



Bishopton Primary School Governing Board FGB Meeting Minutes 25 March 2021				
		ACTION		
1	Present: TP; ASk; HH; JM; LP; SS; KM; AM			
	In attendance: VC; SL			
	Apologies: AS Governors were informed that AS has had an operation, is now home and signed off until after the Easter break.			
2	Declaration of interest/DBS confirmation/Code of Conduct: No declarations of interest. All DBS records up-to-date.			
3	Minutes of the last meeting(s): Governors approved the minutes of the meetings from FGB 11 Feb 2021	Arrange to sign minutes	TP/SL	
4	Matters Arising:			
	<u>Action points from FGB Feb 2021</u>			
	Update Gov Hub declarations report			SL
	Parental Questionnaire to be placed on school website			TP/AS
	Notes on additional roles for future guidelines			All ongoing
	Staff questionnaire revision			HH/KM/AM
	Governor availability for joining lessons remotely			All Tbc*
	Policy changes			SL/AS
*It was suggested that this should wait until a suitable week had been identified by the school and then governors could indicate their availability. One possibility is week beginning 10 th May as that would have been SATs week. This will be confirmed at the beginning of the Summer Term.		Confirm Governor week	TP/AS	
5	HT report: <i>Papers provided through pre-meeting document folder on govhub:</i> HT report Governors noted that the engagement of pupils through remote learning has been excellent (93% regularly engaging which is close to regular attendance figures of 96%). This is very positive and it is clear that action is taken when pupils are not attending, with support put in place.			
6	Policies: Policies updated, approved and uploaded onto Governor Hub: 7.1 Equality and Diversity - NS17 Anti-bullying - NS18 Anti-racism Governors requested clarification as to where policies for approval would be accessed. Review dates for policies are on the Policy Schedule which can be found under Governor Documents on Governor Hub. It was agreed to aim for summarising or highlighting any changes at the review date and alerting Governors by sharing on the noticeboard when this occurs.			

7	Governor monitoring – to include Safeguarding <i>Reports on Link roles provided through pre-meeting document folder on govhub:</i> • <i>Safeguarding (ASk/JM);</i> • <i>SEND (TP/LP);</i> • <i>Maths (KMc/AM);</i> Safeguarding The report is based on the checklist on safeguarding provided by WCC. Link governors expressed their satisfaction that all safeguarding procedures are in place and effectively monitored. They also commented on the positive development of governor monitoring. Key points: • All key policies are in place; • Safeguarding training – ASk completed; JM booked for May (also undertaken Prevent training and advised this for all governors); Training/briefing for all governors arranged for this meeting; • Monthly meetings will be held with the DSL; • A suggestion was made for the Link governors to speak to children and staff – this is to be arranged. SEND A meeting was held attended by SENCo and Link governors. The report outlines action taken during remote learning and on the return to school. SENCo advised 2 amendments to the report: • Number of SEND children = 28 • School counsellor has not yet been able to return Governors were asked to acknowledge the increased level of work undertaken by SENCo through this time; she has continued to attend external meetings (remotely), maintain contact with parents and children on the register while supporting staff in their work. Maths Link governors expressed their thanks to the Maths subject lead for her detailed responses obtained through questions posed via email. Governors observed that the observations about what has worked in remote learning and what has not was very useful. Does the consolidation week apply to all subjects? There is a consolidation week built into each term for maths and literacy. Assessments are happening now enabling any gaps to be identified, targeted intervention to be put in place and any adjustments to be made to the curriculum next term. Literacy A detailed report had been received by the Link governors. Clarification was sought as to how to condense this into a one/two page report or whether it needs to be submitted as it is. PE etc As above – a detailed response has been received from the staff concerned. Discussion followed about the structure of the Link Governor reports and balancing the need to summarise for governors whilst acknowledging the hard work of staff providing the information. It was accepted that a proforma would be difficult as the areas covered are so different, more detail has been provided as this is the first time and face-to-face meetings are easier to summarise. The suggestion was made to review at the end of the year and adjust accordingly.	Link governors to speak to children and staff	AS/ASk/JM
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	In the meantime, the Link governors for Literacy and PE will submit what they have and governors will be able to question/comment at the next meeting. Governors thanked staff present who have made the time to provide information for the governors – and asked them to pass on thanks to all staff involved.	Literacy/PE reports to SL	SS/KMc /AM
8	Finance: <i>SFVS document provided through pre-meeting folder on govhub</i> Governors were informed that the SFVS is a requirement to be submitted to the LA on an annual basis and needs to be approved by the FGB. It provides useful information about the financial position of the school in comparison with other schools. Why is spending on teaching high whilst pupil-teacher ratio puts us in the lowest 20%? The staffing profile at Bishopton is of a stable and experienced staff. This means that most are at the top of the main scale, some are on the upper pay scale and some have management points. It was noted that there are full time Teaching Assistants in each class which improves the pupil-adult ratio. Governors agreed that this should continue providing it is affordable and we need to sustain this through more pupils. Governors approved the SFVS unanimously	Submit SFVS	SL
10.	AOB: Pupil Numbers Two more pupils are joining the school in Reception after Easter. This takes the numbers to 33 which would require the need to split classes. It has been decided to keep the cohort together as a whole with the equivalent of 2 full-time teachers plus teaching assistants. This will be funded by growth-funding. Orbit support A meeting was held attended by Head, Chair of Governors, and representatives from the LA and Orbit. Orbit have funding available for catch-up and the school has requested £1500 for Forest School. Funding is also available for a Greggs breakfast club but this requires 40% FSM and the school does not qualify. The possibility of a summer school was discussed, with the school considering approaching a commercial organisation to run this. Street entrance improvement Proposals are being considered positively for improving the entrance to school. OFSTED The question was asked as to when the next OFSTED visit might be in order to establish priorities for training. The last visit was 2017 so they should be due this year but are running behind because of the pandemic. Friends of Bishopton School (FOBS) Governors were informed of an Easter Trail being organised by FOBS. Governors were thanked for their input into this meeting		

11.	SAFEGUARDING TRAINING In the absence of the Head/DSL, the Deputy Head/Deputy DSL led the training session for governors, supported by the staff governor who had undertaken refresher training that day. Key points/outcomes: • Issues can happen anywhere. • Safeguarding is a collective responsibility – noticing changes in behaviour and appearance. • All staff are trained and involved in monitoring – office staff to be trained as DSL as first port of call on the phone. • There is good communication between the DSLs – green forms can go to anyone of them and there is a robust system to draw the information together and build a picture. • Head and Deputy also trained in Safer Recruitment. • Whistleblowing – yellow forms for concerns about staff but they are white so that no-one is alerted to this. Yellow forms can record concerns about staff mental health to elicit support as much as conduct that needs to be addressed. • Teaching assistants perform a vital role - children often more likely to talk to them. • Green forms are also online and have been in use throughout lockdown/remote learning. • All staff have key questions to open up a conversation with a child they are concerned about – these are on stickers on the back of their lanyards. Governor lanyards will also have these questions. • There are possible plans for lunchtime clubs (Lego/colouring club?) to provide a forum where children will open up and chat with each other and staff. • Further training is required on how to record conversations/disclosures as close as possible to the original conversation. • Staff need support and reassurance in completing the forms in enough detail – also in dealing with uncomfortable and distressing situations. There is a requirement on the green form to feedback to staff and it was noted that this could provide an opportunity to ask the member of staff how they feel. • Training/briefing/support for volunteers needs to be developed. A vote of thanks was given to VC for stepping in – it was a practical and personal session that was very helpful and reassuring that the school has such a robust approach to Safeguarding.		
	Meeting ended 6.55pm Next meeting: 27th May @ 5pm		
	Minutes agreed Signed: CHAIR OF GOVERNORS Date: T Pearson		