



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

'Aim high, prepare to achieve'

Bishopton Primary School
Drayton Avenue
Stratford upon Avon
Warwickshire
CV37 9PB
Telephone: 01789 205058
Facsimile: 01789 263243
Email: admin2603@welearn365.com

Bishopton Primary School Governing Board FGB Meeting Minutes 29th June 2023 4.30pm			
		ACTION	
1	Welcome and apologies Present: TP; SS; JD; LP; ES; DS; HH In attendance: SL (clerk)		
	Apologies: AS; ASk		
2	Constitution of the Governing Board Resignation has been received from ASk and shared with governors. This leaves a vacancy for a LA Governor. Discussion was held regarding the vacancy for a co-opted governor – further investigation and approaches to be made. HH is going on a year's sabbatical – it was agreed that OT will act as Staff Governor for 2023-24 with no voting rights.	Inform Governor Services of resignation	SL
3	Declaration of interest/DBS confirmation/Code of Conduct:		
5	Minutes of the last meeting(s): Governors approved the minutes of the FGB meeting on 4 th May 2023	Sign minutes	TP
6	Matters Arising:		
	Action points from FGB 4th May 2023		
	Publish OFSTEd report	AS	
	Publish Vision document on website	TP/AS	
	Visit schools already in a MAT	SS/JD	*
	KCSiE 2022 on Gov Hub for confirmation	SL	
	Read KCSiE in full and confirm on Gov Hub	All gov's	**
	Send out Parent survey	LP	
	*SS & JD reported that they had looked at online accounts for three local MATs, observing differing expectations regarding pupil numbers and some financial challenges, and at the documentation relating to the previous talks from 2018. They also met with the SLT at Bishopton who offered the following requests: ➤ Keep it local; ➤ For the school to retain its unique identity; ➤ Create a MAT rather than join an established one; ➤ Consider the impact on teaching staff. JD is to meet with HT & Chair of Governors of Stratford School and a further meeting is planned at Stratford School on 19th July when a formal agenda will be published and outcomes shared with governors from all schools. There is an acceptance that joining with other schools in a MAT is inevitable but this has to be on our terms. Governors expressed support for the cautious approach that is being followed.		
	** 4 Governors still to confirm – reminders sent out via Gov Hub		



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

'Aim high, prepare to achieve'

Bishopton Primary School

Drayton Avenue
Stratford upon Avon
Warwickshire
CV37 9PB

Telephone: 01789 205058

Facsimile: 01789 263243

Email: admin2603@welearn365.com

7	Headteacher Report <i>Papers provided prior to the meeting:</i> • HT report • Summer Term 1 standards • Staffing update – confirmation of new appointments In the absence of AS (on Y6 residential), HH was prepared to provide clarification and answer any questions on the HT report and data. Safeguarding – there are currently 20 children/families that are requiring considerable additional support involving multiple agencies. The school is lead professional for over half of these, responsible for co-ordinating provision and holding the many meetings that are required. This is a very heavy workload for AS and KC is currently training to be a lead professional in order to support him. The support for safeguarding from the Local Authority is completely inadequate. The school is in the process of introducing pink forms (along with the green and white forms currently in use) to record concerns about parental behaviours which will add to any evidence for referrals. Behaviour – in order to reduce the number of issues arising at on the playground, a new system for break/lunchtime is being introduced. It is hoped that this will enable all children to make the most of the unstructured times in the day. AS has made contact with the new HT at Shottery, alerting her to the practice that has become prevalent of transferring children in early years without establishing support and transferring needy children after the October census, giving Bishopton the challenge of financing this from current budget. She was unaware of this and has already spoken to her SENCo. The situation will be closely monitored in the Autumn Term. Numbers – more children are coming into R (36) than are leaving Y6(33). For 2023-24 the worst-case numbers are 253, best case 263. Data – current Y5 are weak, particularly the girls. Girls are weak across the board – confidence could be an issue and where this is identified, action is taken to support. Y1 has improved – more accurate data has contributed to this following the implementation of training for staff. Annual Staffing Structure Review Leadership structure remains the same 2023-24 – there will be 2 classes in R, Y2, Y3, Y4, Y5 and one class in Y1 and Y6. Part-time appointments have been agreed to cover maternity leave transitions. 5 new appointments have been confirmed, completing the teaching staff complement for 2023-24; 1 further TA will be appointed. All new staff are expected to be in school for the Open Afternoon on 17th July and the change-over morning on 18th July.		
---	---	--	--



9	LIP Priorities for 2023-24 will be based on the OFSTEd areas for improvement – suggested areas include: • Writing – punctuation a priority; • Curriculum – consistency and flow year on year; • Girls – interventions/support for their wellbeing and confidence. Governors reviewed the new approach to monitoring: • Following cohorts has been successful and more manageable; • It is not as easy to have an overview of the curriculum – it was suggested that governors make use of the curriculum pages on the school website; • It is useful to share good practice. Training feedback was an area for development in the Governor section of the LIP but, in the interests of reducing workload, it was suggested that this becomes an agenda item once per term when feedback can be presented orally and recorded in the minutes. Suggestions for 2023-24: • Engage with the corporate community; • Increase engagement and presence around the school and share through Governors' Corner in the newsletter.		
10	Monitoring updates <i>Papers provided prior to the meeting:</i> • <i>Monitoring reports</i> Visits were made to classes across the school this term and a common factor across all reports was evidence of positivity, enthusiasm and engagement. Improvement was shown in the majority of books, with increased self-correction and editing as they move through the school. It was clear that some children find the expectation of working more independently as they reach Y5/6 a challenge and staff reinforced the importance of reading at home, which helps with the formation of ideas in writing.		
11	Finance: <i>Papers provided prior to the meeting:</i> • <i>Summary Financial Report to Governors</i> 2022-23 carry forward – a difference of -£20,904 between the estimated and actual carry forward has resulted in a reduction of this amount from the reserves budget cost centre. Governors are asked to authorise this budget adjustment and record in their meeting minutes. This was agreed. This was largely due to increased teaching costs as a result of increased pupil numbers. The school could potentially gain another 10 children before the Oct 2023 census (enquiries made but not confirmed so not included in budget yet) which would improve the situation - staffing would not have to increase further as the additional pupils will be absorbed into the already increased costs.		



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

'Aim high, prepare to achieve'

Bishopton Primary School
Drayton Avenue
Stratford upon Avon
Warwickshire
CV37 9PB
Telephone: 01789 205058
Facsimile: 01789 263243
Email: admin2603@welearn365.com

	Does the extra money for teacher pay rises have to be found from the budget? An allowance has been made for 5% - and more than that will require a budget adjustment. It was noted that no growth funding is included from 2025 onwards at this stage. Without growth funding, we need a total of 350 children to break even. It is advised that clarification be sought with regard to growth funding for 2025-26 so that it can be built into the financial position in the autumn meeting.		
12	AOB: 1. Parent Questionnaire results – these were positive overall with just 2 responses regarding bullying/not feeling safe. There were many positive comments and it was agreed that these should be commented on within Governor Corner by LP and sent to AS to share with staff. LP will also discuss a possible press release with AS. 2. Draft Calendar for 2023-24 – this was presented to governors for information and approval. The FGB meeting dates for the Summer Term will be monitored and possibly changed if there is a clash with school events when those dates have been confirmed.	Share comments through newsletter and discuss press release Upload draft calendar to govhub	LP SL
	Meeting ended 6.27pm Next FGB meeting: Business meeting 14th September 2023 @ 4.30pm		
	Minutes agreed		
	Signed: T Pearson (Chair)	CHAIR OF GOVERNORS	Date: