

**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 5****Held in Bishop Road Primary School on Thursday 9th May 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		√	
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 SJ and RW. The meeting was noted to be quorate. There were no changes to the business and pecuniary interest declarations. It was noted that the Chair had made a recent declaration on GovernorHub in connection with a family member working at BRAC Governor monitoring of the SATS administration process was discussed. BK volunteered. JB to ensure this is on agenda of T4 in future to allow for greater lead in time.	JB
2.	Budget	
	CS referred to the budget papers in the meeting folder. He reported that they had been thoroughly reviewed by FBHS Committee.	



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2.1	<p>23/24 Year End. The in-Year balance reduced from £278k deficit to £35k deficit compared to Q3. The deficit arose partly because of underfunded pay rises. The reduction in the deficit had been achieved through a lot of hard work at the school and includes reduction in supply spending and admin overtime. This has resulted in an overall surplus that is £33K above the allowed 8% surplus so this will need to be explained to the LA Finance team by demonstrating that this sum will be spent by the end of August 2024. It is being used to improve playground equipment (Sports Premium).</p> <p>Had this funding been held back? Yes, additional funding for Sports Premium and Pupil Premium was added close to year end.</p> <p>Discussion of savings made to reduce deficit. There is insufficient funding for SEND with top up funding for children on the SEND register, but without an EHCP, likely to be stopped from June. Every teacher is now doing dinner time cover to save on support staff costs. During the year the school has lost 7 Learning Support Assistant posts. It is particularly challenging as the pay rises for next year are unknown. An assumption of 5% has been made in the budget but as staff represent 80% of the budget this has the potential to have a significant impact.</p> <p>Could the school make use of parent helpers and volunteers to support reading? Yes, but it is difficult to get regular help, which is what is needed. Space is also an issue. The school is currently looking into this but, although it is very helpful, it will not result in further savings.</p>											
2.2	<p>24/25 Draft budget for approval. The funding received is based on the October 2023 census when there were 817/840 children in the school, so there is less income as the school was not full at that date.</p> <p>Discussion of the projected surpluses over the 5-year budget forecast. So many things will change during that period, but schools are required to provide these projections as part of the budget setting process. The predicted surplus reduces over this period from 6.35% in 24/25 to 1% in 25/26 and if nothing changes the school will need to live within its annual income as all reserves will have been spent.</p> <p>Capital Expenditure. £28K is available for the school to spend during 24/25. Over the years the amount of capital finding has dropped, and it is inadequate for a school of this size.</p> <p>Discussion of possible impact on school funding of a change of government. It was noted that there is an overall lack of funding in the system. Possible impact on class sizes were also discussed should funding levels not improve.</p> <p>Budget for 24/25 Approved:</p> <table data-bbox="261 1765 890 1930"> <tr> <td>Year End Statement B/Fwd</td> <td>- 387,631</td> </tr> <tr> <td>Total revenue income</td> <td>- 4,537,871</td> </tr> <tr> <td>Total revenue expenditure</td> <td>4,637,275</td> </tr> <tr> <td>In-year balance</td> <td>99,404</td> </tr> <tr> <td>Balance c/f</td> <td>- 288,228</td> </tr> </table> <p>LW to return to LA Finance via e mail.</p>	Year End Statement B/Fwd	- 387,631	Total revenue income	- 4,537,871	Total revenue expenditure	4,637,275	In-year balance	99,404	Balance c/f	- 288,228	LW
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3.	Headteacher's Update											
	Recruitment remains challenging. Appointments have been made to 2 out of 3 teaching vacancies so far. There has been some in year movement of staff and											

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	overall, there are fewer applications.	
4.	Feedback from subcommittees	
4.1	<p>FBH&S 30.4.24</p> <ul style="list-style-type: none"> • Tour of the school included both boiler rooms and a discussion of fire safety provision in the school, including fire drills and evacuation locations should this happen. • Dinner money. 10 families owe between £200 and £300 per child. Hardship is not an issue, just refusal. Steps being taken to recover, including intervention by governors through a letter from Chair, if needed after further correspondence from the school advising that the matter will be referred to Governors. • Trim Trail. This has reached the end of its natural life and is being replaced and re-sited under the trees. • Policies approved: Staff Code of Conduct, Disciplinary and Freedom of Information Policies. 	
5.	Reporting cycle for named governors	
	<p>Discussion of reporting cycle and roles. Agreed that named governors would prepare and present their annual report to FGB as follows: Term 2 Pupil Premium Term 4 SEND Term 5 Safeguarding Term 6 Health & Safety and that named governors would ensure that they arrange appropriate meetings with the School.</p> <p>LW thanked governors who take on a named role and also reminded them that governors are not meant to be subject matter experts and are not undertaking the role in a professional capacity where they are expected to have the corresponding professional skills.</p> <p>SL appointed Pupil Premium Governor</p> <p>RW will be shadowing JV in as SEND Governor</p> <p>JB to signpost governors to roles descriptions and report template & schedule reports as agreed.</p>	JB
6.	Policies for approval or information	
6.1	Financial Delegation. Reviewed by FBHS but needs FGB approval as the delegating body. Approved.	
7.	Governance	
7.1	<p>Co-opted governor vacancies</p> <p>John St Ledger, previously LA governor, would like to rejoin as a co-opted governor from September. LW also has contact, a former pupil, who may be interested too. Discussion of skill sets needed and range of perspectives. GP confirmed that they could also come to the next meeting to observe.</p> <p>LW to provide details to JB who will follow up.</p>	LW/JB
7.2	<p>Feedback from Parents Evening.</p> <p>LW has collated the feedback from both evenings in themes focusing on the sub-committee where they will be discussed. No response/comment is made in the document, it is just a record of what was fed back. Overwhelming response was positive but important to follow up issues that did arise.</p>	

ITEM	MINUTE	ACTION																
	LW confirmed that she would like to explore the opportunity for more preparation in advance of the next parents evening as issues arose where we have already acted or have a reason for not doing so. LW wants governors to be aware of this so feedback can be given to parents at the time. The possibility of using set, but still open, questions was considered for next year although it was noted that part of the purpose of the evening is to enable parents to talk freely. It is a temperature check and part of governors' responsibility to understand parents' views. Agreed each committee to review areas that fit within its responsibilities. Chairs of each Committee and Clerk to ensure that it is added to the next agenda for each Committee Action: JB/ CS/JV	CS /JV/JB																
8.	Approval of minutes FGB 14th March 2024																	
	The minutes (confidential and non-confidential) were approved and signed by the Chair. Review & update outstanding actions.																	
	<table border="1"> <thead> <tr> <th>Item</th> <th>Actions agreed Term 3</th> <th>Who by</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>6.1</td> <td>Advertise Co-opted Governor vacancy on Inspiring Governance.</td> <td>JB</td> <td>Superseded</td> </tr> <tr> <td>7.1</td> <td>SEND policy version with revised terminology to next T&L Meeting.</td> <td>JE</td> <td>T6 T&L</td> </tr> <tr> <td>8.0</td> <td>All governors who attended Parents Evening to send feedback to LW</td> <td>All</td> <td>Completed</td> </tr> </tbody> </table>	Item	Actions agreed Term 3	Who by	Deadline	6.1	Advertise Co-opted Governor vacancy on Inspiring Governance.	JB	Superseded	7.1	SEND policy version with revised terminology to next T&L Meeting.	JE	T6 T&L	8.0	All governors who attended Parents Evening to send feedback to LW	All	Completed	
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9.	Additional Items																	
	The Bottle Stall will return to the Summer Fair on 15 June. Governors are responsible for running this and volunteers will be needed. Governors to respond to the Poll.																	
10.	Date & Time of Next Meeting																	
	Thursday 27 th June 2024, 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 9th May 2024

Signed



Date 27.6.24

Item	Actions agreed Term 4	Who by	Deadline
1.0	Ensure SATS admin monitoring on agenda of T4 in future	JB	Not Set
2.2	Budget approval return to LA Finance via e mail.	LW	31.5.24
5.0	Signpost governors to role descriptions and report templates & schedule reports as agreed.	JB	ASAP
7.1	Follow up potential new governors	LW/JB	Start T6
7.2	Add parental feedback to next committee agenda	LW/CS /JV/JB	From T6
8.0	SEND policy version with revised terminology to next T&L Meeting.	JE	T6 T&L

	Decisions taken	Action taken
5.0	SL appointed as Pupil Premium named governor. RW will be shadowing JV in as SEND Governor	GH updated
6.1	Policies approved: • Financial Delegation	GH updated
8.0	Minutes of the meeting 16.3.24 approved (2 sets)	LW to sign