



Bishopton Primary School Governing Board Business Meeting Minutes 14 September 2023			
		ACTION	
1	Present: TP; SS; LP; ES; JD; AS In attendance: SL Apologies: <i>(statutory)</i> OT; DS The Attendance Record for 2022-2023 needs to be updated and sent to AS for uploading to the website.		SL
2	Declaration of interest: <i>(statutory)</i> TP declared a potential conflict of interest regarding personal dealings with Stratford School and the MAT process, offering to step back from the process and the position of chair. JD responded stating that TP has already shown that he has a lot to contribute to the process, can focus on the bigger picture and will work in the best interests of BPS. AS pointed out that both he and SS are parents of children at the school. All governors supported TP continuing to be a part of the process.	Update 2022-2023 attendance record	SL
3	Election of Chair One nomination was received for Chair - TP Proposed JD, seconded SS, carried unanimously. TP duly elected and continued chairing the meeting It was decided to elect one Vice-Chair for 2023-2024 Election of Vice-Chair One nomination was received – SS Proposed LP, seconded ES, carried unanimously. SS duly elected Vice-Chair	Update terms of office on GovHub Update Gov Hub	SL SL
4	Constitution of the Governing Board: <i>(statutory)</i> Two governor vacancies remain – one co-opted and one LA. The suggestion was made to send out a message to new parents re the co-opted vacancy. Approaching local businesses will be followed up -DS is planning an event to link the school with local businesses.	Letter to new parents Contact local businesses re governor vacancy	TP DS
5	Governor details: No changes. Governor membership form needs to be sent to LA.	Governor membership form to LA	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. It was agreed to remove the Pay Committee TOR from Governor Responsibilities Governing Board - Remove reference to Pay Committee in section on Appraisal & Performance Management	Update and change review dates	SL

	- Remove reference to home/school agreements in section on Information to Parents Individual or Monitoring Pairs - Update personnel <table><tr><th>Intake year</th><th>Year group</th><th>Named governor</th></tr><tr><td>2023</td><td>R</td><td>ES</td></tr><tr><td>2022</td><td>Y1</td><td>DS</td></tr><tr><td>2021</td><td>Y2</td><td>SS</td></tr><tr><td>2020</td><td>Y3</td><td>TP</td></tr><tr><td>2019</td><td>Y4</td><td>JD</td></tr><tr><td>2018</td><td>Y5</td><td>LP</td></tr><tr><td>2017</td><td>Y6</td><td>ES</td></tr></table> <table><tr><th>Statutory responsibility</th><th>Governor</th></tr><tr><td>Safeguarding & Attendance</td><td>ES</td></tr><tr><td>SEND</td><td>LP</td></tr><tr><td>Finance x2</td><td>TP JD</td></tr><tr><td>HT Appraisal x2</td><td>TP SS</td></tr><tr><td>Health & Safety</td><td>DS</td></tr></table> <table><tr><th>Governing responsibility</th><th>Governor (s)</th></tr><tr><td>Website</td><td>ES</td></tr><tr><td>Parent Surveys (Spring 1)</td><td>LP</td></tr><tr><td>Pupil Surveys (Summer 2)</td><td>OT</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>DS/LC</td></tr></table> Monitoring focus for this year: - Writing/punctuation – governors have overviews of expectations for each year; - Year on year development of learning/curriculum Teachers have produced documents which state how prior learning impacts on the current year – these will be provided to support governors in their monitoring role. All new members of staff are to be invited to meet the governors prior to the next meeting – Thursday 19th October @ 4.15pm. TP to send out invite. Staff wellbeing check this term – staff to be given an email option in addition to face-to-face. Monitoring list of staff and contact emails – update to be sent to TP for updating and circulation. Lancashire Grid for Learning – school avoidance – useful for attendance issues.	Intake year	Year group	Named governor	2023	R	ES	2022	Y1	DS	2021	Y2	SS	2020	Y3	TP	2019	Y4	JD	2018	Y5	LP	2017	Y6	ES	Statutory responsibility	Governor	Safeguarding & Attendance	ES	SEND	LP	Finance x2	TP JD	HT Appraisal x2	TP SS	Health & Safety	DS	Governing responsibility	Governor (s)	Website	ES	Parent Surveys (Spring 1)	LP	Pupil Surveys (Summer 2)	OT	Newsletter (weekly rota)	SS	Staff wellbeing (gov 'drop-in')	TP/SS	Publicity/promotion	DS/LC		
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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	AS TP TP AS TP																																																		
8	Key Documents <i>Papers sent out prior to meeting:</i> <i>Governor Code of Conduct</i> <i>Keeping Children Safe in Education (KCSiE) 2021</i> <i>KCSiE summary of changes (Warwickshire Governor Services)</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 2023 document does need to be read in full but Annex F provides a useful summary of changes from the 2022 document.	Sign to confirm documents have been read Record govts who have read docs	All govts SL																																																		

9	Meetings Schedule 2023-2024: (statutory) <i>Papers sent out prior to meeting:</i> • <i>Calendar of Governing Body meetings 2023-2024</i> 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. <table><tr><th colspan="3">Autumn Term 2022</th></tr><tr><th>Date</th><th>Type of Meeting/Activity</th><th>Time</th></tr><tr><td>14th September</td><td>Governors Business Meeting</td><td>4.30pm</td></tr><tr><td>tba</td><td>Head Teachers Performance review</td><td></td></tr><tr><td>Autumn 1 19th October</td><td>Full Governing Board Meeting - HT update - Strategic Development</td><td>4.30pm</td></tr><tr><td>10th November</td><td>Governor drop-in for staff – wellbeing (TP/SS)</td><td></td></tr><tr><td>tbc</td><td>Reception Parent Survey (LP)</td><td></td></tr><tr><td>23rd November</td><td>Deadline for Autumn Term monitoring visits to be completed. Focus: intent</td><td></td></tr><tr><td>Autumn 2 30th November</td><td>Full Governing Board Meeting - HT report - Monitoring updates</td><td>4.30pm</td></tr><tr><th colspan="3">Spring Term 2023</th></tr><tr><th>Date</th><th>Type of Meeting/Activity</th><th>Time</th></tr><tr><td>tba</td><td>Head Teachers Performance Review</td><td></td></tr><tr><td>Spring 1 1st February</td><td>Full Governing Board Meeting - HT update - Strategic Development - SFVS</td><td>4.30pm</td></tr><tr><td>14th March</td><td>Deadline for Spring Term monitoring visits to be completed. Focus: implementation</td><td></td></tr><tr><td>Spring 2 21st March</td><td>Full Governing Board Meeting - HT report - Monitoring update - Approve budget for submission</td><td>4.30pm</td></tr><tr><th colspan="3">Summer Term 2023</th></tr><tr><th>Date</th><th>Type of Meeting/Activity</th><th>Time</th></tr><tr><td>tbc</td><td>Pupil surveys (HH) Parent survey (LP)</td><td></td></tr><tr><td>Summer 1 2nd May</td><td>Full Governing Board Meeting - HT update - Strategic Development</td><td>4.30pm</td></tr><tr><td></td><td>Head Teachers Performance Review (Target setting)</td><td></td></tr><tr><td>15th June</td><td>Deadline for Spring Term monitoring visits to be completed. Focus: impact</td><td></td></tr><tr><td>Summer 2 27th June</td><td>Full Governing Board Meeting - HT report - Monitoring update - LIP review</td><td>4.30pm</td></tr></table>	Autumn Term 2022			Date	Type of Meeting/Activity	Time	14 th September	Governors Business Meeting	4.30pm	tba	Head Teachers Performance review		Autumn 1 19 th October	Full Governing Board Meeting - HT update - Strategic Development	4.30pm	10 th November	Governor drop-in for staff – wellbeing (TP/SS)		tbc	Reception Parent Survey (LP)		23 rd November	Deadline for Autumn Term monitoring visits to be completed. Focus: intent		Autumn 2 30 th November	Full Governing Board Meeting - HT report - Monitoring updates	4.30pm	Spring Term 2023			Date	Type of Meeting/Activity	Time	tba	Head Teachers Performance Review		Spring 1 1 st 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 21 st March	Full Governing Board Meeting - HT report - Monitoring update - Approve budget for submission	4.30pm	Summer Term 2023			Date	Type of Meeting/Activity	Time	tbc	Pupil surveys (HH) Parent survey (LP)		Summer 1 2 nd May	Full Governing Board Meeting - HT update - Strategic Development	4.30pm		Head Teachers Performance Review (Target setting)		15 th June	Deadline for Spring Term monitoring visits to be completed. Focus: impact		Summer 2 27 th June	Full Governing Board Meeting - HT report - Monitoring update - LIP review	4.30pm	Update schedule and upload to gov hub	SL
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10	MAT update <i>Papers sent out prior to the meeting:</i>																																																																				

- *Prospective MAT FAQs*
- *Prospective MAT update July 2023*
- *Primary School Academy Conversion document*
- *Scheme of Delegation – for discussion*
- *Notes from meeting held on 7th September*

Governors expressed their gratitude for the updates over the summer – it was clear that meetings have become more organised and business-like. It was felt that the process is collaborative with no one school dictating direction and the FAQs provided a good basis for communicating with stakeholders. An indicative timeline has now been laid out:

- *Sept – Nov '23; Steering group & sub-groups work through the planning/documentation*
- *Dec '23: Each school's governing body approves a resolution to join the MAT (this will enable them to sign a Memorandum of Understanding)*
- *Jan '24: Each primary school submits an academy conversion form*
- *Jan '24: Stratford School submit the application form for a SAT to become a MAT*
- *Feb-Mar 24: The Regional Delivery Team then work with us to process the application and conduct due diligence to ensure the MAT is sustainable (approx. 2 months)*
- *Mar-Apr 24: The application goes to the Advisory Board for approval (meets monthly)*
- *Apr-Aug 24: Following approval, the legal work to undertake conversion begins (approx. 5 months, possibly longer if there are complications)*
- *Sept 24: MAT opens*

Sub-groups will meet on Teams to focus on key areas:

FOCUS	BPS governors	Head representative
Structure of the MAT	TP/JD	AS (BPS)
Scheme of Delegation	SS/DS	PL (TJ)
Communication, Q&A, timeline	TP/LP	NW (SS)
Finance	JD/LP	NW (SS)

In addition, there will be half termly meetings with significant groups (Deputy Heads/Office Managers/SENCo) from each school with the chair shared between the three schools. These will be held at Stratford School – first meeting 4th October. SLT meetings between BPS and TJ will involve phase leads.

The suggestion is being explored to hold an Art Competition/Exhibition to involve all three schools, displaying at Stratford School with art on sale. This will encourage parents to visit all three schools and help promote the idea of greater collaboration.

A date needs to be set for all staff to be informed that the process is going ahead – it is important that this is delivered in a consistent way across all schools and Heads are working together on this. Governors felt that parents will want to know why this course of action has been chosen and it important that responses are positive and reassuring.

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| 11 | Training
Safeguarding training will take place at the next FGB. | | |
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| 12 | Policies
The following policies have been updated: <ul style="list-style-type: none"> • Behaviour • Staff behaviour/Code of Conduct | | |
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	• Safeguarding The following policies need to be reviewed and updated versions placed on the website: • Health & Safety • SEND TP questioned whether a separate Whistleblowing Policy was required. AS informed governors that the LA policy had been adopted and was available to all staff in the staffroom.	Update policies on website	AS
13	AOB Governors were informed that funding has been received for the Afghan children, most of whom have now left. This money will be used to replace outdoor equipment, provide new equipment for the caretaker and more resources for the nurture room, including more appropriate outdoor flooring.		
	Meeting ended 6.30pm Next meeting: FGB Thursday 19th October @ 4.30pm in school		
	Minutes agreed Signed: CHAIR OF GOVERNORS Date: T Pearson		