



Bishopton Primary School Governing Board FGB Meeting Minutes 6th February 2025

		ACTION	
1	Welcome & Apologies Present: TP; SS; ES; MC; AS Governors were informed of the resignation of SN and the appointment of CH as LA Governor In attendance: SL Apologies: <i>(statutory)</i> MS; JG; NP not in attendance – no apologies received	Induction training to CH Update WhatsApp group	SL
2	Declaration of interest: <i>(statutory)</i> None declared		
3	Constitution of the Governing Board: <i>(statutory)</i> MC resigned as co-opted governor and reappointed to fill the parent governor vacancy. One vacancy remains for a co-opted governor. TP informed governors that he will step down as Chair from September 2025	Update GovHub details	SL
4	LIP portfolio holder presentation – AS The new improvement plan (Strategic Plan) was introduced in September 2024 – the previous plan was not considered fit for purpose and was simply a tick box exercise. The new plan covers everything – how to delegate, how to hold to account – and the structure now in place enables this to be more effective. Five priority areas, with Key Objectives (KO), are covered in the Strategic Plan 2024-2025: - Phonics - Leadership - Recall - English - Arithmetic Each area is led by a Portfolio Holder, with time given to monitor and review progress. Phonics is the first KO – if children cannot read, they cannot access the curriculum. Staff have been employed to drive phonics intervention and the focus of the Plan is the impact of that intervention. The target is for 25% increase in those achieving the phonics screening (the only available national data for KS1) and the current situation is: 63% on target at the end of the Autumn Term - Following intervention, more children are on target - Progress is now tracked using the Read Write Inc package, which also provides the scheme now used in school to deliver phonics The phonics portfolio holder has been off school since Christmas – this is an additional unexpected change for the new Strategic Plan and action needed to be		

	taken to ensure that the paperwork and RAG rating is kept updated. The teacher employed to deliver intervention has been employed for an extra day to fulfil this role. AS is the portfolio holder for the second KO – Leadership. Each portfolio holder meets with AS every three weeks and evidence is building up to show progress against objectives. A shared drive, accessed by all portfolio holders, is used to schedule monitoring so that no one class is overloaded. Portfolio holders can also bid for staff meeting time for training. In addition to developing the leadership role of the portfolio holders, curriculum leads will provide mid-year and end-of-year impact statements. Governors asked for these to be shared with them. Monitoring teaching and learning will move away from lesson observations to a greater focus on book trawls as this provides more powerful evidence of impact. With a focus on quantity, quality, marking and feedback in books, portfolio holders will look for consistency across classes in a year group. Any issues can inform follow-up monitoring which may or may not involve observations The new plan is more rigorous and challenging and is enabling a more strategic approach but there are issues that impact on time available for the process: • Parental complaints • LA placing children inappropriately • Challenging children already in school A meeting is planed with the LA in March to discuss this. AS produced all areas of the strategic plan for the Autumn Term, modelling the process. Portfolio holders worked alongside AS to produce the Spring Term, with a view to taking over the process for their KO for the Summer Term. Moving forward, priorities and Key Objectives will evolve/change based on need but skills that are being honed will be useful and transferable. Current areas will continue to be monitored to ensure that any improvements do not slip back. Who is monitoring and evaluating the work of AS? AS and VC monitoring each other. In addition, AS has regular meetings with the educational consultant. How are staff reacting? Portfolio holders are benefitting from the coaching approach in meetings with AS and have 2 hours a week to carry out such tasks as pupil interviews, book trawls and writing up reports. TA support is used to cover this mainly. The suggestion was made that presentations are not the most effective way for governors to monitor the new Strategic Plan (please see item 8 for the follow-up discussion on changes to governor monitoring).	Share impact statements	AS																					
5	Minutes of last meeting The minutes from the FGB Meeting of 28 November 2024 - agreed and signed.	Send pdf to AS for website	SL/AS																					
6	Matters Arising <table><tr><th colspan="3">Action points from FGB 28th November 2024</th></tr><tr><td>Letter to parents/carers re gov vacancy</td><td>TP</td><td></td></tr><tr><td>Upload presentation ppt to gov hub</td><td>VC/SL</td><td></td></tr><tr><td>Send minutes pdf to AS for website</td><td>SL</td><td></td></tr><tr><td>Attendance Gov to liaise with LC/KC</td><td>MC</td><td>ongoing</td></tr><tr><td>Comments & observations on strategic plan ready for discussion at next meeting</td><td>All gobs</td><td></td></tr><tr><td>Inform NE of governor decision not to pursue MAT</td><td>TP</td><td></td></tr></table>			Action points from FGB 28 th November 2024			Letter to parents/carers re gov vacancy	TP		Upload presentation ppt to gov hub	VC/SL		Send minutes pdf to AS for website	SL		Attendance Gov to liaise with LC/KC	MC	ongoing	Comments & observations on strategic plan ready for discussion at next meeting	All gobs		Inform NE of governor decision not to pursue MAT	TP	
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	Investigate comment 4 of staff survey	TP/AS	
7	Headteacher update <i>Papers sent out prior to the meeting:</i> • HT update • Strategic Plan (latest version) Governors were informed that, along with the new Strategic Plan, a Position Statement will be produced half termly outlining where the school is using OFSTED headings. The Analyse School Performance (ASP) service, which supports school improvement initiatives by offering detailed reports on pupil attainment and progress, will be used to inform the Position Statement. It was proposed that this document should replace the Headteacher report – governors agreed. Governors noted that the percentage for stability is low, meaning that mobility is higher than normal. Most of these are children coming into school - 23 children have joined the school since September – and there are plans to improve the assessment of these children on joining the school. 27 first-choice applications have been received but it is proposed to keep two classes in Reception as historically this number increases. Safeguarding – 300 referrals have been received since September. This is a marked increase and adds to the time pressure. Data – TP had compared current data with same time last year – all cohorts have improved particularly SEND. AS explained that this is partly to do with a faster turnaround of paperwork for parents and teachers. There is an anomaly in Y6, explained mainly by the movement of children in and out of that year group. It was noted that the only national data covers Y1 and Y6 and, given the issues surrounding mobility and SEND, it is important to find an effective way of monitoring those who have been in school since Reception against those who have joined since. Governors were asked to consider what they need		
8	Strategic Development <i>Papers sent out prior to the meeting:</i> • Governance Review Governors were asked if they recognised themselves in the strategic plan to enhance school governance – they did. 2 key areas were highlighted: Training: • Areas of need to be identified – Safeguarding, attendance and SEND for all • Impact to be recorded, with next steps • Feedback form to be established and shared through pre-meeting folder initially. Folder to be re-established on GovHub Monitoring:	Find training courses Create and share feedback form	SL SL

	Following the discussion in Item 4, the proposal was made to link governors to the priority areas in the Strategic Plan – Governor Champions. The responsible governors would then liaise with the portfolio holder for their designated priority. Governors commented that being in school is important. They like coming into school, to understand how the school works and wondered if this could be linked with following cohorts. They were challenged to consider whether following a cohort is strategic and if there is a plan written by the portfolio holder, whether visits are needed. It was agreed that in-school visits should still form part of the governor monitoring role. However, there needs to be a greater focus on being more strategic. It was proposed that there should be one meeting per term with portfolio holders (using Teams where possible) and one in-school visit per year. Governors agreed to move away from following cohorts to being champions, linking up with portfolio holders. It was agreed that email between meetings could be used for governors to express preferences for roles as follows: • Key Objective 1 – Phonics • Key Objective 2 – Leadership • Key Objective 3 – Recall • Key Objective 4 – English • Key Objective 5 – Arithmetic • Safeguarding • SEND • Attendance & Behaviour It was also agreed to review the agenda taking into account the suggestions in the strategic plan for governance, changes as a result of the new school Strategic Plan and governor monitoring	Inform staff & govts of new monitoring system Review agenda - create draft agenda	TP SL
9	Finance <i>Papers sent out prior to the meeting:</i> • SFVS The finance meeting had not been held prior to the meeting so no budget to review. Governors agreed the SFVS. Governor Hub subscription changing to GovernorHub One from April 2025 and will include Governor Knowledge as part of the subscription. Governors agreed to renew.	SFVS to LA	TP
	Meeting ended 6.30pm Next meeting: FGB Meeting Thursday 27th March @ 4.30pm in school		
	Minutes agreed		
	Signed: T Pearson	CHAIR OF GOVERNORS	Date: