



Bishopton Primary School Governing Board FGB Meeting Minutes 30 November 2023															
		ACTION													
1	Welcome & Apologies Present: SS; LP; JD; AS; OT In attendance: SL Apologies: (statutory) DS ES TP As TP was absent due to illness, SS chaired the meeting. SL confirmed that the meeting was quorate and could go ahead.														
2	Declaration of interest: (statutory) Most governors have confirmed acceptance of the Code of Conduct and that they have read the key documents.														
3	Constitution of the Governing Board: (statutory) No response has been received regarding the Governor vacancies. It was suggested that a post be placed on the UK School Governance Network UK (Facebook) – LP to liaise with TP regarding wording.	Post advert on Facebook	LP/TP												
4	Minutes of last meeting Governors were asked to approve the following: <i>‘Following the FGB meeting on 19th Oct 2023, it was proposed that all discussions and notes relating to the proposed creation of a local MAT be kept confidential until such time as a decision has been made on whether to take this forward.’</i> Governors approved the proposal. The minutes (& confidential minute) from the FGB Meeting of 19 th Oct were agreed and signed.														
5	Matters Arising <table border="1"><thead><tr><th colspan="3">Action points from FGB 19th October 2023</th></tr></thead><tbody><tr><td>Follow up on gaps in confirmations and send copy of report to AS</td><td>SL</td><td>*</td></tr><tr><td>Place updated policies on website</td><td>AS</td><td></td></tr><tr><td>Agree date for Christmas drinks & nibbles for Staff</td><td>TP/AS</td><td></td></tr></tbody></table> *There are still gaps in confirmations – those governors yet to confirm that they have read all of the key documents have been contacted and reminded to go to their profile on govhub and tick the confirmation box. Christmas drinks and nibbles for staff will be held from 3.30 – 4.30 on Thursday 14th December. It was agreed that a limited ‘menu’ would be fine and governors agreed to fund the costs personally.			Action points from FGB 19 th October 2023			Follow up on gaps in confirmations and send copy of report to AS	SL	*	Place updated policies on website	AS		Agree date for Christmas drinks & nibbles for Staff	TP/AS	
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6	Safeguarding training The decision was made to postpone this to the next FGB so that all governors can access it. It was agreed that the presentation slides will be sent out to all governors in the meantime.	Safeguarding training ppt slides to all governors	AS												

7	Headteacher Report <i>Papers sent out prior to the meeting:</i> • HT report The visit by the head of SEND in Warwickshire was productive and he was able to witness the challenges that face the staff and pupils at BPS. A discussion about the future of SEND, particularly around re-visiting SEND specialist units within mainstream schools was shared with governors. • LA is actively seeking schools to create resource bases by redeveloping existing resources rather than building new facilities; • Children with high level needs (with diagnosis and care plans) from the base school would have priority; • Governors would establish the criteria and numbers; • Staffing would be specific to the resource base; • Separate admission arrangements would be dealt with by the LA using guidelines created by the governors. There followed a discussion about the historical reasons for not wishing to establish a resource base at BPS and whether governors would want to investigate this further now. It was suggested Ross Caws (head of SEND in Warwickshire) be invited to present to governors. Pupil Premium Expenditure – is this considerably more than usual? Yes. It is based on those children who qualify for Free School Meals (FSM) which is updated each term using census data. However, the funding is adjusted annually. Some expenditure is easier to identify than others – it takes time to ensure that all funding can be accounted for. What is it used for? Some examples include subsidised after-school provision (there is no charge for FSM children now), practical resources to support learning (including staffing) and ensuring access to visits outside school (including residential). Behaviour – the visit from two police officers to talk to children in Yrs 5/6 has had a positive impact and this will continue to be monitored. Evidence is being gathered for an appeal that has been lodged regarding a request for 2 pupils to move into Y6. The current Y6 class has 34 pupils and this is the class size limit for KS2 that was agreed by governors on 7th Feb 2019. Governors agreed that it would be inappropriate to place more children in the current Y6 class.	Contact RC re presentation to governors	AS
8	Strategic Development <i>Papers sent out prior to the meeting:</i> • Monitoring visit reports • SEND Governor meeting notes • Safeguarding visit • MAT meetings notes The focus for visits this term was ‘intent’ – and governors were reminded to make reference to the LIP in their reports. Governors were asked for any comments and observations on their visits. There was a general feeling of excitement and engagement among the children, with safe environments conducive to learning. SEND meeting: • Number of pupils with high level SEN needs coming into school is increasing; • Staff are very supportive – identifying needs/provision; • Challenges in recruiting TA support for meet EHCP requirements;		

	- Some children inappropriately placed but alternatives are limited Safeguarding visit – evidence of - Green forms completed across variety of staff; - Involvement of outside agencies and impact on workload; - Single Central Record up to date; - Updated signs around school and identification of key staff; - Pupils behaving safely with a clear understanding of the processes to keep them safe. MAT update – confidential minute		
9	Finance <i>Papers sent out prior to the meeting:</i> <i>Creative Play quotation</i> The quotation for the new outdoor play area is £42000, to include a traverse wall and four tower jigsaw. The quote includes the removal of existing equipment and tyres and flooring and comes with a 2-year guarantee (after the initial 2 years, individual suppliers' guarantees come into force – some up to 10 years). The company have shown great flexibility and adaptability and can potentially complete the work in the new year. It was felt that this would add a new dimension to the outdoor play scene and funding is covered. All governors present approved the expenditure but approval also required from those not present	Contact TP ES & DS for approval asap	SL
11	AOB The results of the Reception Parent survey were shared – a very positive response. Additional comments included questioning the staggered start – it was explained that this is a proven way of settling the children in gradually and helps them to manage the long Autumn Term. The additional comments will be sent to Reception staff and the survey results be uploaded to the website.	Send additional comments to Reception staff Upload survey results	LP AS/VC
	Meeting ended 7pm Next meeting: FGB Thursday 1st February @ 4.30pm in school		
	Minutes agreed Signed: S Smith VICE-CHAIR OF GOVERNORS Date:		