



Bishopton Primary School Governing Board																																											
FGB Meeting Minutes																																											
27 June 2024																																											
		ACTION																																									
1	Welcome & Apologies Present: TP; MC; LP; AS; In attendance: SL Apologies: <i>(statutory)</i> SS; ES; OT; JG; SN It was agreed that the meeting should go ahead even though it was not quorate – any items needing approval would be circulated following the meeting.																																										
2	Declaration of interest: <i>(statutory)</i> None declared																																										
3	Constitution of the Governing Board: <i>(statutory)</i> LA Governor position still vacant.																																										
4	Minutes of last meeting The minutes from the FGB Meeting of 1 May 2024 were agreed and signed.		Send pdf version to AS for website	SL/AS																																							
5	Matters Arising <table border="1"><thead><tr><th colspan="3">Action points from FGB 27 June 2024</th></tr></thead><tbody><tr><td>Arrange DBS/secure email for SN – invite to GovHub</td><td>SN/KC/SL</td><td></td></tr><tr><td>Send pdf of minutes to AS for website</td><td>SL</td><td></td></tr><tr><td>Visits to other provisions for information gathering</td><td>ES/LP OT/HH</td><td></td></tr><tr><td>Liaise with KC on TA vacancies</td><td>JG</td><td>tbc</td></tr><tr><td>Notify employees of the adoption of new policies and make copies available</td><td>AS</td><td></td></tr><tr><td>Send out summary of changes – WTSC2023</td><td>SL</td><td></td></tr><tr><td>Virtual School report on agenda for next FGB</td><td>SL/AS</td><td></td></tr><tr><td>Contact consortium schools re joint training</td><td>TP</td><td></td></tr><tr><td>Send out parent survey</td><td>LP/KC</td><td></td></tr><tr><td>Wellbeing feedback</td><td>TP/SS</td><td></td></tr><tr><td>Bank details re Staff tea party</td><td>SL</td><td></td></tr><tr><td>Induction training details to MC/SN</td><td>SL</td><td></td></tr></tbody></table> Joint training update: Some ideas were shared, including a focus on SEND and effective governance. However, there did not seem much enthusiasm for this across the consortium. Parent Survey update: 106 responses were received, with 18 additional comments which have been passed on to AS. Some comments will be taken for the prospectus. A discussion followed about how to encourage more parents to become involved and have their say. It was reported that there had been some interest in re-establishing Friends of Bishopton School and it was decided that		Action points from FGB 27 June 2024			Arrange DBS/secure email for SN – invite to GovHub	SN/KC/SL		Send pdf of minutes to AS for website	SL		Visits to other provisions for information gathering	ES/LP OT/HH		Liaise with KC on TA vacancies	JG	tbc	Notify employees of the adoption of new policies and make copies available	AS		Send out summary of changes – WTSC2023	SL		Virtual School report on agenda for next FGB	SL/AS		Contact consortium schools re joint training	TP		Send out parent survey	LP/KC		Wellbeing feedback	TP/SS		Bank details re Staff tea party	SL		Induction training details to MC/SN	SL			
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			Refer interested parents to AS Produce summary	MC LP																																							

	this would be best followed up in September, with the interested parents encouraged to contact AS. Wellbeing feedback: TA meetings are now happening and there are plans to work with them on clarifying roles and how best to support them. VC to lead on this. A proposal was made to hold the wellbeing meetings between governors and staff twice a year to enable prompt follow-up and review and this was agreed. Visits to other provisions: A report on the visit to the Maple Resource Provision at Lillington was shared prior to the meeting. The focus of the provision is Communication and Interaction rather than SEMHS which is what we are looking at. Whilst they were positive about LA support regarding funding for the building, issues were identified with staffing – the new KS1 section was due to open in September but they have been unable to recruit a teacher. Workload was also identified as a challenge – the SENCo oversees the provision as well as fulfilling the role in the mainstream school. The school has maintained its version of the ‘Hive’ for its mainstream pupils and governors agreed that this would be a priority for BPS. Contact has been with Welford School but no response has been received as yet. The provision at Shipston, suggested for a visit by OT/HH, has not been built yet. The suggestion was made that an out-of-county alternative should be considered for a visit NB: Governors were informed that alterations to the front entrance would have to be from mainstream capital expenditure rather than as part of SEND capital expenditure.	report for staff. Investigate further examples of provision	
6	Headteacher Report <i>Papers sent out prior to the meeting:</i> • HT report • Standards – Summer 1 A new staffing structure was outlined for September, with new appointments as a result of resignations: • Two resignations have been received from full time teaching staff, with a further member of staff on a career break until 1 May 2025; • Three new teachers have been appointed – one on fixed term contract until 30 April 2025; • One part-time member of staff will be full-time from September; • Maternity leave cover has been established to provide as much consistency as possible, with two members of staff returning from maternity leave on a job share; • One Teaching Assistant has resigned – there are now two vacancies for class-based TAs and four required for 1-1 support; • A further role has been created in response to the KS1 phonics results – a fixed-term post for two days a week focusing on phonics intervention. Eleven children are going into Y3 having failed to reach the required level in phonics screening; three in Y1 are also working below the expected level to reach success. The standards in Y1/2 should be higher following this intervention; • The school is grateful for the support of volunteers to listen to children reading as many of those struggling do not read at home. New regulations regarding attendance will come in for the next academic year which will result in higher expectations on parents to get their children to school and the LA supporting families on a more stringent basis, working with partner agencies. Ultimately, this could become a child protection/safeguarding issue. Parents will receive letters and leaflets from the LA if their child's attendance drops below 90% - currently 68 children are in this category at		

	BPS. Governors were also informed that holidays in term time are also an issue and affect the continuity of education but parents are not put off by having to pay fines. The report on Looked After Children (LAC) and Previously Looked After Children (PLAC) was presented. These children attend mainstream school but, because they are in the care of their local authority, their education is overseen by the Virtual School: • 5 children currently attend BPS; 2 LAC (Bolton LA) and 3 PLAC (Warwickshire); • Each child has a Personal Education Plan (PEP) and these are reviewed termly through meetings with all those involved; • Attendance for LAC children is currently 97%+ and they are making good progress and working at the expected level in line with their peers locally and nationally; 3 families have taken up the online pre-11+ support offered by KES. • Pupil Premium Plus is used to fund interventions as required and access to clubs, as well as residential and any other visits to ensure that they receive and enriched curriculum.		
7	Strategic Development <i>Papers sent out prior to the meeting:</i> • <i>Monitoring visit reports</i> • <i>SEND monitoring visit report</i> • <i>Health & Safety report</i> • <i>Governance review consultancy</i> Monitoring visits took place in all classes, with new governors supported for their first visit. There was a clear focus in the reports on LIP priorities as well as evidence of increasing self-correction and independent editing as the children move through the school. Health & Safety – all staff have completed an online interactive training course on action against terrorism (ACT); Governors also need to complete this. Evidence of good progress towards meeting the LIP objective was presented through the skills audit analysis: • A high proportion of the essential skills scored 4/5 overall; • Areas that have improved since 2023 include familiarity with the strategic nature of the board's functions and confidence in providing challenge; • Evidence can also be found in the minutes of meetings under Strategic Development. In addition: • The introduction of three new governors highlighted training needs and a review of the induction process; • Weaker confidence in some areas highlighted the need for succession planning; • There is a need for a review of governor training – recording and evaluation. All governors need to enter any training onto GovernorHub – there is a section for this under individual profiles. A proposal for external governance review was made, using Class Act Consultancy who are also going to be working with AS. This would involve the analysis of 5 key areas, a report with recommendations and the development of a 'one page' governance improvement plan. The cost for this would be £1000. Those in attendance agreed this would be a very useful exercise; the information will be circulated so that the approval of all governors can be recorded.	Send ACT link to governors Request feedback on induction pack Support sheet for new governors Circulate info for approval	MC/VC SL JG MC SN SL SL

	Communication has been received from the Head at Evergreen School in Warwick regarding joining a MAT. Whilst this is not on our agenda at present, there is the possibility of joint working around SEND. It was agreed that an initial meeting will be held with AS and TP to explore the possibilities.		
8	Finance <i>Papers sent out prior to the meeting:</i> The recent finance meeting highlighted a healthy surplus for 2024/25 – no report was available in time for this meeting so it will be circulated when it is received.	Circulate finance report	TP/SL
9	AOB - Website – the recent Governance Matters outlined the changes that will be required to the content of school websites. The website provider used by the school carries out a review at the beginning of each year and so this will be picked up then in September to ensure compliance. - Draft Calendar of Meetings 2024/2025 – this has been cross referenced with the holiday dates. The calendar will be agreed at the Business Meeting in September. - Staff Tea Party was well received and those governors who were able to attend appreciated the opportunity to say thank you.		
	Meeting ended 6.35pm Next meeting: FGB Business Meeting Thursday 12th September @ 4.30pm in school		
	Minutes agreed Signed: T Pearson CHAIR OF GOVERNORS Date:		