

**Bishop Road Primary School****Address:** Bishop Road, Bristol BS7 8LS**Head Teacher:** Mr Joe Emissah**Deputy Head Teacher:** Mr Alex Edwards**Governing Body****Chair:** Ms Sally Lucas**Vice Chair:** Ms Becky Kay**Clerk:** Ms Janet Bremner**GOVERNING BODY MEETING – Term 2**Held in Bishop Road Primary School on Thursday 13th November 2025 at 6.15pm**APPROVED MINUTES**

Name	Position	Initials	Present	Apologies	Absent
Thomas Barr	Staff Governor	TB	√		
Alex Edwards	Associate Member	AE	√ (from 6.2)		
Joe Emissah	Head Teacher	JE	√		
Matt Gitsham	Co-opted Governor	MG	√ (from 6.1)		
Simon Jones	Co-opted Governor	SJ	√		
Becky Kay	Parent Governor & Vice Chair	BK	√		
Sally Lucas	Co-opted Governor & 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	LW	√		
In attendance					
Janet Bremner	Clerk	JB	√		

Question from the Governing Body	Action	Decision
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The meeting began at 6.15pm

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	SL welcomed everyone to the meeting. The meeting was noted to be quorate. There were no changes to the business and pecuniary interest declarations.	
2.	Governance	
2.1	Appointment of Associate Member. AE resigned as a co-opted governor on 12.11.25 following his appointment as Deputy Head. AE appointed to both sub committees as an associate member.	
2.2	Appointment of Pupil Premium governor IS appointed	
2.3	Governor recruitment This is the last meeting for LW who has reigned after 12 years as a governor. LW was formally thanked for her long commitment to the school.	



	The number of co-opted vacancies following the resignation of LW and AE was discussed. As the FGB has a relatively large constitution (14) it was agreed that it was not urgent to fill these two new vacancies. All to consider if they know anyone who is suitable and could bring outside perspective to the board.													
2.4	Plan Term 3 Governor Training Agreed to cover under item for FBHS feedback													
2.5	Timetable for Named governor reports - agreed <table border="1"> <tr> <td>T4</td> <td>Safeguarding Named Governor Report</td> <td>BK</td> <td>T4 FGB</td> </tr> <tr> <td>T5</td> <td>Health & Safety Named Governor Report</td> <td>MG</td> <td>T5 FGB</td> </tr> <tr> <td>T6</td> <td>Pupil Premium Named Governor Report</td> <td>IS</td> <td>T6 FGB</td> </tr> </table>	T4	Safeguarding Named Governor Report	BK	T4 FGB	T5	Health & Safety Named Governor Report	MG	T5 FGB	T6	Pupil Premium Named Governor Report	IS	T6 FGB	
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3.	Head Teacher's Report													
	<p>JE reflected on the hugely important transition with a new head teacher and a new deputy head teacher in post. He noted that the roles complemented each other and, in many ways, it is about running the school together. He also noted that this year had seen a small number of new teachers which was unusual for the school. The priorities for the school remain the same. He summarised these as standards and stories. He noted that there has been a change to the leadership pattern within the school with two senior leadership teams, one with four members and a larger one with 9.</p> <p>He commented on the amount of activity that had happened in the school already and this is reflected in his report. There have been 26 children joining the school with only five leaving, which is very positive. He noted that another school in the area is currently consulting on reducing its published admission number (PAN) and that this will deliver the reduction in places in the area that the local authority is looking for, assuming it goes ahead. JE noted that there had been a significant interest in Reception places with additional tours being put on. There was a discussion of the demographic of the children within the school and the impact that the reduction in numbers is like to have likely to have over time.</p> <p>There is a higher number of children with pupil premium in Reception this year. Is this a significant shift? It is hard to say at this stage, it will be closely monitored. However, nothing changes what is done for the children whether they are in receipt of pupil premium or not.</p> <p>Attendance is incredibly strong. The highest ever, why this jump? Usually, it is around 96% JE noted that the school had not been hit by illness in term 1 which had happened previously. The situation will continue to be monitored</p> <p>The additional 21 children referred to in the report will make a difference to the schools budget in the future, approximately £136k. Will this be shown in the next budget forecast? Yes, this will be reflected although the impact will be in the next financial year. JE noted the importance of meeting with the families of children moving to the school and the way in which the school discusses with them the expectations of the school.</p> <p>Team-teach obviously links with SEND. How many children would this be used for? It is a small number of children, but it is important to ensure that all staff have been trained in team teach procedures. JE noted that team teach is a supportive way of handling behaviour which protects both the child and the member of staff. He noted that the training is done every two to three years for all staff. It is important that strategies are understood and there is a collective understanding of the process. It is a particularly valuable approach which is often about deescalation.</p>													

4.	School Self Evaluation	
	JE summarised this for the FGB. It had been covered in more detail at the teaching and learning committee this term. The Ofsted framework has changed there is an increased focus on SEND and inclusion. There is also an increased focus on well-being for children. He noted that it will be at least two years before Bishop Road is inspected under this new framework.	
5.	SEND	
	RW reported that this is in progress and that he is liaising with the SENCo, EM, to produce the report. It was agreed to add it to the term 4 agenda. Action JB.	JB
6.	Committee Reports	
6.1	<p>Finance, Buildings and Health and Safety Committee, 21.10.25</p> <p>SJ reported that the meeting had covered the following items</p> <ul style="list-style-type: none"> • SJ elected chair • Finance. the budget had been reviewed, specifically the quarter two outturn and no concerns had been raised. There was a £10K increase in income which was matched by a £10K increase in expenditure. The committee reviewed the delayed spending of the surplus from last year's budget and noted it is on target to be spent by the 31st of March. The committee also noted the £85,000 expenditure on buildings which covered several key items, but mainly the refurbishment of some toilets <p><i>MG joined the meeting</i></p> <ul style="list-style-type: none"> • Catering tender. The committee was notified that as this is due to take place in September 2026 work is underway to prepare for this, liaising with the local authority about the process. The committee discussed the amount of governor involvement that would be desirable in this process. It was agreed that the proposed scoring matrix would be brought to the FGB for their view but that after that the process would be left for the school to complete. • The committee also discussed the climate action plan. This appears later in the FGB agenda • Several HR policies were approved at the meeting. • The committee received the estates plan produced by JSL as an AOB at the end of the meeting and it was agreed that this would need to be followed up at a future date <p>Estates plan and plan for use of space being made available through the reduction in PAN</p> <p>JE followed up on this referring to the paper produced by JSL noting this was a very helpful discussion document. It considers what opportunities there are in terms of space being freed up as the school reduces in size. There will be two spare classrooms from September 2026. Areas being looked at include wrap around provision as there is significant demand for this. JE noted that this is an important opportunity to make this additional space positive for the children, and it is important to start thinking about this now.</p> <p>He suggested this would be a good opportunity for the senior leaders and governors to work together on this at a strategic level. This is an opportunity to reflect on vision and ethos and look at how that might play out in the use of this additional space.</p> <p>There was discussion about the ways in which increased space would create opportunities to extend learning opportunities for children and further enhance the offer for children in a similar way the establishment of the new library had done in recent years. It was noted that some of the new spaces could be used to extend the provision of wrap around care.</p>	

	<p>It was suggested that the school needs a six-year plan that starts with a return to the schools core vision which would be the focus on the next Governor training and development meeting. JE suggested that the term 3 governors FGB meeting could then be used for a discussion on the more operational governance elements the plan for the buildings. Agreed</p> <p>JE proposed the establishment of a working group. This would not be a decision-making body but would report back to the FGB. Discussion. It was agreed that the working group would include JSL and MG working with TB, AE & JE</p> <p><i>AE joined the meeting.</i></p>	
	<p>Teaching and Learning Committee, 10th November 2025</p> <p>BK was elected chair</p> <p>The focus of the meeting was on reading. It started with a presentation from Safa Aslam, the school's reading lead. Reading is a cornerstone of the school and SA outlined the strategies in place to support teachers. Reading for pleasure remains a priority along with supporting the lowest 20% of readers. BK noted that a reading scheme has been introduced from year 3 specifically aimed at supporting that lowest 20% although all readers benefit from it. BK reported on the bespoke book bags for pupil premium children. These reflect the individual interests of those children whilst sensitively avoiding any issues that might cause the children any upset. Teachers promoting reading all the time has a significant impact.</p> <p>AE reported on the SDP and the SEF. He reported on the upcoming learning walks as well as the key foci for the SDP during the year these are:</p> <p>Every child reader. This includes phonics and reading for pleasure. He described the Barrington Stokes <i>super readable</i> books that are designed to interest children with dyslexia. He noted that the library now contains 10,000 books. He reported on the ways in which teachers are recommending books to children following up their specific interests which really encourages them to read.</p> <p>There was also discussion of the new Ofsted framework and an update on safeguarding, including the Prevent training received by all staff. The meeting also heard about positive changes within the local authority.</p>	
7.	School Improvement Priorities	
	<p>Governor monitoring</p> <p>AE referred to the timetable in the meeting folder, and it was noted that the date for the learning walks on hydrology is Friday the 16th of January. BK, JSL and SJ will attend. JB to update schedule and send to AE.</p>	JB
8.	Governance	
	<p>Election of Vice Chair</p> <p>BK elected</p>	
9.	Collaborative Practice	
	<p>JE reported on partnerships and it was agreed that this would be a standing item for alternate meetings.</p> <p>A revised programme of teachers observing teachers from different key stages with different styles has been introduced as a way of developing and sharing experience. This has been received extremely well with teachers finding it very helpful.</p> <p>NW24. JE reported that there is lots going on in this network group and that it includes almost all the local authority schools in Bristol. It is a mix of primary and secondary</p>	

	<p>with some academies as well. It also has a strong SEND cluster. EM noted that the groupings have changed and that this is positive as this provides an opportunity to learn from other colleagues.</p> <p>JE reported on partnership working with the local universities. With Bristol University there is an opportunity to get support for the school around sustainability. He reported strong links with UWE and with Bath Spa university. This partnership working is very beneficial as it not only gets the name of the school well known but it provides development opportunities for staff as well.</p>																																	
10.	Climate Action Plan																																	
	<p>This will alternate as a regular agenda item with partnership working.</p> <p>MG introduced the requirement for schools to have a climate action plan by the end of 2025. He noted that it is not statutory and there is no money available for it however there is an expectation. This was discussed in some detail at the FBHS committee. MG is lead governor for this work and is working closely with leadership within the school. This includes TB who reported on work that is underway for a draft climate action plan. He noted that there are many online resources and ideas to help with this and that he has a meeting with TP, school business and systems manager, to look at sustainability within premises and buildings issues.</p> <p>It was noted that the most important thing is to get children involved in this and that there is an intention to set up a separate eco council as part of this process.</p>																																	
11.	Policies for approval or information																																	
	<p>Policies for approval</p> <p>1. Positive Relationships and Behaviour Policy – Deferred to T3 meeting</p>																																	
12.	Approval of minutes																																	
	<p>The minutes of the meetings</p> <p>1.FGB 25.9.25</p> <p>2.EGB 14.10.25</p> <p>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>2.0 & 3.0</td> <td>Election of vice chair & appointment of PP named governor</td> <td>JB</td> <td>Agenda</td> </tr> <tr> <td>4.0</td> <td>Complete: Governor Training – Safeguarding</td> <td>SJ, IS, RW</td> <td>Overdue</td> </tr> <tr> <td>5.0</td> <td>Staff update on T1 FBHS agenda</td> <td>JB</td> <td>Completed</td> </tr> <tr> <td>9.0</td> <td>SEND Named Governor Report</td> <td>RW</td> <td>Agenda</td> </tr> <tr> <td>9.0</td> <td>Complete effectiveness tool</td> <td>RW</td> <td>Overdue</td> </tr> <tr> <td>9.0</td> <td>Advertise co-opted governor vacancies</td> <td>LW/JB</td> <td>Superseded</td> </tr> <tr> <td>9.0</td> <td>Set up working group to review complaints procedure</td> <td>JB</td> <td>Early T3</td> </tr> </tbody> </table>	Item	Actions agreed	Who by	Deadline	2.0 & 3.0	Election of vice chair & appointment of PP named governor	JB	Agenda	4.0	Complete: Governor Training – Safeguarding	SJ, IS, RW	Overdue	5.0	Staff update on T1 FBHS agenda	JB	Completed	9.0	SEND Named Governor Report	RW	Agenda	9.0	Complete effectiveness tool	RW	Overdue	9.0	Advertise co-opted governor vacancies	LW/JB	Superseded	9.0	Set up working group to review complaints procedure	JB	Early T3	
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13.	Additional Item																																	
	<p>SL and JE spoke on behalf of the school and the governors to the thank LW and to mark the end of LW's 12 years' service as a governor and, for the last 6 years, as chair. JE reflected on how LW had always gone over and above in her role. He noted that she had made a significant difference to the school and to the governing body and that she would be very much missed. He concluded by wishing her the very best for her future endeavours.</p>																																	
14.	Date & Time of Next Meeting																																	
	Tuesday 24th February 2026, 6.15 – 8.15pm (Training Meeting) New date																																	

The Meeting ended at 8.15pm

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



Signed

Date 12th March 2026

Item	Actions agreed Term 2	Who by	Deadline
5.0	Named governor report for SEND to be moved to T4 agenda	JB	Start T4
7.0	Update Governos Monitoring schedule and send to AE	JB	End T2
12.0	Complete: Governor Training – Safeguarding	SJ, IS, RW	Overdue
12.0	Complete effectiveness tool	RW	Overdue
12.0	Set up working group to review complaints procedure	JB	Early T3

	Decisions taken	Action taken
2.1	AE appointed to both sub committees as an associate member (no voting rights)	GH & GIAS updated
2.2	IS appointed Pupil Premium Governor	GH updated
2.5	Timetable for Named governor reports agreed	Forward agenda updated
6.1	Focus of T3 governor meeting to be strategic assessment of best use of additional space	Forward agenda updated
6.1	Working group set up to review use of additional space: JSL and MG, TB, AE & JE	
8.0	BK elected Vice Chair	GH updated
12.1	minutes of the following meetings approved. 1.FGB 25.9.25 2.EGB 14.10.25	GH updated

Item	Forward Agenda	Who by	Deadline
2.5	Safeguarding Named Governor Report	BK	T4 FGB
2.5	Health & Safety Named Governor Report	MG	T5 FGB
2.5	Pupil Premium Named Governor Report	IS	T6 FGB
5.0	SEND Named Governor Report	RW	T4 FGB
9.0	Collaborative Practice	JE	T5 & T1 FGB
10.0	Climate Change Action Plan	MG	T4 & T6 FGB
11.0	Positive Relationships and Behaviour Policy	JE	T3 FGB
T&L T2	Ofsted Framework update	JE	T5 FGB