



Bishopton Primary School Governing Board Business Meeting Minutes 12 September 2024			
		ACTION	
1	Present: TP; SS; LP; ES; JG; MC; SN; AS In attendance: SL Apologies: <i>(statutory)</i> The Attendance Record for 2023-4 has been updated and will be sent to AS for uploading to the website.	Send 2023-4 attendance record	SL
2	Declaration of interest: <i>(statutory)</i> Governors provided updated information regarding declarations of interest. This will be collated and uploaded to the website.	Send completed Dofl form to AS	SL
3	Election of Chair One nomination was received for Chair - TP proposed by LP, seconded by SN, carried unanimously. TP duly elected and continued chairing the meeting It was decided to elect two Joint Vice-Chairs for 2024-2025 to allow for succession planning. Election of Joint Vice-Chairs Two nominations was received: SS proposed by ES, seconded by LP, carried unanimously. ES proposed by MC, seconded by SN, carried unanimously SS & ES duly elected Joint Vice-Chairs	Update roles on Gov Hub	SL
4	Constitution of the Governing Board: <i>(statutory)</i> Two governor vacancies remain – one staff and one LA. There has been one expression of interest for the role of staff governor and forms have been sent out. One parent governor role requires an election as the term of office ends in Oct 2024. It was suggested that the current parent governor writes a letter to parents to provide practical information and hopefully encourage responses.	Prepare paperwork for Parent Governor election	SL
5	Governor details: Governor details were updated. Governor membership form to be sent to LA GIAS to be updated	Governor membership form to LA Update GIAS	SL SL
6	Review Terms of Reference: <i>(statutory)</i> <i>Papers sent out prior to the meeting:</i> <i>Terms of Reference</i> Summary of changes: Update review dates on all documents. Finance – remove reference to Y7 catch up Individual or Monitoring Pairs - A change of regulation regarding attendance required that we allocate a governor to monitor attendance (removing that responsibility from Safeguarding). The named governor will meet with KC to discuss low	Update and change review dates Update Monitoring Support Pack and share prior to next meeting	SL SL

	attendees, unauthorised absence and lateness. Where referrals to Children’s Services are necessary, the named governor could become involved. An LA Attendance Officer has now been appointed/allocated to the school to provide support. Update personnel <table><tr><th>Intake year</th><th>Year group</th><th>Named governor</th></tr><tr><td>2024</td><td>R</td><td>SN</td></tr><tr><td>2023</td><td>Y1</td><td>ES</td></tr><tr><td>2022</td><td>Y2</td><td>JG</td></tr><tr><td>2021</td><td>Y3</td><td>SS</td></tr><tr><td>2020</td><td>Y4</td><td>TP</td></tr><tr><td>2019</td><td>Y5</td><td>MC</td></tr><tr><td>2018</td><td>Y6</td><td>LP</td></tr></table> <table><tr><th>Statutory responsibility</th><th>Governor</th></tr><tr><td>Safeguarding</td><td>ES</td></tr><tr><td>SEND</td><td>LP/SS</td></tr><tr><td>Finance x2</td><td>TP SN</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> <table><tr><th>Governing responsibility</th><th>Governor (s)</th></tr><tr><td>Website</td><td>SN</td></tr><tr><td>Parent Surveys (Spring 1)</td><td>JG</td></tr><tr><td>Pupil Surveys (Summer 2)</td><td>Staff governor</td></tr><tr><td>Newsletter (weekly rota)</td><td>SS</td></tr><tr><td>Staff wellbeing (gov ‘drop-in’)</td><td>TP/SS</td></tr><tr><td>Publicity/promotion</td><td>JG</td></tr></table> There is a Y1/2 class this year with a teacher new to the school, Some discussion followed about how the governors monitoring Y1 and Y2 will organise the monitoring of this class. It was suggested that monitoring could focus on the Y1 and Y2 classes for Autumn & Spring Term, with the Y1/2 class covered in the Summer Term. Monitoring focus will be determined by priorities in the LIP to be confirmed at the next FGB meeting. Governors requested copies of the timetable in order to avoid break and lunchtime for their monitoring visits. An updated staff list was also requested. This information will be incorporated into the Monitoring Support Pack. Support will be given for writing Monitoring Visit reports through a proforma which will be presented at the next FGB meeting.	Intake year	Year group	Named governor	2024	R	SN	2023	Y1	ES	2022	Y2	JG	2021	Y3	SS	2020	Y4	TP	2019	Y5	MC	2018	Y6	LP	Statutory responsibility	Governor	Safeguarding	ES	SEND	LP/SS	Finance x2	TP SN	HT Appraisal x2	TP SS	Health & Safety	MC	Attendance	MC	Governing responsibility	Governor (s)	Website	SN	Parent Surveys (Spring 1)	JG	Pupil Surveys (Summer 2)	Staff governor	Newsletter (weekly rota)	SS	Staff wellbeing (gov ‘drop-in’)	TP/SS	Publicity/promotion	JG	Staff list & timetable to SL Update Monitoring Support Pack Finalise proforma for Monitoring Visit reports	
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7	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																																																				
8	Key Documents <i>Papers sent out prior to meeting:</i> <i>Governor Code of Conduct</i> <i>Keeping Children Safe in Education 2024 – caspar briefing (summary of changes from 2022-2024)</i> <i>KCSiE 2024</i> Code of Conduct was agreed 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. Governors were informed that the KCSiE 2024 document does need to be read in full but the briefing provides a summary of changes from 2022-2024.	Sign to confirm documents have been read Record gov's who have read docs	All gov's SL																																																				

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Meetings Schedule 2024-2025: (statutory)
Papers sent out prior to meeting:

- Calendar of Governing Body meetings 2024-2025

Meetings – commitment to be 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. If the situation arises that an extraordinary meeting is required, this will be held on Teams.

Autumn Term 2024		
Date	Type of Meeting/Activity	Time
12 th September	Governors Business Meeting	4.30pm
tba	Head Teachers Performance review	
Autumn 1 10 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 (JG)_	
21 st November	Deadline for Autumn Term monitoring visits to be completed. Focus: intent	
Autumn 2 28 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 6 th February	Full Governing Board Meeting - HT update - Strategic Development - SFVS	4.30pm
14 th March	Deadline for Spring Term monitoring visits to be completed. Focus: implementation	
Spring 2 27 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 (JG)	
Summer 1 15 th May	Full Governing Board Meeting - HT update - Strategic Development	4.30pm
	Head Teachers Performance Review (Target setting)	
19 th June	Deadline for Spring Term monitoring visits to be completed. Focus: impact	
Summer 2 26 th June	Full Governing Board Meeting - HT report - Monitoring update - LIP review	4.30pm

SL

Update
schedule and
upload to
gov hub

10	Governor Hub Review <i>Papers sent out prior to the meeting:</i> • <i>Response to feedback and action plan</i> Governors were thanked for their feedback on how Governor Hub is working. The document produced was designed to provide further clarification on where papers are held, with notes. Governors agreed that this document would be useful in navigating their way around GovHub. It was agreed that: • There is no need for two separate Policy folders so the policy folder in the Governance section will be removed and all policies located within the School Documents section; • The Policy folder needs to be updated more regularly – AS to provide copies of all policies held in school; • The Pupil Premium and Sports Premium folders will be moved to Finance; • Curriculum statements, currently held in school documents, to be moved to Curriculum Information folder in Governor Documents.	Make changes and update Policy folder on GovHub	SL
11	Training Safeguarding training is taking place in school over three Wednesdays after school from 3.30 – 5.30. Dates are 18th Sept, 2nd Oct and 9th Oct. The training is being led by Adrian Over who was Safeguarding lead for WCC and is now a consultant. Governors are welcome to join this training – please contact AS. New governors are required to undertake Induction to School Governance training. Dates for this term will be sent to those yet to complete this.	Send dates for Induction training.	SL
12	Policies In the light of the changes in Gov Hub it was decided to postpone agreeing the new schedule until those changes are complete. (see section 10 on policies)	Send school policies to SL	AS
13	Governor Review Ed May will be working with governors over the next year undertaking a review of governance at BPS. He is also working with AS as school improvement consultant. Governors were asked to complete a skills audit as the first part of this process. Paperwork regarding the evaluation of meetings and the role of the Chair will also be completed	Send skills audit for all governors to complete. Complete self-evaluation for meetings/role of Chair	SL All govs SL/TP
13	AOB The school has received a letter from the LA confirming the retention of Category 2 status. Governors asked if the Shottery new school had been started yet and what impact this has had. The new school has not yet begun but the numbers at BPS are very healthy. 15 new pupils have started since September, with a further 11 offers for new admissions. 3 pupils have left (2 to Great Alne Primary and 1 to Nottingham. Current number stands at 303. There are still TA appointments to be made. There was some discussion regarding the requirements for a TA and a number of suggestions were made to try and recruit.		
Meeting ended 6.20pm Next meeting: FGB Thursday 10th October @ 4.30pm in school			
Signed: T Pearson			Minutes agreed CHAIR OF GOVERNORS Date: