



Bishopton Primary School Governing Board Business Meeting Minutes 11 September 2025

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1	Welcome and Apologies (<i>statutory</i>) This meeting was the first 'hybrid' meeting, with governors given the opportunity to join on Teams in order to make the meetings more accessible. A ppt summary of the agenda and associated documents was shared and uploaded to GovHub.; this contains the location in GovHub of all documents.	ACTION	
	Present: TP; SS; AS; CH (Teams). Not present: ES; JG; MC In attendance: SL It was agreed that the meeting was quorate and could continue.		
	<i>Document sent out prior to the meeting:</i> - Attendance Record 2024-5 - Governor details The Attendance Record for 2024-5 has been updated and will be sent to AS for uploading to the website. It was agreed to complete the Governor details form at the first FGB meeting.	Send attendance record Agenda item for FGB	SL SL
2	Declaration of interest: (<i>statutory</i>) This document will be updated at the first FGB meeting.	Agenda item for FGB	SL
3	Appointments for 2025-6 Prior to the election, it was noted that Term of Office for SS is due to end in Oct 2025. Governors present agreed unanimously to re-appoint SS for a further four-year term. Election of Chair One nomination was received for Chair - SS proposed by TP, seconded by CH, carried unanimously. SS duly elected and continued chairing the meeting It was decided to continue the process of electing two Joint Vice-Chairs for 2024-2025 to allow for succession planning. Election of Joint Vice-Chairs Two nominations were received: TP proposed by SS, seconded by CH, carried unanimously. CH proposed by TP, seconded by SS, carried unanimously TP & CH duly elected Joint Vice-Chairs	Update roles on Gov Hub	SL
4	Constitution of the Governing Board: (<i>statutory</i>) Three governor vacancies remain – staff/parent/co-opted Two expressions of interest for the role of staff governor have been received, one of whom has considerable experience in governance over 17 years. It was decided that forms should be sent out to both, with the intention of filling the vacancies for staff and co-opted governors. An additional parent governor comes to the end of their term of office in Oct 2025. Three expressions of interest have been received. Papers will be sent out to all parents to both vacancies	Send forms for staff/co-opted governor roles. Prepare paperwork for Parent Governor election	SL SL

5	Review Standing Orders: (statutory) <i>Papers sent out prior to the meeting:</i> <i>Standing Orders</i> Update review dates on all documents.	Update and change review dates	SL														
6	Review Terms of Reference: (statutory) <i>Papers sent out prior to the meeting:</i> <i>Terms of Reference</i> Summary of changes: Update review dates on all documents. The appointment of Governors to the statutory roles was completed with those in attendance. <table><tr><th>Statutory responsibility</th><th>Governor</th></tr><tr><td>Safeguarding</td><td>CH</td></tr><tr><td>SEND</td><td>SS</td></tr><tr><td>Finance x2</td><td>TP CH</td></tr><tr><td>HT Appraisal x2</td><td>TP SS</td></tr><tr><td>Health & Safety</td><td>MC</td></tr><tr><td>Attendance</td><td>MC</td></tr></table> All other roles will be allocated in the first FGB meeting: Individual or Monitoring Pairs – named governors for cohorts 2025-2026 Governor responsibilities	Statutory responsibility	Governor	Safeguarding	CH	SEND	SS	Finance x2	TP CH	HT Appraisal x2	TP SS	Health & Safety	MC	Attendance	MC	Update and change review dates Agenda item for FGB	SL SL
Statutory responsibility	Governor																
Safeguarding	CH																
SEND	SS																
Finance x2	TP CH																
HT Appraisal x2	TP SS																
Health & Safety	MC																
Attendance	MC																
7	Key Documents <i>Papers sent out prior to meeting:</i> <i>Governor Code of Conduct</i> <i>Keeping Children Safe in Education key changes 2025</i> <i>KCSiE 2025</i> Governors are required to sign to show that these documents have been read – they are on Governor Hub and governors were reminded on how to record their confirmations. The process for confirming agreement: - Sign into Governor Hub - Go to your profile page - Click on ‘Declarations’ - Find the statement under ‘General Confirmations’ - Click ‘Confirm’ - These are the technical changes to KCSiE to be aware of for September 2025: Guidance to be signposted in September 2025 on relationships, sex and health education (RHSE) and gender questioning children Updated list of safeguarding harms - to include misinformation, disinformation (including fake news) and conspiracy theories Statutory attendance guidance - KCSiE now reflects changes in the law The role of virtual school heads - role now includes a non-statutory responsibility to promote the educational achievement of all children in kinship care Alternative provision guidance clarified - KCSiE now reflects the changes in the guidance.	Sign to confirm documents have been read Record govts who have read docs	All govts SL														

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Meetings Schedule 2025-2026: (statutory)
Papers sent out prior to meeting:

- *Calendar of Governing Body meetings 2025-2026*
- *Annual Planner*

Meetings – commitment for 7 meetings per year:

- Business meeting
- Autumn 1 FGB
- Autumn 2 FGB
- Spring 1 FGB
- Spring 2 FGB
- Summer 1 FGB
- Summer 2 FGB

All meetings will be held on a Thursday @ 4.30pm in school, with the option of Teams for those unable to attend. Extraordinary meeting will be held on Teams.

Autumn Term 2025		
Date	Type of Meeting/Activity	Time
11 th September	Governors Business Meeting	4.30pm
tba	Head Teachers Performance review	
Autumn 1 9 th October	Full Governing Board Meeting - HT update - Strategic Development	4.30pm
tba	Governor drop-in for staff – wellbeing (TP/SS)	
tbc	Reception Parent Survey	
20 th November	Deadline for Autumn Term monitoring visits.	
Autumn 2 27 th November	Full Governing Board Meeting - HT report - Monitoring updates	4.30pm

Spring Term 2025		
Date	Type of Meeting/Activity	Time
tba	Head Teachers Performance Review	
Spring 1 5 th February	Full Governing Board Meeting - HT update - Strategic Development - SFVS	4.30pm
13 th March	Deadline for Spring Term monitoring visits.	
Spring 2 26 th March	Full Governing Board Meeting - HT report - Monitoring update - Approve budget for submission	4.30pm

Summer Term 2025		
Date	Type of Meeting/Activity	Time
tbc	Pupil surveys (Staff Governor) Parent survey	
Summer 1 14 th May	Full Governing Board Meeting - HT update - Strategic Development	4.30pm
	Head Teachers Performance Review (Target setting)	
18 th June	Deadline for Spring Term monitoring.	
Summer 2 25 th June	Full Governing Board Meeting - HT report - Monitoring update - Strategic Plan review	4.30pm

Set up Teams invites for all FGB meetings

SL

9	Training The Professional Development programme for April 2025 – March 2026 is in the training folder on GovHub. Governors should note the following: • Child Protection & Safeguarding (p19) - all Governors must attend this training annually • Induction to School Governance (p22) - new Governors should attend this training within 6 months of appointment All Governors should consider attending the following courses: • Governors’ Role in School Improvement Parts 1 & 2 (p27) • Preparing for an Ofsted Inspection (p37) • Using School Performance Data (p40) • Pupil Premium - The performance of vulnerable pupil groups (p38) • Effective Monitoring and School Visits (p24) • Engaging with Parents and the Community (p25) • Special Educational Needs & the Governing Board (p41) • The Governor’s Role in Managing School Finances (p26) Face-to-face and online training (Teams) are on offer. How to book: By email (governors@warwickshire.gov.uk) or telephone ((01926) 745120). Please remember to quote the course reference number, course title, date and the delegate’s name, school, and email address – and inform the clerk.	Send dates for Induction training.	SL										
10	Policies Several policies have been withdrawn from the statutory list and the policies folder on GovHub has been updated accordingly. Governors are responsible for the following policies (all others are delegated to the Headteacher): • Admissions (set by the LA) • Teachers’ Pay (government document produced annually) • Safeguarding & Child Protection • SEND • Health & Safety It was suggested that those governors with responsibility for those areas check that they are kept updated.												
11	Governor Review <table><tr><td>Areas for Further Development (as identified in the Governance Review 2024)</td><td></td></tr><tr><td>Greater emphasis on teaching quality and curriculum impact during meetings.</td><td></td></tr><tr><td>Training in key areas such as SEND, Pupil Premium, and curriculum impact is valuable to ensure that the governing body has the knowledge and skills to effectively monitor and evaluate educational outcomes.</td><td></td></tr><tr><td>Data-Driven Decision Making: Incorporating more pupil achievement data into discussions would help ensure that decisions are informed by evidence and provide a clearer picture of the school’s academic performance.</td><td></td></tr><tr><td>Consider the development and improvement of key information papers: A revised LIP and SEF would allow governors to govern even more effectively. The current Headteacher’s report would benefit from greater use of data. It currently repeats information provided in the SEF. Governors should consider incorporating SEF and Headteacher’s report which will also reduce the Headteacher’s workloads.</td><td></td></tr></table>	Areas for Further Development (as identified in the Governance Review 2024)		Greater emphasis on teaching quality and curriculum impact during meetings.		Training in key areas such as SEND, Pupil Premium, and curriculum impact is valuable to ensure that the governing body has the knowledge and skills to effectively monitor and evaluate educational outcomes.		Data-Driven Decision Making: Incorporating more pupil achievement data into discussions would help ensure that decisions are informed by evidence and provide a clearer picture of the school’s academic performance.		Consider the development and improvement of key information papers: A revised LIP and SEF would allow governors to govern even more effectively. The current Headteacher’s report would benefit from greater use of data. It currently repeats information provided in the SEF. Governors should consider incorporating SEF and Headteacher’s report which will also reduce the Headteacher’s workloads.			
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12	AOB AS shared key information: - A high number of children are still entering the school – 21 since last week. Current on roll = 317. - A request was made to acknowledge the supreme efforts of four members of staff responsible for a 50% increase in the phonics test (2023-2024 =54%; 2024-2025 = 81%) In addition all Y2 retakes achieved the pass mark. TP proposed, CH seconded, that a letter of congratulations and thanks should be sent from the governors in appreciation. - One of the TAs was admitted to hospital and remains in an induced coma on a ventilator - still critical but stable. All staff are aware of this and governors will be kept informed. - The ‘Deficit Recovery Group’ will be meeting on Tues 16th September to discuss finances. - Initial thoughts for the Strategic Plan include the new Writing Framework, a revised Reading/Phonics approach for KS1, EYFS (Strong Foundations) and the new OFSTED framework. - KS2 results were impressive, particularly with the greater potential for variation with the high number of children in Y6 (58 – 2 of whom were disapplied and one on holiday so scored zero) <table border="1"> <tr> <th></th><th>2025</th><th>2024</th><th>National</th></tr> <tr> <td>GPS</td><td>78%</td><td>62%</td><td></td></tr> <tr> <td>Reading</td><td>74%</td><td>74%</td><td>75%</td></tr> <tr> <td>Writing</td><td>78%</td><td>71%</td><td>72%</td></tr> <tr> <td>Maths</td><td>81%</td><td>62%</td><td>74%</td></tr> <tr> <td>R/W/M</td><td>67%</td><td>59%</td><td>62%</td></tr> </table> 10 children passed the 11+ and were offered grammar school places.		2025	2024	National	GPS	78%	62%		Reading	74%	74%	75%	Writing	78%	71%	72%	Maths	81%	62%	74%	R/W/M	67%	59%	62%		
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	Meeting ended 5.50pm Next meeting: FGB Thursday 9th October @ 4.30pm in school																										
	Minutes agreed Signed: CHAIR OF GOVERNORS Date: S Smith																										