



Bishopton Primary School Governing Board																																					
FGB Meeting Minutes																																					
3 rd Feb 2022																																					
			ACTION																																		
1	Present: TP; Ask; AS; LP; ES; OT; RN In attendance: SL (clerk) Apologies: SS; JM; HH; VC;																																				
2	Declaration of interest/DBS confirmation/Code of Conduct: No declarations.																																				
3	Minutes of the last meeting(s): Governors approved the minutes of the meeting from FGB 25 th Nov 2021		Arrange to sign minutes	TP/SL																																	
4	Matters Arising: <table border="1"><thead><tr><th colspan="3">Action points from FGB Meeting 25th Nov 2021</th></tr></thead><tbody><tr><td>Induction for new governors (outstanding from 25th Nov)</td><td>SL/OT</td><td>*</td></tr><tr><td>Prospectus to be circulated – School Council to be consulted</td><td>TP/JM</td><td></td></tr><tr><td>Liaise with School Office re job advertising</td><td>JM</td><td></td></tr><tr><td>Safeguarding Report</td><td>JM</td><td></td></tr><tr><td>Circulate financial report following meeting on 8th Dec 2021</td><td>TP</td><td></td></tr><tr><td>Upload updated policy schedule to gov hub</td><td>SL</td><td></td></tr><tr><td>Prospectus photos of current children</td><td>JM/VC</td><td></td></tr><tr><td>EYFS info for prospectus</td><td>VC</td><td></td></tr><tr><td>Sign and distribute staff Christmas Cards</td><td>TP</td><td></td></tr><tr><td>Feedback to Community Centre re garden</td><td>TP</td><td></td></tr></tbody></table> *Ask has arranged induction with ES – will make contact with RN (New governor pack was sent out on appointment)		Action points from FGB Meeting 25 th Nov 2021			Induction for new governors (outstanding from 25 th Nov)	SL/OT	*	Prospectus to be circulated – School Council to be consulted	TP/JM		Liaise with School Office re job advertising	JM		Safeguarding Report	JM		Circulate financial report following meeting on 8 th Dec 2021	TP		Upload updated policy schedule to gov hub	SL		Prospectus photos of current children	JM/VC		EYFS info for prospectus	VC		Sign and distribute staff Christmas Cards	TP		Feedback to Community Centre re garden	TP		New governor induction	Ask
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5	HT Report (to include Safeguarding) <i>Papers provided prior to the meeting:</i> HT update Fire update - Governors asked for their gratitude to the two members of staff (VB – site manager & KM – teacher) for their prompt actions to be recorded in the minutes. TP did put an extra note in their Christmas cards. What is the current situation regarding attendance? Attendance is still poor for a small number of children. Expectations are outlined through the newsletter and daily calls are made to families who do not inform the school of reasons for absence. Follow-up letters are sent to families of concern. The situation is no worse but is not improving, although it is better in comparison with other local schools. The highest number of children off in a day has been 8 – this could be because there is natural immunity in Bishopton or families are not testing.																																				

	Why is the new Reception Teacher employed until the end of the summer term? The continuation of this role beyond July is dependent on pupil numbers for September 2022. The appointment was made for the rest of this year in the first instance and, if the numbers allow, could be continued. What is a TLR? This stands for Teaching and Learning Reward and is for teachers whose duties are above and beyond the class teacher role. It is offered for management of a core subject (management time is given for this) and the role involves working as part of the senior leadership team. A member of staff who left at the end of the Autumn Term held a TLR so this opportunity was then advertised internally – two members of staff have applied and interviews will be held. AS is currently leading on EYFS and, as one of the new candidates is working in EYFS, this may be a determining factor. Y3 have been particularly disrupted – can they continue as two classes? 9 classes are currently planned for September – 10 would cost an additional £50k. Therefore some mixed classes will be necessary. The school PAN is 45 which is between one and two form entry so there needs to be some flexibility. In addition, Reception classes cannot be more than 30 so if we have 31 there will have to be two classes. AS reported that he is working with the Local Authority on an unpleasant safeguarding issue which is being shared on a need-to-know basis. If governors are approached, they are to refer to one of the named Safeguarding Officers in school. The Afghan refugees are still in school, with one family of 4 moving shortly. Staff have been sad to see them move on as they have been a real asset to the school, showing great resilience and participating fully. Links were made with the bus chaperones to create a common, pictorial approach to dealing with behaviour issues, which were often down to cultural differences. Governors commented that this has been really beneficial to the children at BPS, particularly those involved in the buddy mentor process, and all credit must go to them all for being so welcoming. New staff have all settled in really quickly and doing a great job. Relationships are building with the children who are benefitting from the continuity. The atmosphere in school this term is more positive and teaching assistants feel that communication has improved and they feel valued. Staff absences are still causing some disruption (over 60 days already this term) but everyone is working together to work through this. AS invited governors, particularly parent governors, to provide feedback on the new reading section on the website. ES stated that it is really good to have this all in one place and found it easy to access. Information on other curriculum areas will follow. Review of standards – who is this information for? This is purely internal – OFSTED will not look at this. It is based on teacher assessment, gives an indication of where the children are in the learning and enables planned intervention to take place. How is writing intervention planned? Yrs 1&2 are prioritised with 2 complete afternoons of intervention. This is funded using the tuition grant and the children work in small groups.		
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	None of the SEND children in Years 1&2 have achieved the expected level – why? It is important to note the actual numbers – 2 children in Y1 and 3 in Y2 are working below the expected level. These children all have a diagnosis of Special Educational Need which relates to learning difficulties, medical need or emotional support. All except one of these children also receive Pupil Premium.		
6	Governor Monitoring <i>Papers provided prior to the meeting:</i> • <i>Management & Promotion (TP & JM)</i> • <i>Safeguarding (JM)</i> • <i>Health & Safety (HH)</i> • <i>Reception Parent/Carer Survey results (LP)</i> Management & Promotion – the prospectus has now been published on social media. Photos will be updated before hard copies are produced. Safeguarding – this report was comprehensive and the findings positive. Recommendations were agreed. Health & Safety – the roof will hopefully be finished by next Friday and then arrangements will be made for the scaffolding to be taken down. This should have taken 6 weeks – it has now taken 14 weeks. The Local Authority, as landlord, controls the contractors and have their preferred companies – in this case, the job was passed onto sub-contractors. The kitchen roof will be done in the summer. Reception Parent/Carer Survey- parent governors noted that there has been a positive response to prompt action by AS on aspects of the survey. It was acknowledged that access to the school has been limited and this has been difficult for parents/carers of Reception children in particular. The daily feedback implemented for Reception will not continue into Y1 – it was agreed that the end of the reception year was the end of EYFS so a natural break. However, this needs to be communicated clearly to those parents. The results will now be sent out to all parents.	Update photos Send out results to all parents	TP/AS LP/KC
7	Finance: <i>Papers provided prior to the meeting:</i> • <i>Budget review</i> • <i>Pupil Premium update</i> • <i>Sport Premium update</i> • <i>Tuition Grant update</i> The next finance meeting is 9th Feb so an update will be circulated following that meeting. The budget submission has to be made by 3rd May. Indicative figures will be available for the next FGB meeting but an additional meeting is required for the formal approval of the budget. It was agreed for this to on 28th April on Teams at 5pm. SFVS – this needs to be submitted by 31st March. TP/JM will complete and circulate between meetings. Pupil Premium/Sports Grant – information to be uploaded to website How many children are receiving catch-up learning (from tuition grant)? 27 children – in small groups.	Complete SFVS & circulate Upload PP/SG	TP/JM AS

8	AOB Training – OT has shared updated document – new training schedule due out soon. It was suggested that all governors need to have completed Preparing for OFSTED training. An updated version of Prevent is now available – governors were invited to attend a face-to-face training at BPS on 9th March @ 3.30pm. Please inform the school if attending. Vision – it was suggested that governors make use of an outside facilitator from the National Governors Association (NGA) to consider their vision for the school. The cost would be £760 for a whole day – half a day may be enough. The Senior Leadership Team will also be involved. ASk will co-ordinate ideas/questions that focus on strengths, weaknesses, threats and opportunities. This will be brought to the next FGB meeting when a working example will be considered. ASk recommended the NGA resources and proposed that the Governing Board becomes a member of the NGA. This will be discussed at the next meeting. Venues for future meetings – The next meeting will be held in the music Room at BPS at 4.30pm. Further decisions regarding venues will be made meeting by meeting.	Inform school if attending Investigate NGA facilitator Circulate NGA strategic direction document Explore costs of NGA membership	All gov's TP ASk SL
	Meeting ended 6.40pm Next FGB meeting: 24th March 2022 4.30pm in school		
	Minutes agreed		
	Signed: T Pearson	CHAIR OF GOVERNORS	Date: