



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																								
14 th July 2022																								
		ACTION																						
1	Present: TP; ASk; AS; LP; HH; OT; JM In attendance: SL (clerk) Apologies: SS; ES RN not in attendance – no apologies received																							
2	Constitution of the Governing Board Governors were informed of the following changes: - VC is discontinuing her role as Associate Governor – the Board recorded their thanks for all her hard work and support over the past few years. - RN has resigned as Parent Governor – the process for Parent Governor Election has begun but no applications have been received as yet. Suggestion made to produce a ‘Bishopton Needs You’ type poster and simplify the introductory letter to make it more accessible.	Produce poster	SL																					
3	Declaration of interest/DBS confirmation/Code of Conduct: No declarations.																							
4	Minutes of the last meeting(s): Governors approved the minutes of the FGB meeting on 5 th May 2022 and confidential minute for 10 th June 2022																							
5	Matters Arising: <table><tr><th colspan="3">Action points from FGB Meeting 5th May 2022</th></tr><tr><td>Use Gov Visit week to gather evidence for monitoring reports</td><td>All non-staff govs</td><td></td></tr><tr><td>Investigate summer holiday club</td><td>AS</td><td></td></tr><tr><td>Send out parental survey for completion</td><td>LP/KC</td><td></td></tr><tr><td>OFSTED training Email dates/times to Governor Services</td><td>SL</td><td></td></tr><tr><td>Email thoughts re vision to ASk</td><td>All govs</td><td></td></tr><tr><td>Heads & Chairs to meet re Multi-Academy Trust</td><td>TP/AS</td><td>tba</td></tr></table> Governors were informed that there will be an onsite holiday club running for 5 weeks during the school holidays.			Action points from FGB Meeting 5 th May 2022			Use Gov Visit week to gather evidence for monitoring reports	All non-staff govs		Investigate summer holiday club	AS		Send out parental survey for completion	LP/KC		OFSTED training Email dates/times to Governor Services	SL		Email thoughts re vision to ASk	All govs		Heads & Chairs to meet re Multi-Academy Trust	TP/AS	tba
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6	HT Report (to include Safeguarding) <i>Papers provided prior to the meeting:</i> HT Report Standards – Y6 2022 test results show all areas above national, with the reading and combined results particularly impressive. Governors acknowledged this success and congratulated AS & staff for all they have done to make it possible. Why is there no ‘greater depth’ for writing? ‘Greater depth’ no longer exists with reference to individual achievement, although is still used for school categories (outstanding). OFSTED is aiming to remove the ‘outstanding’ criteria/judgments as the aim is for all schools to be																							



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'good'. The table of results is for internal use only as a guide to attainment. What does 'combined' mean? This refers to the percentage of children achieving the expected level in <u>all</u> three areas of Reading, Writing and Maths. The reasons for the excellent outcome this year is as a result of smaller classes in Y6 and the change in the way that reading is taught, using whole class texts to challenge all abilities and consequently improving understanding and vocabulary for all. Can the Y6 approach continue? Not necessarily. The current Y5 cohort works better as one group and each cohort will be considered on their needs, along with the school's ability to meet the costs. Data for Y2 is more challenging – largely due to social/emotional development affected by the disruption experienced in R/Y1 – so next year there will be 2 smaller classes in Y3 to help address their needs. Writing will be a key priority next year. Time out of school has had a greater impact on the writing development of those children in R and Y1 (8 months in total) particularly. It will take 2 years to regain progress, whilst goalposts and expectations remain the same. The draft Learning Improvement Plan (LIP), based on evidence gathered, will be presented to governors in September. Governors will be invited to comment before publication. The programme of presentations to governors by Subject Managers will continue next year. What is the 'categorisation form'? The Local Authority (LA) use this method of categorizing schools from A through to D to determine support needed by each school. Whilst this used to be completed by the LA, schools now complete the form themselves, working alongside other schools (Bishopton worked in collaboration with Thomas Jolyffe and Alveston). The next inspection due at Bishopton will be a 'Section 8 - inspection of a good or outstanding school'. The category will not change unless the school has slipped, in which case the school is given 18 months to rectify any issues that arise. If there are still issues, a 'Section 5' (full standard inspection) would be triggered. A safeguarding issue at any point will trigger a Section 5 inspection. Mural – this has made a huge impact on those taking part and those watching it grow and many thanks were recorded to AS for organizing this. The House boards in the hall, inspired by artists, are now also complete. There are plans for an artist to produce a History timeline in the hall.	Upload categorisation criteria to govhub	SL
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7	Governor Monitoring <i>Papers provided prior to the meeting:</i> - English/reading classroom visit report - Maths - SEND - Science - Geography - ICT - EYFS - Class visits - Parent/carer survey results All reports were accepted and approved. Parent survey outcomes – 100% of those who completed the survey would recommend the school to another parent. It was felt that this information needed to be highlighted and communicated. It was noted that the questions used were the same ones asked by Ofsted.	Share 100% result on Twitter	LP
8	Governor Training <i>Feedback from training sessions</i> <i>End-of-year review</i> Two training sessions have been held since the last meeting: - OFSTED preparation - Vision Both were very useful events and the training materials have been uploaded onto govhub. Vision: - It was great to see governors working alongside senior leadership team; - Initial statement has been produced; - AS to work on SWOT analysis; - ASk to collate the 'headlines' over the summer. - It was noted that there were far more opportunities than threats. End-of-year review: HT appraisal – all targets met; TP completed governor role in staff appraisal: - Governor role – to check that processes are being carried out fairly and effectively; - Recommendations for pay increases are always anonymous; - Pay committee needs work. Are Performance Management (PM) reviews carried out for all staff to ensure training and support and for all to feel valued? The statutory requirement is for teaching staff only but there is support for all staff.	SWOT analysis Visions headlines	AS ASk



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	Comments were invited from governors on how this year has gone: - This has been a hard year with a lot going on; - It feels like we have achieved a lot but not always in a timely way; - The workload has been quite heavy; - It was a steep learning curve for new governors; - The role of governors has changed; - The Governing Board has developed considerably in the last three years; - We need to keep it simple and more manageable; - We need to focus on how we know rather than just what we know. A suggestion (from the OFSTED training) was to allocate governors to a cohort and follow that cohort through the school. A template of questions to ask children would support class visits and make them more effective. It was agreed that all governors needed to be more informed. A proposal for a new way of working that takes all comments, observations and information from training sessions will be prepared and presented at the Business Meeting in September.	Proposal	TP/ASK SS/SL
9	Finance: <i>Papers provided prior to the meeting:</i> <i>Summary report</i> Additional funding has been found, resulting in a better situation financially: - Growth and top-up funding now confirmed; - Pupil numbers increased; - SEN high needs top-up increased to meet a child's needs; - Pupil Premium income increased - Overall staffing costs have decreased Overall income increased by: £61,985 (2022/23) £178,851 (2023/24) £138,902 (2024/25)		
10	AOB Dates for meetings 2022-23: - Business meeting – 15th September - All other dates to be agreed at the Business Meeting		
Meeting ended pm Next FGB meeting: Business meeting 15th September 2022 4.30pm in school			
Minutes agreed			
Signed: CHAIR OF GOVERNORS Date: T Pearson (Chair)			