



Bishopton Primary School Governing Board Business Meeting Minutes 15 September 2022			
		ACTION	
1	Present: TP; ASk; SS; JM; LP; ES; OT In attendance: SL Apologies: (<i>statutory</i>) AS&HH in meeting with parents (joined meeting later)		
2	Declaration of interest: (<i>statutory</i>) Declarations of Interests form completed by all governors		
3	Appointments 2022-23: TP term of office expires Sept 2022 – proposal to extend this for a further four years. Proposed– ASk, Seconded – LP. Carried unanimously. Governors approved an extension of term of office for TP Election of Chair One nomination was received for Chair - TP Proposed OT, seconded LP, carried unanimously. TP duly elected and continued chairing the meeting Proposal to appoint 2 Joint Vice-Chairs – workload and succession planning Proposed ASk, seconded OT, carried unanimously. Election of Joint Vice-Chairs Two nominations were received – ASk & SS Proposed OT, seconded ES, carried unanimously. ASk & SS duly elected Joint Vice-Chairs		
4	Constitution of the Governing Board: (<i>statutory</i>) <i>Papers sent out prior to the meeting:</i> • Skills audit form • Parent Governor nomination form VC has stepped down from her role as Associate Governor. RN resigned as Parent Governor June 2022. One nomination was received for the role of Parent Governor and Mr Dominic Skinner was duly elected unopposed. Confirmation and induction process to be initiated. Term of office for OT (co-opted governor) expires in Dec 2022 – resignation received effective Sept 2022. An approach has been made to Orbit Housing Association – links to the major home-building programme in the vicinity – for a possible candidate. Initial feedback from skills audit reveals gaps in expertise regarding property and estate management – the full analysis will be presented at the FGB meeting in October.	Send confirmation email to DS Skills audit analysis	SL SL

	Term of office for HH (staff governor) expires in Nov 2022 – staff governor election toolkit and process to be sent to AS for school to activate.	Staff governor election toolkit to AS	SL																																																				
5	Governor details: WCC have a statutory requirement to hold emergency contact details for governors – with Chair/Clerk as a minimum. Governors were asked to update membership form and provide emergency phone contact numbers. Details of Governors also need to be provided for GIAS – SL to liaise with KC	Update Governing Board Membership form GIAS update	SL SL/KC																																																				
6	New Working Practice – proposal Papers sent out prior to the meeting: <i>Proposal for new working practice for BPS Governing Board</i> The proposal to change the working practice of the Board was presented. The suggestion to follow cohorts had been made at the OFSTED training in the Summer Term 2022 as an effective way for a Governing Board to fulfil their responsibilities. Objectives: - To reduce the workload of governors and that which we add to the staff; - To become more confident in gathering evidence, moving from ‘what do we know?’ to how do we know?’ Proposal: - Monitoring structure to change from current roles to individual/pairs of governors linking up with a cohort and following their progress through the school. All aspects of school life to be included in this with the aim that a greater, more effective relationship with the staff and children will result. <table><tr><th>Intake year</th><th>Year group</th><th>Named governor</th></tr><tr><td>2022</td><td>R</td><td>DS</td></tr><tr><td>2021</td><td>Y1</td><td>SS</td></tr><tr><td>2020</td><td>Y2</td><td>TP</td></tr><tr><td>2019</td><td>Y3</td><td>JM</td></tr><tr><td>2018</td><td>Y4</td><td>LP</td></tr><tr><td>2017</td><td>Y5</td><td>ES</td></tr><tr><td>2016</td><td>Y6</td><td>ASk</td></tr></table> - Statutory responsibilities that require named governors to be allocated will be given to individuals/pairs. These roles involve ensuring that policies are updated and procedures are followed. <table><tr><th>Statutory responsibility</th><th>Governor</th></tr><tr><td>SEND</td><td>LP</td></tr><tr><td>Safeguarding</td><td>ASk JM</td></tr><tr><td>Finance x2</td><td>TP ASk</td></tr><tr><td>HT Appraisal x2</td><td>TP SS</td></tr><tr><td>Health & Safety</td><td>ES</td></tr><tr><td>Pay Committee x3</td><td>TP ASk SS</td></tr></table> - Additional monitoring responsibilities required to be reduced. Governors to be assigned to oversee one of these areas. <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>HH</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>JM</td></tr></table>			Intake year	Year group	Named governor	2022	R	DS	2021	Y1	SS	2020	Y2	TP	2019	Y3	JM	2018	Y4	LP	2017	Y5	ES	2016	Y6	ASk	Statutory responsibility	Governor	SEND	LP	Safeguarding	ASk JM	Finance x2	TP ASk	HT Appraisal x2	TP SS	Health & Safety	ES	Pay Committee x3	TP ASk SS	Governing responsibility	Governor (s)	Website	ES	Parent Surveys (Spring 1)	LP	Pupil Surveys (Summer 2)	HH	Newsletter (weekly rota)	SS	Staff wellbeing (gov ‘drop-in’)	TP/SS	Publicity/promotion	JM
Intake year	Year group	Named governor																																																					
2022	R	DS																																																					
2021	Y1	SS																																																					
2020	Y2	TP																																																					
2019	Y3	JM																																																					
2018	Y4	LP																																																					
2017	Y5	ES																																																					
2016	Y6	ASk																																																					
Statutory responsibility	Governor																																																						
SEND	LP																																																						
Safeguarding	ASk JM																																																						
Finance x2	TP ASk																																																						
HT Appraisal x2	TP SS																																																						
Health & Safety	ES																																																						
Pay Committee x3	TP ASk SS																																																						
Governing responsibility	Governor (s)																																																						
Website	ES																																																						
Parent Surveys (Spring 1)	LP																																																						
Pupil Surveys (Summer 2)	HH																																																						
Newsletter (weekly rota)	SS																																																						
Staff wellbeing (gov ‘drop-in’)	TP/SS																																																						
Publicity/promotion	JM																																																						

	All paperwork to be updated and uploaded to GovernorHub. The suggestion was made for a contents page to be produced for GovernorHub to make it easier to navigate and find documents. It is also useful to share any key documents on the noticeboard.	Produce contents page for GovernorHub	SL
7	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. Governing Board - Remove reference to 'committee(s); - Remove 'careers guidance for Years 8-13'; - Update reference document for exclusions; - Roles and responsibilities to be updated; - Remove timings for Health & Safety Inspection reports – no longer annual; - Remove RN/VC/OT; - Update appointment date for TP; Individual or Monitoring Pairs - Remove reference to committee(s); - Remove reference to meeting with lead professional in school; - Remove requirement for reports to be submitted; - Remove reference to training and development (now an admin role under the remit of the clerk) - Update personnel and use new roles to identify governors responsible; HT Appraisal - SS to replace ASk	Update and change review dates	SL
8	Review Standing Orders: <i>(statutory)</i> <i>Papers sent out prior to the meeting:</i> <i>Standing Orders</i> Summary of changes: Update review dates on all documents. Election of Chair and Vice-Chair - Add the provision to appoint Joint Vice-Chairs to address workload and succession planning. Appointment of Associate Member - Remove VC as Associate Member	Update and change review dates	SL
9	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> <i>Safeguarding (child protection) Policy</i> <i>Safeguarding (child protection) Policy executive summary</i> 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 document is 163 pages long – those without direct contact with children need to read Part 1 and Annex B.	Sign to confirm documents have been read Record gobs who have read docs	All gobs SL

10

Meetings Schedule 2022-2023: (statutory)
Papers sent out prior to meeting:

- Calendar of Governing Body meetings 2022-23*

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

The proposed dates for these meetings have been selected to tie in with the work of the Governing Board and will be shared at the Business meeting. 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.

Autumn Term 2022		
Date	Type of Meeting/Activity	Time
15 th September	Governors Business Meeting	4.30pm
tba	Head Teachers Performance review	
Autumn 1 13 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)_	
24 th November	Deadline for Autumn Term monitoring visits to be completed. Focus: intent	
Autumn 2 1 st December	Full Governing Board Meeting - HT report - Monitoring updates	4.30pm

Spring Term 2023		
Date	Type of Meeting/Activity	Time
23 rd January	Head Teachers Performance Review	
Spring 1 9 th February	Full Governing Board Meeting - HT update - Strategic Development - SFVS	4.30pm
16 th March	Deadline for Spring Term monitoring visits to be completed. Focus: implementation	
Spring 2 23 rd 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 4 th May	Full Governing Board Meeting - HT update - Strategic Development	4.30pm
10 th July	Head Teachers Performance Review (Target setting)	
22 nd June	Deadline for Spring Term monitoring visits to be completed. Focus: impact	
Summer 2 29 th June	Full Governing Board Meeting - HT report - Monitoring update - LIP review	4.30pm

Update
schedule and
upload to
gov hub

SL

11	GovernorHub Healthcheck Governors worked in pairs to answer the questions on the healthcheck worksheet. The exercise was challenging but reassuring and highlighted areas for development. These areas involve: • Knowledge and understanding of teacher workload; • Awareness and understanding of teacher subject knowledge and professional development; • Evidence of effective teaching and learning – what are we looking for? • Clear and current vision - under development.	Record outcomes for each question and share	SL
12.	AOB: OFSTED are in Stratford schools this term so BPS will definitely have a visit this academic year. Some key points in preparation: • Exceptionally good results from Summer 2022; • Education consultant is in school helping to prepare staff. They will provide bullet points for governors about their areas of responsibility; • Subject managers have been tasked with reading OFSTED subject reports, looking for patterns and latest thinking. They will produce impact statements and action plans. The aim is to develop leadership at all levels; • Strong subject areas identified as English, Maths & Science – these are taught regularly and tend to be ring-fenced when there are changes to the timetable; less strong are DT, Music & Art. Focus in Humanities is on knowing that the children are being assessed on their knowledge and understanding of History or Geography rather than a piece of writing that they will produce; • BPS was graded ‘good’ at the last inspection. This means that the next inspection will be graded ‘good’. If there are concerns highlighted, inspectors will return in 18 months to see if they have been addressed – if not then the judgement will be ‘requires improvement’. Equally, if considerable improvements are identified there is potential for the judgement to be changed to ‘outstanding’. • This is a stressful process and staff wellbeing will be a focus for governors.		
	Meeting ended 6.40pm Next meeting: FGB Thursday 13th October @ 4.30pm in school		
	Minutes agreed Signed: T Pearson CHAIR OF GOVERNORS Date:		