

**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:** Mr Justin Vafadari**Clerk:** Ms Janet Bremner**GOVERNING BODY MEETING – Term 4****Held in Bishop Road Primary School on Thursday 14th March 2024 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	√		
Becky Kay	Parent Governor	BK	√		
Sally Lucas	Co-opted Governor	SL	√		
Gillian Powe	Head Teacher	GP	√		
Cedric Sanguinol	Co-opted Governor	CS	√		
Justin Vafadari	Co-opted Governor & Vice Chair	JV	√		
Russell Walker	Parent Governor	RW	√		
Liang Fong Wong	Co-opted Governor	LFW	√ (from item 5)		
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	
	There were no apologies. 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. Top up funding for SEND children without an EHCP is coming to an end in June. Bristol City Council is deeply in debt for SEND and the ending of this funding stream is one of the conditions of the financial support coming from central government. Most children with SEND are now educated in mainstream schools and this is impacting significantly on funding. Discussion of the Education and Health Care Plan process and SEND support. The budget for next year for the school will be very challenging. The teachers' pay rise should be funded but currently there is only 0.7% in the budget for that, but the likely	



ITEM	MINUTE	ACTION
	<p>amount of the increase is 5%. The budget for 24/25 will be balanced but it has been cut to the bone.</p> <p>Is there any thought to using parental donations to support the budget, as an income stream?</p> <p>Some schools have done this. The donations from the PTA do make a significant contribution but not as an income stream. Discussion. The overall increase in income for the school compared to 23/24 is only £100k. This will mean fewer staff available to help children with additional needs, but it will not affect those with EHCPs. The challenges of finding suitable supply cover were noted along with overall difficulty in recruitment.</p>	
3.	Ofsted Report	
	<p>Governors congratulated the Leadership Team and the whole school staff on the very successful Ofsted inspection in November 2023 which had resulted in the school retaining its grading of Outstanding. This meeting provided the first opportunity post publication of the report to reflect on the achievement and what it means for the children in the school. The report was discussed, and the following points noted:</p> <ul style="list-style-type: none"> • The report provided confirmation that the school, during the long wait between inspections, was right to stick to its values and ethos. • The strength of the school's ethos. Only 5 staff remain from the previous Outstanding inspection but the spirit remains strong. • Only a small percentage of primary schools are graded Outstanding. Could the school be used as a case study? • No improvements recommended – amazing! • The inspection days were just like any other days – business as usual. All very calm. • It starts with the people. Relational leadership where people come first. This leads to a mindset that can deliver the school's ethos. • The judgement provides the freedom for the school to carry on doing what it is doing and gives staff renewed energy to continue to improve. <p>Discussion of applications for Reception. Same level as 2023, while overall numbers are still falling. This is consistent with patterns across Bristol, so that it is clear that this is due to falling numbers of children, rather than falling numbers of applications specifically to Bishop Road.</p>	
4.	Feedback from subcommittees	
4.1	<p>Teaching & Learning Committee 4.3.24</p> <p>SL fed back from the T4 meeting. The teacher in charge of the Twin Cities project had visited and described the project with eloquence and enthusiasm. It is currently a stand-alone project covering a different city every year. The committee discussed possibilities of linking it to other projects in the future. The committee also reviewed Pupil Premium funding and the way it is spent to deliver the maximum impact for Pupil Premium children. The meeting also received an update on Safeguarding Procedures.</p>	
4.2	<p>FBH&S 6.2.24</p> <p>The meeting had received an update on the school's ICT network from Ben Brooks. This included data storage and back-ups. The committee noted the excellent work BB has been doing in this area. The proposed move from SIMS to Arbor was also discussed at the meeting. Whilst this will deliver a saving it is important to ensure that the office staff are happy with the functionality of the new system.</p> <p>Budget monitoring showed that the budget was as expected, and that detailed monitoring is taking place.</p> <p>Progress on the Bell Tower (scaffolding remaining in place until the work can be done</p>	

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	<p>as this is cheaper) and the Cleaning Contract were also reviewed by the committee.</p> <p>The committee received an update on how Prevent (part of the government's counter-terrorism strategy) is operating in the school. The problems with ensuring filtering systems do not stop legitimate searches had been reviewed as part of this. The committee reviewed Finance and Health and Safety Policies and considered at Solar for Schools to see this there were any suitable opportunities. Monitoring of energy usage in the school is now being done very effectively.</p> <p><i>LFW joined the meeting.</i></p>									
5.	Safeguarding									
	<p>LFW reflected on her time as Safeguarding governor. She had held the role for around 6 years and during that time had always worked closely with JE. She had visited school and reviewed processes and procedures regularly during that time and had always been impressed by the way everything was under control. The school is always striving to improve and increase visibility in safeguarding.</p> <p>LFW reported that she had found the Bristol Governors Safeguarding Network particularly useful in helping her to fulfil her role. It provides the opportunity to learn from others and share experiences and learn from good practice.</p> <p>There is a significant commitment needed for the role which includes visits to the school and learning walks. LFW has attended Safeguarding Team meetings and acted as a critical friend, with probing questions when needed. It is always a challenging area, and it is important to bring another perspective.</p> <p>The Governing Board thanked LFW for all her work as a Safeguarding governor and for her offer to support the new Safeguarding governor with a handover.</p>									
6.	Governance									
6.1	<p>Co-opted governor resignation</p> <p>LFW confirmed she is resigning as a co-opted governor at the end of the term after a period of over 8 years in the role. The Governing Board thanked her for her contribution and commitment as a governor, and as named governor for Safeguarding and wished her well for the future.</p> <p>Action: JB to advertise vacancy on Inspiring Governance.</p>	JB								
6.2	<p>Safeguarding Named Governor role.</p> <p>BK appointed as Safeguarding named governor.</p>									
7.	Policies for approval or information									
	<ol style="list-style-type: none"> Send Policy. Approved. Discussion of terminology. JE to bring a version with revised terminology to next T&L Meeting. SEND Information Report. Approved. <p>Following a query, governors reviewed the school's Equality Policy and were satisfied that the policy is not unlawful.</p>	JE								
8.	Approval of minutes FGB 16th November 2023									
	<p>The minutes were approved and signed by the Chair.</p> <p>Review & update outstanding actions.</p> <table border="1" data-bbox="280 2011 1386 2141"> <thead> <tr> <th data-bbox="280 2011 368 2045">Item</th> <th data-bbox="368 2011 1043 2045">Actions agreed Term 3</th> <th data-bbox="1043 2011 1197 2045">Who by</th> <th data-bbox="1197 2011 1386 2045">Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 2045 368 2141">4.0</td> <td data-bbox="368 2045 1043 2141">Collate governor feedback from parents' evenings and share with committee chairs as appropriate.</td> <td data-bbox="1043 2045 1197 2141">LW</td> <td data-bbox="1197 2045 1386 2141">In progress</td> </tr> </tbody> </table>	Item	Actions agreed Term 3	Who by	Deadline	4.0	Collate governor feedback from parents' evenings and share with committee chairs as appropriate.	LW	In progress	
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ITEM	MINUTE				ACTION
		All governors who attended to send feedback to LW by start of T5		All	
	6.0	Share example of Architecture activities with T&L committee	AE	Completed	
9.	Additional Items				
	See confidential minutes.				
10.	Date & Time of Next Meeting				
	Thursday 9th May 2024, 6.15 – 8.15pm at school				

The Meeting ended at 8.05pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 16th March 2024

Signed



Date 9th May 2024

Item	Actions agreed Term 4	Who by	Deadline
6.1	Advertise Co-opted Governor vacancy on Inspiring Governance.	JB	Start T5
7.1	SEND policy version with revised terminology to next T&L Meeting.	JE	T6 T&L
8.0	All governors who attended to send feedback to LW	All	Start T5

	Decisions taken	Action taken
6.2	BK appointed as Safeguarding named governor	GH updated
7.1	Policies approved: <ul style="list-style-type: none"> SEND Policy. SEND Information Report. 	GH updated
8.0	Minutes of the meeting 16.11.23 approved	LW to sign