



Bishopton Primary School Governing Board

FGB Meeting Minutes

2 May 2024

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1	Welcome & Apologies Present: TP; SS; AS; ES; LP; JG; MC; SN; OT In attendance: SL Apologies: (<i>statutory</i>)																																									
2	Declaration of interest/DBS/Code of Conduct: (<i>statutory</i>) DBS to be completed for SN Code of Conduct to be signed/confirmed on GovernorHub once access has been enabled.	DBS/secure email for SN Support with Gov Hub	SN/KC SL																																							
3	Constitution of the Governing Board: (<i>statutory</i>) Governors were asked to approve the appointment of Marcia Cox as Co-opted Governor and Sushmita Nathawe as Parent Governor – this was carried unanimously and Marcia and Sushmita were officially welcomed to the Board. One vacancy remains for a LA governor.																																									
4	Minutes of last meeting The minutes from the FGB Meeting of 21 st March were agreed and signed.	Send minutes to AS for website	SL/AS																																							
5	Matters Arising <table><tr><th colspan="3">Action points from FGB 21 March 2024</th></tr><tr><td>Set up secure email and govhub access for JG</td><td>SL/KC</td><td></td></tr><tr><td>Parent governor vacancy advert</td><td>SL/KC</td><td></td></tr><tr><td>Send pdf version to AS for website</td><td>SL</td><td></td></tr><tr><td>Prepare proposal for AP base at Bishopton</td><td>AS</td><td>See note below</td></tr><tr><td>Prepare submission re Shottery new school for consultation</td><td>TP/AS</td><td></td></tr><tr><td>Annual Staffing Structure review – agenda item next meeting</td><td>SL</td><td></td></tr><tr><td>Review GB objectives – agenda item next meeting</td><td>SL</td><td></td></tr><tr><td>Add Virtual School (Children in Care) to monitoring schedule</td><td>SL</td><td>Summer 2</td></tr><tr><td>Additional LA funding – agenda item next meeting</td><td>SL</td><td></td></tr><tr><td>Submit budget</td><td>TP/AS</td><td></td></tr><tr><td>Submit SFVS</td><td>TP</td><td></td></tr><tr><td>School Term & Holiday Dates – submit decision to approve</td><td>TP</td><td></td></tr></table>			Action points from FGB 21 March 2024			Set up secure email and govhub access for JG	SL/KC		Parent governor vacancy advert	SL/KC		Send pdf version to AS for website	SL		Prepare proposal for AP base at Bishopton	AS	See note below	Prepare submission re Shottery new school for consultation	TP/AS		Annual Staffing Structure review – agenda item next meeting	SL		Review GB objectives – agenda item next meeting	SL		Add Virtual School (Children in Care) to monitoring schedule	SL	Summer 2	Additional LA funding – agenda item next meeting	SL		Submit budget	TP/AS		Submit SFVS	TP		School Term & Holiday Dates – submit decision to approve	TP	
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	From Matters Arising: A further meeting was held with Dale Bromfield to discuss hosting a Specialist Resourced Provision (SRP), which would focus on Social, Emotional and Mental Health (SEMH) needs. This is part of the Local Authority’s strategy for																																									

	supporting children with high needs in a mainstream setting. Key points from the discussion include: • The SRP would be fully funded for up to 8 places with one specialist teacher and two teaching assistants. Top-up funding is guaranteed for the first two years; • Ongoing advice, guidance and training would be available for the SRP staff and provide a hub of SEND expertise in the school; • A possible site for the base has been identified – the current nurture room and SENDCo office could be converted, adding toilets. There is a separate outdoor space and entrance. • The current nurture space and SENDCo office would have to be rehoused – discussion is taking place regarding improving the ‘kerb appeal’ and site security of Bishopton. This would involve creating a new entrance which could release space for SENDCo. Alternative spaces in school were discussed for the nurture space. This is an alternative to the Alternative Provision that was presented at the last FGB, which focussed on children who are at risk of or have been excluded. Governors agreed that there is a need for both types of provision. However, the decision on which to choose had to be based on what is appropriate for Bishopton. Concern was expressed about the reputation of the school and how hard everyone had worked to ensure that Bishopton is a school that values and supports all children. Governors were informed of an initiative to support more able children, working with King Edwards the Sixth Grammar School (KES) to break down barriers amongst those who do not see that a grammar school education is for them. This will show the community that Bishopton are supporting both ends of the spectrum. Governors agreed to visit other provisions, investigate how the process works in reality (particularly with regard to recruitment) and report back to the next FGB when a final decision will be made. ES – Lillington; LP – Welford; OT/HH – Shipston	Visits to other provisions	ES/LP OT/HH
7	Headteacher Report <i>Papers sent out prior to the meeting:</i> • HT report • Standards – Spring 1 • LA policies – Family Friendly Guidance/Flexible Working Guidance/Management of Change • Working Together to Safeguard Children 2023 – Statutory Guidance New children have been welcomed from the new housing. A number of children have left the school to be home-educated – 6 since Easter. It was clarified that the maternity cover will be covered by one teacher until Christmas. Then the job share would be between the maternity cover teacher and the returning teacher until February half term, when the maternity cover teacher will be replaced by another returning member of staff. The post is currently being advertised. There are 7 Teaching Assistant (TA) vacancies – JG offered to support the school in advertising posts. Play equipment – a rota is being prepared so that this can be used.	JG to liaise with KC on TA vacancies	JG/KC

	Why is SEND writing so poor in Y1/2? Motor skills will be holding children back with their writing in the lower years – reading and maths mostly rely on oral skills. What is the reason for the low percentage of girls in Y2 expected or exceeding in writing? The girls in this year group tend to be quite passive and anxious about making mistakes. This holds them back. Work is being done to increase their confidence. Figures for reading and maths show a more even split. Three policies required governor approval. These policies have been updated in response to changes in employment legislation from April 2024 – a summary of which has also been distributed for information. Governors approved unanimously. Governors were alerted to the new safeguarding document ‘Working Together to Safeguard Children 2023 – Statutory Guidance. A summary of the changes will be shared with governors. Reporting to parents – these have been streamlined and will include Class/Headteacher comments, detail regarding core subjects and an effort/attainment grade for all other subjects.	Notify employees of the adoption of the policies & make copies available Send out summary of changes (WTSC2023)	AS SL
8	Strategic Development Good progress has been made towards achieving Governor LIP objective, with governors stepping in for the empty monitoring roles. Evidence can be found in the monitoring visit reports. Monitoring roles -support will be provided for the new governors for their first visits this term: • JG – Y1 with SS • MC – Y4 with TP • SN – Y6 with ES Additional roles: • Finance – TP/SN • Health & Safety – MC (with SS to begin with) • Publicity & Promotion – JG/LP Virtual Schools Monitoring Visit document outlined areas of strength and agreed actions. A full report on this will be received at the next meeting. Governor training – we are entitled to two sessions of free training as a consortium. Governors were asked for suggestions. Contact will be made with the other schools for their ideas.	Virtual School report next FGB Contact consortium schools re joint training	AS TP
9	Finance Further to the information received at the last FGB regarding additional budget allocation, it has been indicated that similar amounts will be allocated in the next two years. This allows for development plans to continue and current class structure to be maintained.		
11	AOB • Parent survey – questions agreed. Survey to be sent out in the first week of next half term. • Governor approval was granted for the Y5 & Y6 residential visits to be held in June.	Send out parent survey	LP

	- Staff wellbeing survey – many positives. Concerns about bad behaviour. TP/SS to report to SLT and feedback to staff. - Staff tea party – Wednesday 26th June 4pm. £10 contribution from governors – SL to co-ordinate. <i>OT left the meeting</i> - Honorarium for a member of staff was agreed - Training for new governors – send details to MC/SN	Wellbeing feedback Bank details for govs Gov training – induction – details to MC/SN	TP/SS SL SL
	Meeting ended 6.25pm Next meeting: FGB Thursday 27th June @ 4.30pm in school		
	Minutes agreed		
	Signed: CHAIR OF GOVERNORS Date: T Pearson		