. There are worry boxes, posters, and safeguarding is part of PHSE. Pupil welfare meetings happen three times a year, and a safeguarding survey has been done with pupils.</p> <p>Policies are up to date and approved by the FGB. Online safety is managed well with filtering systems and daily alert reviews. Bullying is logged and handled with a restorative approach.</p>   |  |

|            | <p>Looking ahead, a health and safety walkaround is planned. One challenge will be the transition as JE steps into the Headteacher role, which may bring changes to the safeguarding team.</p> <p>Full report has been added to meeting folder on GovenorHub</p>  |              |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
|------------|---|--------------|-----------------|--------|----------|-----|--|----|-----------|-----|--|----|----------------|-----|--|----|----------------|------------|--|--------------|----------------|------------|--|-----------|-----------------|------------|---|-----------|-------------|-----|---|-------|-----------|-----|---|-----|------------|--|
| 7.         | <b>SEND</b>   |              |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
|            | <p><b>Report from named Governor</b><br/>Deferred until term 2 to allow RW to meet with the SENCo in term 1. <b>Action RW</b></p>   | <b>RW</b>    |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| 8.         | <b>Feedback from subcommittee</b>   |              |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
|            | <p><b>Teaching &amp; Learning 9.6.25</b><br/>SL reported that there being a presentation about the development of writing and how children are taught to write creatively. The school is successful with writing but is clearly not resting on its laurels ensuring that the teaching is not formulaic. It is encouraging as much creativity from the children as possible. SL noted it was an animated, knowledgeable, passionate and clear presentation followed by a discussion with the committee. There was also an update on the statutory assessments. The results are due on the 8th July and it was noted that the launch of the school development plan and specifically the projects for the upcoming school year has been moved to term 1 so these will be reported to the committee at its term two meeting. There was a report on safeguarding, specifically the way the school works with external agencies, as well as a report on sustainability is covered within the curriculum. This will be reported back to the committee again next year following the implementation of the new national curriculum. Three policies were also approved.</p> |              |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| 9.         | <b>Governance</b>   |              |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
|            | <p>1. <b>Confirm meeting dates 25/26. Agreed. JB to add meeting dates to GovernorHub</b></p> <p>2. <b>Details T1 Inset Day to which governors invited.</b> This is a morning session on Thursday the 4th of September from 9:00 until 12 the projects will be discussed at that meeting confirmed attendees are LW, JSL, MG and BK</p> <p>3. <b>Skills &amp; effectiveness tool.</b> Governors are reminded to complete this if they have not already done so it takes a maximum of 10 minutes <b>JB to send reminder to those affected governors to complete by 18/7/25</b></p>  | <b>JB</b>    |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| 10.        | <b>Policies for approval or information</b>   |              |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
|            | <b>None</b>   |              |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| 11.        | <b>Approval of minutes</b>  |              |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
|            | <p><b>The minutes of the following meetings were approved as an accurate record and signed by the Chair.</b></p> <p>1. <b>FGB 24<sup>th</sup> April 2025 (confidential)</b></p> <p>2. <b>FGB 8<sup>th</sup> May 2025</b></p> <p>3. <b>EGB 3rd June 2025</b></p>   |              |                 |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
|            | <table border="1"> <thead> <tr> <th>Item</th><th>Actions agreed</th><th>Who by</th><th>Deadline</th></tr> </thead> <tbody> <tr> <td>2.2</td><td>Return agreed Budget to LA Finance via e mail.</td><td>LW</td><td>Completed</td></tr> <tr> <td>4.0</td><td>Schedule review of accidents by FBHS committee</td><td>JB</td><td>Forward agenda</td></tr> <tr> <td>5.2</td><td>Send monitoring dates to JB early in the new school year</td><td>AE</td><td>Forward agenda</td></tr> <tr> <td><b>5.3</b></td><td><b>Advertise co-opted governor vacancies</b></td><td><b>LW/JB</b></td><td><b>Not set</b></td></tr> <tr> <td><b>5.6</b></td><td><b>Set up working group to review complaints procedure</b></td><td><b>JB</b></td><td><b>Early T1</b></td></tr> <tr> <td><b>6.3</b></td><td><b>Send updated version SEND Information Report to JB</b></td><td><b>JE</b></td><td><b>ASAP</b></td></tr> <tr> <td>7.0</td><td>Circulate confidential minutes of FGB 24.4.25</td><td>LW/JB</td><td>Completed</td></tr> <tr> <td>7.0</td><td>Complete skills audit and effectiveness tool.</td><td>All</td><td>Agenda 9.3</td></tr> </tbody> </table>                          | Item         | Actions agreed  | Who by | Deadline | 2.2 | Return agreed Budget to LA Finance via e mail. | LW | Completed | 4.0 | Schedule review of accidents by FBHS committee | JB | Forward agenda | 5.2 | Send monitoring dates to JB early in the new school year | AE | Forward agenda | <b>5.3</b> | <b>Advertise co-opted governor vacancies</b> | <b>LW/JB</b> | <b>Not set</b> | <b>5.6</b> | <b>Set up working group to review complaints procedure</b> | <b>JB</b> | <b>Early T1</b> | <b>6.3</b> | <b>Send updated version SEND Information Report to JB</b> | <b>JE</b> | <b>ASAP</b> | 7.0 | Circulate confidential minutes of FGB 24.4.25 | LW/JB | Completed | 7.0 | Complete skills audit and effectiveness tool. | All | Agenda 9.3 |  |
| Item       | Actions agreed  | Who by       | Deadline        |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| 2.2        | Return agreed Budget to LA Finance via e mail.  | LW           | Completed       |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| 4.0        | Schedule review of accidents by FBHS committee  | JB           | Forward agenda  |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| 5.2        | Send monitoring dates to JB early in the new school year  | AE           | Forward agenda  |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| <b>5.3</b> | <b>Advertise co-opted governor vacancies</b>  | <b>LW/JB</b> | <b>Not set</b>  |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| <b>5.6</b> | <b>Set up working group to review complaints procedure</b>  | <b>JB</b>    | <b>Early T1</b> |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| <b>6.3</b> | <b>Send updated version SEND Information Report to JB</b>   | <b>JE</b>    | <b>ASAP</b>     |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| 7.0        | Circulate confidential minutes of FGB 24.4.25   | LW/JB        | Completed       |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |
| 7.0        | Complete skills audit and effectiveness tool.   | All          | Agenda 9.3      |        |          |     |  |    |           |     |  |    |                |     |  |    |                |            |  |              |                |            |  |           |                 |            |   |           |             |     |   |       |           |     |   |     |            |  |

|     |  |   |    |      |  |
|-----|--|---|----|------|--|
|     | 7.0  | Add staffing structure to Pay Policy and send to JB | JE | ASAP |  |
|     | Outstanding actions noted JB to follow up as appropriate   |   |    |      |  |
| 12. | <b>Additional Items</b>  |   |    |      |  |
|     | Sustainability strategy. Schools will need an action plan from Autumn 2025. There is a daylong training session being offered for governors. MG offered both to attend the training pending a discussion at FBHS regarding this role. <b>Agreed</b>  |   |    |      |  |
| 13. | <b>Goodbye Mrs Powe</b>  |   |    |      |  |
|     | <p>A tea party in GP's honour had been held at school in the previous week. This had been attended by individuals who have worked or interacted with GP professionally over the many years that she has been at Bishop Road. The tributes to GP and all that she has contributed were many and sincere and included a formal thank you and tribute from the Governing Body.</p> <p>At the tea party GP was presented with a gift from the governing body, an embroidered picture of the school. This was shown to the governing body again at the meeting and GP thanked them.</p> <p>LW thanked GP again on behalf of the governors for all she has done for the school during her 21 years. LW commented that GP was a truly extraordinary individual who would be very much missed and ended by wishing her all the very best for the future.</p> <p>LW noted the new sign above the school library 'Welcome to Mrs Powe's Library' would act as a reminder on one of GP's lasting legacies – the love of reading.</p> <p>The meeting ended with GP reading her final story to the governing body. When introducing it, GP explained that as well as the usual moral message this also illustrated her love of humour in stories.</p> |   |    |      |  |
| 14. | <b>Date &amp; Time of Next Meeting</b>   |   |    |      |  |
|     | Thursday 26 <sup>th</sup> September 2025, 6.15 – 8.15  |   |    |      |  |

The Meeting ended at 8.50pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 26<sup>th</sup> June 2025



Signed

Date 25<sup>TH</sup> September 2025

| Item | Actions agreed Term 6  | Who by | Deadline |
|------|--|--------|----------|
| 2.3  | Arrange for Deputy post to be advertised.                                | JE     | Not set  |
| 7.0  | SEND Named Governor Report   | RW     | T2 FGB   |
| 9.1  | Add meeting dates 25/265 to GH   | JB     | End T6   |
| 9.3  | send reminder to those affected governors to complete effectiveness tool | JB     | Not Set  |
| 9.3  | Complete effectiveness tool  | ALL    | 18.7.25  |
| 11.0 | Advertise co-opted governor vacancies                                    | LW/JB  | Not set  |
| 11.0 | Set up working group to review complaints procedure                      | JB     | Early T1 |
| 11.0 | Send updated version SEND Information Report to JB                       | JE     | ASAP     |
| 11.0 | Add staffing structure to Pay Policy and send to JB                      | JE     | ASAP     |

|      | <b>Decisions taken</b>   | <b>Action taken</b>        |
|------|--|----------------------------|
| 2.1  | <b>AH appointment as interim Deputy Approved</b>   |                            |
| 2.2  | <b>Deputy Head proposed pay band of L18-L22 (£75,675 - £83, 4644 approved.</b>   |                            |
| 9.1  | <b>Meeting dates 25/26 agreed</b>  |                            |
| 11.0 | <b>The minutes of the following meetings approved</b> <ul style="list-style-type: none"> <li>• <b>FGB 24th April 2025 (confidential)</b></li> <li>• <b>FGB 8th May 2025</b></li> <li>• <b>EGB 3rd June 2025</b></li> </ul> | <b>GovernorHub updated</b> |
| 12.0 | <b>MG to take on Sustainability Governor role</b>  |                            |

| <b>Item</b> | <b>Forward Agenda</b>             | <b>Who by</b> | <b>Deadline</b> |
|-------------|-----------------------------------|---------------|-----------------|
| 5.0         | <b>SEND Named Governor Report</b> | <b>RW</b>     | <b>T2 FGB</b>   |