



GOVERNING BODY MEETING – Term 1

Held in Bishop Road Primary School on Thursday 25th September 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	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 & Vice Chair	SL	✓		
Emma Metcalfe	Associate Member	EM	✓		
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 6.30pm

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence LW welcomed everyone to the meeting. Apologies were received and accepted from MG, SJ and IS. The meeting was noted to be quorate. There were no changes to the business and pecuniary interest declarations. LW welcomed JE to his first meeting as head teacher. She also noted that the process for recruiting a permanent deputy head teacher was underway.	
2.	Election of Chair & Vice Chair SL was elected Chair. LW agreed to continue chairing the meeting with SL taking over formally at the end of the meeting. It was agreed to postpone the election of vice chair until the term 2 meeting when more governors would be present. Action JB	JB



3.	<p>Governance Structures 25/26</p> <p><u>To approve/appoint:</u></p> <ol style="list-style-type: none"> 1. Scheme of Delegation. No changes proposed. Approved 2. Committee Terms of Reference No changes proposed. Approved. 3. Associate members (no voting rights) Approved <ol style="list-style-type: none"> a. Thomas Powe to join FBHS b. Emma Metcalfe to join T&L <p>Governing Body Roles & committee membership – agreed as per table below:</p> <table border="1"> <tbody> <tr> <td>H&S Governor</td><td>Matt Gitsham</td></tr> <tr> <td>Looked After Children Governor</td><td>Russell Walker</td></tr> <tr> <td>Safeguarding Governor</td><td>Becky Kay</td></tr> <tr> <td>Pupil Premium Governor</td><td>Postponed to T2 FGB</td></tr> <tr> <td>SEND Governor</td><td>Russell Walker</td></tr> <tr> <td>Climate Action Governor</td><td>Matt Gitsham</td></tr> <tr> <td>HT Performance Management</td><td>Lorraine Woodward, Sally Lucas, Simon Jones</td></tr> <tr> <td>Pay Committee</td><td>Sally Lucas, John St Leger, Lorraine Woodward</td></tr> </tbody> </table> <p>Finance Buildings H & S Committee Teaching and Learning Committee</p> <table border="1"> <tbody> <tr> <td>Thomas Barr</td><td>Alex Edwards</td></tr> <tr> <td>Joseph Emissah</td><td>Joe Emissah</td></tr> <tr> <td>Matt Gitsham</td><td>Becky Kay</td></tr> <tr> <td>Simon Jones</td><td>Sally Lucas</td></tr> <tr> <td>Thomas Powe</td><td>Emma Metcalfe</td></tr> <tr> <td>John St Leger</td><td>Imogen Sahni</td></tr> <tr> <td>Lorraine Woodward</td><td>Russell Walker</td></tr> </tbody> </table>	H&S Governor	Matt Gitsham	Looked After Children Governor	Russell Walker	Safeguarding Governor	Becky Kay	Pupil Premium Governor	Postponed to T2 FGB	SEND Governor	Russell Walker	Climate Action Governor	Matt Gitsham	HT Performance Management	Lorraine Woodward, Sally Lucas, Simon Jones	Pay Committee	Sally Lucas, John St Leger, Lorraine Woodward	Thomas Barr	Alex Edwards	Joseph Emissah	Joe Emissah	Matt Gitsham	Becky Kay	Simon Jones	Sally Lucas	Thomas Powe	Emma Metcalfe	John St Leger	Imogen Sahni	Lorraine Woodward	Russell Walker	
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4.1	Adopt Governor Code of Conduct (minor change from 2024) Approved																															
4.2	<p>Governor Confirmations</p> <ol style="list-style-type: none"> a. Business Interests b. Keeping Children Safe in Education c. Code of conduct <p>All to be completed by 31.10.25</p>	All																														
4.3	<p>Governor Training – Safeguarding & Prevent</p> <p>All to be completed by 31.10.25</p>	All																														
4.4	<p>Governor Priorities 25/26</p> <p>These were discussed and agreed as:</p> <ul style="list-style-type: none"> • Deputy recruitment • Chair handover • Governor recruitment 																															
5.	<p>Head Teacher's Update</p> <p>JE reported on a positive start to the year with both the INSET day and the open classrooms going very well. He commented that it was the start of a new chapter. There has been very little staff turnover this year which is unusual for the school. Very stable with just three new teachers.</p> <p>He reported that the cap of 90 children in Reception had been agreed by the DfE late in August and that this had therefore removed the risk of going over the class size and</p>																															

	<p>therefore needing another teacher. The school had worked well with the Local Authority on this.</p> <p>Already this year there have been author visits and the year 6 camp at Deans field is proving very successful. There have been some changes in the arrangements for middle leaders with year coordinators rather than heads of year. This is part of the move from a four-form to a three-form entry school. JE asked that there could be a staffing input to the term 1 Finance Buildings and Health and Safety Committee. JB to ensure this is on the agenda</p> <p>How do the year coordinators work in this a new role?</p> <p>JE responded that it provides more opportunity for aspiring middle leaders. There is good training and development provided, and it is therefore a very popular role.</p> <p>JE concluded by commenting that it was a warm start to the year with lots of good feedback from parents and carers in the playground. He also reflected on the fact that the 2024-25 SATS results were the best the school had ever achieved. It is important to understand the context because this is about consistency of high standards across a great number of years. He commented on the number of children achieving greater depth.</p> <p>JE reported that the school had been moderated for writing. This is done every four years, and the moderation is conducted by the Local Authority. It is a rigorous process with four people conducting the moderation. The school must justify where it has placed every child queried on the scale. There is a detailed look at grammar and spelling.</p>	
	<p>September Inset day report</p> <p>LW, MG & JSL had attended. All found it a very positive experience commenting that the buzz was palpable and that they had relished the opportunity to meet different staff. This session sets the direction for the whole school year. Governors observed lots of in depth talking about children and noted that everything felt joined up and connected.</p>	
<p>6.</p> <p>6.1</p>	<p>Safeguarding & SEND</p> <p>KCSIE (Keeping Children Safe in Education) has been updated in 2025. There are some changes which will become significant as time goes on. These include upcoming changes to the relationships and sex education policy (RSHE). There will be a requirement to consult again with parents on this policy.</p> <p>The monitoring and filtering of websites is strong at the school. BK commented that she had seen the logs. It was noted that AI has been introduced into primary education and there is a challenge here as it can circumnavigate filtering, so this is an area to be focused on in the future.</p> <p>Alternative learning provision (ALP). This is another area that has changed this year. JE explained the purpose of ALP. It is designed to be a 12-week programme for children who are struggling at school, usually with behaviour, children who may have SEMH (Social, Emotional, and Mental Health needs). There is currently a lack of provision for such children. JE noted that some ALPs are better than others. Schools are required to risk assess the ALPs that they send children to and there is increased accountability for schools. JE noted that some ALPs are not registered with Ofsted. This is a difficult and complicated process as the school is working with other agencies but ALPs perform an important role providing therapeutic support and they can help to break the cycle of challenging behaviours. The intention is that the children come back to school and are reintegrated.</p>	

	<p>JE reported that there have been changes within the Bristol City Council safeguarding team. Janet Curtis is now the safeguarding lead, Henry Chan retains a role, but it is a different one and is connected to alternative provision.</p> <p>JE reported that all staff have completed prevent training. He also noted that there is a positive change in the way that the safeguarding team in school can contact First Response as they can now be phoned, and this is much better than the previous system.</p> <p>BK reported on her recent visit, noting a change in the team safeguarding team at the school with AE now being the designated safeguarding lead and JE as the deputy designated safeguarding lead.</p>																													
6.2	<p>SEND</p> <p>There are currently 12 children with EHCPs in the school and there are 52 who are on the SEND register. Support is in place as LSA recruitment has happened and provision is working well for these children. JE noted that some of the new LSA staff had started as agency but would be transferring to the permanent staff team. There was a discussion about upcoming changes to EHCPs which is due in October. It was noted this is probably going to reduce the funding and that whatever happens funding for children with SEND will continue to be an issue.</p>																													
7.	<p>School Improvement Plan</p> <p>This was covered during the INSET day. One of the projects is hydrology. It was chosen as it was considered that it would be exciting for the children. It is about freshwater only, not saltwater. AE noted the importance of getting the right people involved as this can help build the excitement.</p> <p>AE commented on the three schoolwide goals of the school development plan. A lot is about restating the things that are important at Bishop Road. He noted that with fewer new teachers this year there is a window of opportunity to refine what the school is doing to support teachers who have been with the school for some while. Part of this will be delivered through collaboration with teaching schools. Work is also being done on reading for pleasure, extending teachers knowledge of children's literature.</p>																													
8.	<p>Policies for approval or information</p> <p>Policies for approval – all approved</p> <ol style="list-style-type: none"> 1. Safeguarding and Child Protection 2. Charging and Remission Policy 3. Governor Allowances 4. Internal Finance and Purchasing Policy 5. Suspension and permanent exclusion policy 6. Pay Policy 2025-26 <p>Polices for Information</p> <ol style="list-style-type: none"> 7. Allegations against staff (including low-level concerns) policy 																													
9.	<p>Approval of minutes</p> <p>The minutes of the meeting 26.6.25 were approved as an accurate record and signed by the Chair.</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>2.3</td> <td>Arrange for Deputy post to be advertised.</td> <td>JE</td> <td>Completed</td> </tr> <tr> <td>7.0</td> <td>SEND Named Governor Report</td> <td>RW</td> <td>T2 FGB</td> </tr> <tr> <td>9.1</td> <td>Add meeting dates 25/265 to GH</td> <td>JB</td> <td>Completed</td> </tr> <tr> <td>9.3</td> <td>Send reminder to those affected governors to complete effectiveness tool</td> <td>JB</td> <td>Completed.</td> </tr> <tr> <td>9.3</td> <td>Complete effectiveness tool</td> <td>IS & RW</td> <td>Overdue</td> </tr> <tr> <td>11.0</td> <td>Advertise co-opted governor vacancies</td> <td>LW/JB</td> <td>Not set</td> </tr> </tbody> </table>	Item	Actions agreed	Who by	Deadline	2.3	Arrange for Deputy post to be advertised.	JE	Completed	7.0	SEND Named Governor Report	RW	T2 FGB	9.1	Add meeting dates 25/265 to GH	JB	Completed	9.3	Send reminder to those affected governors to complete effectiveness tool	JB	Completed.	9.3	Complete effectiveness tool	IS & RW	Overdue	11.0	Advertise co-opted governor vacancies	LW/JB	Not set	
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		11.0 Set up working group to review complaints procedure <i>Updated to Term 3</i>	JB	Early T3	
		11.0 Send updated version SEND Information Report to JB	JE	Completed	
		11.0 Add staffing structure to Pay Policy and send to JB	JE	Superseded	
10.	Date & Time of Next Meeting				
	Thursday 13 th November 6.15 – 8.15pm at the school				

The Meeting ended at 8.50pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 25th September 2025



Signed

Date 13.11.25

Item	Actions agreed Term 1	Who by	Deadline
2.0 & 3.0	Election of vice chair & appointment of PP named governor	JB	T2 FGB
4.0	Complete: Governor Confirmations Business Interests Keeping Children Safe in Education Code of conduct Governor Training – Safeguarding & Prevent	All	31.10.25
5.0	Staff update on T1 FBHS agenda	JB	14.10.25
9.0	SEND Named Governor Report	RW	T2 FGB
9.0	Complete effectiveness tool	IS & RW	Overdue
9.0	Advertise co-opted governor vacancies	LW/JB	Not set
9.0	Set up working group to review complaints procedure	JB	Early T3

	Decisions taken	Action taken
3.0	SL was elected Chair.	GH & GIAS updated
4.0	Following approved: 1. Scheme of Delegation. 2. Committee Terms of Reference	GH updated
4.0	Associate members appointed (no voting rights) 1. Thomas Powe to join FBHS 2. Emma Metcalfe to join T&L	GH updated
4.0	Governing Body Roles & committee membership agreed as per table	GH updated
8.0	Policies approved: • Safeguarding and Child Protection • Charging and Remission Policy • Governor Allowances • Internal Finance and Purchasing Policy • Suspension and permanent exclusion policy • Pay Policy 2025-26	GH updated & approved versions shared with school