



Headteacher: Mr A Smith
B.Ed (Hons); NPQH; PGCertSENCo

'Aim high, prepare to achieve'

Bishopton Primary School
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Bishopton Primary School Governing Board FGB Meeting Minutes 13 th October 2022			
		ACTION	
1	Welcome and apologies Present: TP; ASk; AS; SS; ES; LP; DS In attendance: SL (clerk) Apologies: OT/JM/HH DS was welcomed to his first meeting.		
2	Constitution of the Governing Board Resignation has been received from JM – there are now 2 vacancies for co-opted governors. A suggestion was made to approach local elected representatives – SL to check regulations. Staff Governor election – HH term of office ends on 1 st Nov. A letter has been sent out to all staff but no responses as yet. A further communication will be sent out.	Check regulations for co-opted appointments Send staff governor info Further letter to staff	SL SL AS
3	Declaration of interest/DBS confirmation/Code of Conduct: DS to see KC regarding DBS 14 th October, SL to email details of confirmations on GovHub. All other confirmations completed.	DBS & confirmations	DS
4	Curriculum presentation: RE (KS) Governors welcomed Miss Smith, RE Subject Lead, to present information relating to the teaching of RE and plans for the future. A curriculum statement and action plan have been produced for 2022-23. RE is a required subject that follows a locally agreed syllabus – in our case the Coventry/Warwickshire syllabus. It should be taught for 36 hours across the year in KS1 and 45 in KS2 as a separate, discrete subject. Teaching RE at Bishopton has been through festivals but a recent OFSTED report states that this can be superficial and not in-depth enough. To that end, the focus of the action plan is to raise the profile of RE in the school and refine the curriculum so that it provides more opportunities for in-depth learning. A new resource is now in place – RE Today – which has the focus of believing, living, expressing. This has been introduced to staff and will be rolled out. In Reception, RE is taught through stories and children are encouraged to ask deeper questions as they go through the school. This approach is supported by the use of Bible stories in assemblies that reflect this half-term's value of Friendship. The aim is for every year group to have a visit – real or virtual – and welcome more visitors into school to share their faith stories with the children. Staff are currently using youtube as a key resource and the need for more books and artefacts to support the teaching of RE has been identified.		



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	Training in middle management is in place – a 3-day course over the year. KS has already talked to pupils and time will be given to visit classes across the school to monitor responses to the new curriculum. Where would you find examples of best practice to support your monitoring? There is a forum on Facebook for RE teachers where questions can be posted and connections can be made with local teachers. Governors thanked Miss Smith for her time and presentation, acknowledging the need for resources to support the teaching of RE effectively. KS left the meeting.																																																																													
5	Minutes of the last meeting(s): Governors approved the minutes of the FGB meeting on 14th July 2022 and Business meeting 15th September 2022																																																																													
6	Matters Arising: <table><tr><th colspan="3">Action points from FGB 14th July 2022</th></tr><tr><td>Produce poster to attract parent governor nominations</td><td>SL</td><td></td></tr><tr><td>Upload categorisation criteria to govhub</td><td>SL</td><td></td></tr><tr><td>Parent survey result – 100% would recommend – share on Twitter</td><td>LP</td><td></td></tr><tr><td>Vision – SWOT analysis</td><td>AS</td><td></td></tr><tr><td>Vision headlines</td><td>ASk</td><td></td></tr><tr><td>Prepare proposal for new way of working following review</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><th colspan="3">Action points from FGB Business meeting 15th September 2022</th></tr><tr><td>Update appointment dates on gov hub for TP</td><td>SL</td><td></td></tr><tr><td>Update Joint Vice-Chair positions on GovHub</td><td>SL</td><td></td></tr><tr><td>Confirm parent governor appointment - DS</td><td>SL</td><td></td></tr><tr><td>Skills Audit analysis</td><td>SL</td><td></td></tr><tr><td>Staff Governor Election Toolkit to AS</td><td>SL</td><td></td></tr><tr><td>Update Governing Board Membership form & send to Governor Services</td><td>SL</td><td></td></tr><tr><td>GIAS update</td><td>SL/KC</td><td></td></tr><tr><td>Plan and produce guidance notes for governors</td><td>TP/ASk/SS/SL</td><td></td></tr><tr><td>New ways of working notes for staff</td><td>TP</td><td></td></tr><tr><td>Complete template for Governor LIP priority</td><td>TP/SL</td><td></td></tr><tr><td>Produce contents page for GovHub</td><td>SL</td><td></td></tr><tr><td>Update and change review dates for Terms of Reference and Standing Orders</td><td>SL</td><td></td></tr><tr><td>Sign to confirm key documents have been read</td><td>All govs</td><td></td></tr><tr><td>Monitor governors who have signed key documents</td><td>SL</td><td></td></tr><tr><td>Update meetings schedule/annual planner and upload to gov hub</td><td>SL</td><td></td></tr><tr><td>Summarise Healthcheck and share</td><td>SL</td><td>tbc</td></tr></table>			Action points from FGB 14 th July 2022			Produce poster to attract parent governor nominations	SL		Upload categorisation criteria to govhub	SL		Parent survey result – 100% would recommend – share on Twitter	LP		Vision – SWOT analysis	AS		Vision headlines	ASk		Prepare proposal for new way of working following review						Action points from FGB Business meeting 15 th September 2022			Update appointment dates on gov hub for TP	SL		Update Joint Vice-Chair positions on GovHub	SL		Confirm parent governor appointment - DS	SL		Skills Audit analysis	SL		Staff Governor Election Toolkit to AS	SL		Update Governing Board Membership form & send to Governor Services	SL		GIAS update	SL/KC		Plan and produce guidance notes for governors	TP/ASk/SS/SL		New ways of working notes for staff	TP		Complete template for Governor LIP priority	TP/SL		Produce contents page for GovHub	SL		Update and change review dates for Terms of Reference and Standing Orders	SL		Sign to confirm key documents have been read	All govs		Monitor governors who have signed key documents	SL		Update meetings schedule/annual planner and upload to gov hub	SL		Summarise Healthcheck and share	SL	tbc
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7	HT Update (to include Safeguarding) <i>Papers provided prior to the meeting:</i> • HT Report • Summary of 2022 OFSTED Handbook • Staff List • WCC School Categorisation letter Further information was provided for governors regarding the behaviour situation. Two children are showing extreme behaviour and there is a need to ensure that, whilst their needs are taken into account, they do not disrupt the education for others. TP and AS have met to discuss this situation and authorisation has been given to fund support for these children, including 1-1 support. One HLTA has been relocated, a 6-week course booked at Flourish at The Farm on one day a week for one child and 2 roles of 15 hours created to provide further support to manage the situation. These children are not new to the school but have not coped with the change to more formal approaches in Y1. Attendance is very poor and they are not ready for the rigours of the national curriculum. The process towards an Education, Health and Care Plan (EHCP) has begun and the school is working with the Educational Psychologist to find out why these children are not coping and put strategies in place. However, this is a long process and the evidence that the school are doing all they can needs to be built up. Even if EHCPs can be put in place, schools are expected to fund the first £6k out of their special needs allocation and pupil premium which means that plans A & B have no extra funding, C=£3.5k and D=£8k. In addition, the LA have informed the school that a further 3 children with EHCP are being sent to Bishopton. As current numbers determine the budget for April 2023, any new children joining the school from now will not come with any funding until April 2024. There is also difficulty recruiting staff to support on minimum wage with such high levels of responsibility and expectation and AS has emailed the LA to explain this, requesting that no more children are sent with care plans. Governors expressed concern at this additional and undue pressure that is being put on AS and agreed that TP should send an email to the named contact, supporting the request and reinforcing these concerns. AS is meeting with the Heads of Thomas Jolyffe and Stratford School every 2 weeks to establish a co-ordinated approach and consistency over time -TJ is part of a National Behaviour Hub and there are planned visits to the pupil referral unit in Worcestershire (there are none in Warwickshire now). Can the Safeguarding 'near miss' be clarified please? AS outlined the 2 incidents referred to, which could have been serious but	Send named contact to TP Email LA	AS TP
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	no harm was done. However, it clarified that, in each case, procedure needed to be changed to ensure safety and this was implemented immediately. Additional 'logs'—does this mean that something has happened to require them? No – this is just to ensure that all serious incidents are recorded if they do occur. Will we promote Y6 results? These are still provisional at the moment – once confirmed they will be published on the website. Governors were informed that JG has resigned and will be leaving the profession. She will finish on 2nd Nov and this part-time post will be covered by KB (former member of staff).		
8	Strategic Development <i>Papers provided prior to the meeting:</i> • Learning Improvement Plan (LIP) 2022-2023 • Governor Monitoring Support pack • Vision summary and update It was noted that the provisional data held by the DfE for 2022 was incorrect and had now been amended to reflect the actual number of children eligible to take Y6 SATs. The final data will be published in December. Questions were invited regarding the LIP 2022-2023. Priority 2 – EYFS – does this imply that not all areas were 'good' before? The structure has changed so the criteria is different. Why has reading been removed from the LIP? The results show that reading, whilst still very important, is no longer a priority for improvement. Governors approved and adopted the LIP 2022-2023 Governor Monitoring support – paper copies of the pack were distributed. These included: • Monitoring expectations • Guidance notes – using the three 'I's': Intent/Implementation/Impact • LIP 2022-23 overview • Staff list • Possible questions for governors • Website contents page Governors were advised to focus on the how and why of learning	Send Governor monitoring support pack to	AS/SL



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	(implementation) over time. It was agreed that this document should be shared with staff. Governors considered the vision summary and recommendations. Mission Statement: 'We believe in realizing the potential of ALL children within a nurturing and stimulating environment, inspiring everyone to become confident, resilient and lifelong learners.' Governors agreed to adopt. Values: It was decided to redraft and recirculate for final comments and early adoption. Vision: It was agreed that further work is required on this and staff must be involved at all stages. There are plans for the Chairs of Governors for BPS/TJ/Stratford School to meet, visit each other schools and explore the options of collaborating further.	staff	
9	Finance: <i>Papers provided prior to the meeting:</i> Summary report Autumn 2022 Overall, the school can balance from 2022/23 to 2024/25 so there are no concerns at this stage for the next three years.		
10	Policies <i>Papers provided prior to the meeting:</i> - Policy schedule 2022-2023 The schedule was agreed and policies up for review identified: - SEND updated - Teacher's Pay – DfE document published for this year. This policy does need to be reviewed annually but is driven by the DfE document - Health & Safety – to be reviewed and updated	Update schedule to reflect adoption/review of current policy documents. Update H&S Policy	SL AS/VC
11	Website The Key have produced a checklist for maintained schools to ensure website compliance and this has been passed on to the governor responsible. Spot checks using this document will be carried out through the year. Governor information needs to be updated. AS signposted key areas for governors in his report and a contents page for the website has been produced to support governors in navigating to the areas they need for monitoring.	Send governor info for website and upload	SL/AS



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12	AOB 1. Thank you to staff. The suggestion was made to hold a thank you lunch for all staff. After some discussion, it was felt that the end of the school day would be better. TP to liaise with AS regarding dates. Governors were informed that staff would also be most grateful for donated books from the '90 books to read until you grow up' list – with a message inside the front cover from the donor. 2. Training. The Training folder on GovHub has been tidied up and governors were asked to load any training materials in order to create a resource bank. Feedback from courses will also feature in FGB meetings – bullet points reflecting key message and possible actions as a result of the training. 3. Reception Parent Survey. This will be sent out during the first week back after half term.	Arrange date for staff thank you Send out survey	TP/AS LP/AS
	Meeting ended pm Next FGB meeting: FGB 1st December 2022 4.30pm in school Minutes agreed		
	Signed: T Pearson (Chair) CHAIR OF GOVERNORS Date:		