



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 9 th February 2023 4.15pm			
		ACTION	
1	Welcome and apologies Present: TP; SS; ASk; ES; LP; HH In attendance: SL (clerk) Apologies: DS; AS (arriving later)		
2	Constitution of the Governing Board Still 2 vacancies for Co-opted Governors - registered with CAVA but no interest as yet		
3	Declaration of interest/DBS confirmation/Code of Conduct: All declarations and confirmations up-to-date on Govhub		
4	Curriculum presentation: English (EG) The philosophy behind the focus of English at BPS was outlined; in order to become good writers, children need to be exposed to a wide range of good literature and become good readers. The majority of children are expected to reach the expected standard. Some will achieve greater depth but this can only happen by exposing them to a wider range of reading. Monitoring revealed a weakness in spelling across the school and it was identified that there was not enough time to discuss etymology. A spelling approach was introduced which focused on ways words fit together through games and other activities; this also helps with grammar and understanding. Word walls provide a permanent display as reminders. Handwriting also needs to be improved and the introduction of fountain pens in upper years is proving positive. Half-termly texts drive all these improvements, with a focus on formality. Examples of famous writers are used to show that must have read to be able to produce their work. As Subject Lead, how do you ensure that improvements are consistent? This is a challenge as literacy is taught at the same time across the school so a balance needs to be struck so that Y6 do not suffer. Monitoring is largely through feedback from staff, looking at displays and book trawls. The most recent book trawl revealed a weakness in knowledge of tenses so a document was produced to support staff in direct teaching of this. The report of a recent visit to Y6 by ASk (shared with governors prior to the meeting) provided evidence that EG is leading by example. A handout outlining the key assessment criteria for writing was shared. The key difference between Y3/4 and Y5/6 is the word 'effectively' – 'I can write <i>effectively</i> for a range of purposes'. Expectations regarding punctuation show progression from capital letters and full stops through to semi-colon,		



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	colon, dash and hyphen. In KS2 stamina for writing is built up and they are expected to produce a greater quantity. The children are involved in their own development as a writer through self-correction – purple pens are used to edit their own work and this can be easily identified through book trawls. Governors commented that there is clear evidence of subject monitoring, embedding the philosophy and providing support for staff and thanked EG for her excellent work as Subject Lead.																													
5	Minutes of the last meeting(s): Governors approved the minutes of the FGB meeting on 1st December 2022	Sign minutes	TP																											
6	Matters Arising: <table><tr><td>Action points from FGB 1st December 2022</td><td></td><td></td></tr><tr><td>Contact local elected officials re co-opted governor role</td><td>TP/DS</td><td></td></tr><tr><td>Send details re confirmations on govhub to HH</td><td>SL</td><td></td></tr><tr><td>Record confirmations/declarations on govhub</td><td>HH</td><td></td></tr><tr><td>Confirm DBS</td><td>DS</td><td></td></tr><tr><td>Sign minutes</td><td>TP</td><td></td></tr><tr><td>Carry out personal research into MATs</td><td>All govs</td><td></td></tr><tr><td>Contact local elected officials re co-opted governor role</td><td>TP/DS</td><td></td></tr><tr><td>Send details re confirmations on govhub to HH</td><td>SL</td><td></td></tr></table>	Action points from FGB 1st December 2022			Contact local elected officials re co-opted governor role	TP/DS		Send details re confirmations on govhub to HH	SL		Record confirmations/declarations on govhub	HH		Confirm DBS	DS		Sign minutes	TP		Carry out personal research into MATs	All govs		Contact local elected officials re co-opted governor role	TP/DS		Send details re confirmations on govhub to HH	SL			
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The decision was made to move to item 8 on the agenda and return to item 7 when AS arrives.																														
8	Strategic Development <i>Papers provided prior to the meeting:</i> • Governor monitoring visit feedback • MAT • Values MAT update A report on the visit to Thomas Jolyffe on 19th January was shared prior to the meeting. It was noted that there were many similarities between the two schools. There appeared to be more facilities for SEND (with a similar percentage recorded). There is an appetite for finding common ground and maybe work together on projects. Concern was expressed that other schools were being involved but it was pointed out that all other schools in the town are faith schools and already part of MATs. MATs also need to involve 5000-6000 pupils and there are just around 3000 pupils in the current three primaries and one secondary involved. Governors are still at the stage of finding out about the concept of Multi Academy Trusts without prejudice. Benefits would include staff development																													



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	and greater collaboration whilst concerns include loss of autonomy and increase in workload. Governors were asked to consider when this would be shared with stakeholders. AS joined the meeting Vision The conclusions of a meeting were shared with governors: • Significant staff and stakeholder involvement needs to be planned in stages; • A 2-3 year planning period seems more sensible; • An external specialist should be engaged to help with the project. It was stated that independent and specialized input would be helpful in guiding the process and external input and validation would give the process credibility with staff. Regarding the discussion on collaborating with other schools, the Bishopton Primary School vision will be a major factor in determining what type of MAT we want to be a part of. It was suggested that this becomes the focus of an INSET day once a proposal has been prepared and that Focus be approached as they already know the school well.	Approach Focus for a specialist consultant	Ask/AS
7	HT Update (to include Safeguarding) <i>Papers provided prior to the meeting:</i> • HT Report • Report of Safeguarding visit by ASk/ES Why are the numbers for Free School Meals and Pupil Premium different? Applications for FSM are dealt with throughout the year but PP is determined by the number of children on the FSM register at census time and is allowed for 6 years, whether or not the child comes off the FSM register in that time. There is a move to change FSM categorization. There has been recent escalation in green forms – 80 in 35 days. This shows vigilance and more concern would be expressed regarding those who do not submit any forms. This is monitored closely. Clarification was sought on the incident involving a child and parent outside school. A report was received by a concerned parent outside school at 3.10pm and the decision was made to request a follow-up welfare check by police. It was made clear that it can be stressful for staff not knowing what the children are going home to so it important that the appropriate procedures are followed to ensure their safety. Another incident regarding a disclosure of abuse was followed up by a home visit. The conclusion in the recent safeguarding monitoring report by governors stated that: <i>'we were impressed with the demonstrable and passionate leadership of the Headteacher on this subject...and the time devoted to it'. We are convinced that the school does have 'a culture of vigilance' and cares for the welfare of pupils and staff demonstrated to us not only by its actions and adherence to</i>		



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	<i>policies and procedures, but because everyone in school believes in the values attached to this challenging issue'.</i> Regarding the comments on behaviour, what is the end point for this? Ultimately permanent exclusion. All incidents are recorded and provision put in place so that there is an evidence trail. Action taken is successful only so far as the children concerned are potentially in the wrong setting. The key threshold is the safety of adults and children. Where is the funding coming from to support these children? 10% of the budget is designated SEND funding deemed available for support – this is then used to fund such initiatives as The Farm. It is important to note that nationally Y1 (and to some extent Y2) pupils have struggled due to lack of nursery provision – they have not experienced exposure to routines, sharing and socialization in preparation for school as a result of the pandemic. Those children who lack support at home particularly will continue to struggle and need significant support from school. External play will be organized differently in 2023-2024 with split break and lunchtimes to manage/avoid incidents of concern. The school is advertising a Sports Apprenticeship to provide PE and lunchtime activities. An apprenticeship levy of £5000 (paid annually whether it is used or not) will pay for advertising, initial sifting of candidates, setting and marking coursework and appropriate tutorials. Two residential visits are planned and require governor approval to go ahead: • Y6 Red Ridge Centre (4 nights); • Y5 Bellbroughton Governors agreed unanimously and expressed appreciation for all the hard work that is being put in to provide such a wide range of activities for the children at Bishopton – it is no surprise that more enquiries are being made for places in different year groups along with 72 applications for entry into Reception in September 2023; 32 first choice + 17 second choice		
9	Finance: <i>Papers provided prior to the meeting:</i> • School budget– in year report • SFVS Budget situation noted SFVS needs to be approved at the next meeting		
10	AOB • HT appraisal – governors acknowledged successful outcome; • Governor Hub Knowledge – governors were advised that access to Governor Hub Knowledge requires an additional subscription of £375. It was decided not to go ahead; • Joint training with TJ – governors decided not to go ahead with the		



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	proposed training on Complaints but look for an alternative focus maybe involving MATs; • Focus Education training in the inspection process – information shared. Most governors felt that they were comfortable with the training they had already received; • LA Training programme – 2023-2024 now available.	Circulate training programme	SL
	Meeting ended Next FGB meeting: 24th March 2023 6.45pm in school		
	Minutes agreed		
	Signed: T Pearson (Chair)	CHAIR OF GOVERNORS	Date: