



Bishopton Primary School Governing Board FGB Meeting Minutes 27 May 2021																												
			ACTION																									
1	Present: TP; ASk; AS; HH; LP; SS; KM; AM; OT In attendance: VC; SL Apologies: JM																											
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 27 March 2021 and extraordinary FGB held on 12 th May 2021		Arrange to sign minutes	TP/SL																								
4	Matters Arising:<table><tr><th colspan="3">Action points from FGB 25th March 2021</th></tr><tr><td>Confirm Governor visits week</td><td>TP/AS</td><td></td></tr><tr><td>Safeguarding Link governors to speak with children</td><td>AS/ASk/JM</td><td>Tba*</td></tr><tr><td>Literacy/PE reports to SL</td><td>SS/KM/AM</td><td></td></tr><tr><td>Submit SFVS</td><td>SL</td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><th colspan="3">Action points from FGB 12th May 2021</th></tr><tr><td>Submit Budget by 14th May</td><td>TP</td><td></td></tr></table> *governors asked if it would be possible to hold this in school as a face to face meeting – it was confirmed that this could take place after 21st June 2021 A meeting has been arranged for 17th June for those who hold Link/Additional Roles to receive feedback and review the new arrangement.		Action points from FGB 25 th March 2021			Confirm Governor visits week	TP/AS		Safeguarding Link governors to speak with children	AS/ASk/JM	Tba*	Literacy/PE reports to SL	SS/KM/AM		Submit SFVS	SL					Action points from FGB 12 th May 2021			Submit Budget by 14 th May	TP			
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5	HT report: <i>Papers provided through pre-meeting document folder on govhub:</i> HT report Safeguarding: 54 green forms were received from the end of November 2020. This seems a lot as school was closed – is this out of the ordinary? With around 30 members of staff, it has been the case that up to 200 have been received in a year. The completion of green forms shows vigilance																											

	among staff although this needs constant monitoring as some staff do not submit many and this may highlight a need for further training. What is meant by an ICT breach as mentioned under 'Behaviour'? The Local Authority operate a filter system in which all computer activity in schools is monitored, logged and schools alerted when a breach has occurred. The levels of breach are between 1 and 5 – this was a level 3 breach. A screenshot of the breach was sent through to school, the child concerned was spoken to by HT and class teacher and given the chance to own up. They are shown the screenshot and parents are informed. Parents feel secure that there is this level of monitoring. Is there ongoing support for the excluded child and the family? The child had come from another school where they were at risk of permanent exclusion so the authorities are already involved and supporting the family. The incident that led to the exclusion was a pair of scissors deliberately thrown at another child – this was not a one-off event and safety was paramount. Year 6 were informed of their Activity Week arrangements and it all seemed to go down well. There is a plan for a climbing wall in school. Governors commented that the school had done very well to produce such exciting activities as it is not possible to go ahead with the residential. It was pointed out that not all of the children in Year 6 go away on the residential and this way everyone can be involved.		
7	Governor monitoring – to include Safeguarding <i>Reports on Additional roles provided through pre-meeting document folder on govhub:</i> • <i>Safety & Risk – Staff survey (HH)</i> • <i>Information & Communication – Parental survey (SS/LP)</i> • <i>Governor Support (ASK/OT/SL)</i> • <i>Community Relations & Promotion (TP/JM)</i> <i>Also Report on Governor Virtual Visit week</i> Safety & Risk: Comments were invited on the outcomes of the staff survey: • There was a relatively low response but it was acknowledged that this was a busy time for staff; • Although there were some responses from Teaching Assistants, it was reported that many of them did not feel it was appropriate for them to take part; • It was pointed out that this had been an unusual year and it had been a while since the last survey. The aim would be for these to be carried out annually; • Responses were positive on the whole, particularly related to the Senior Leadership Team; • Through the virtual classrooms, parents were more involved and governors wondered if this could be developed further; in a normal year, parents of children in reception in particular would have been in school a lot more and it was reported that they felt it was good to know what was going on; • Next step – consider how to encourage greater participation and input across all staff in school.	Discuss at Role Review meeting	HH

	Information & Communication: Comments were invited on the outcome of the parental survey: • Good level of response (96 families out of 166) with many positive comments; • Parents were grateful for the feedback from staff during the pandemic although they found the workload heavy; the negative comments on Q6 were queried and it was pointed out that children working at home are working 1-1 and 2 hours would be a limit in these circumstances. It was acknowledged that differentiation is difficult when online so is achieved primarily by the amount of work produced, and some children have issues working at home anyway. Access to technology had been addressed with the offer of laptops; • Consideration needed to be given to providing feedback for parents on the results – this could be sent out as a report from school with the newsletter; • The additional comments provide a wealth of information and it would be good to focus on these. A report will be produced and sent to school for reference and information. Governor Support: An update was provided on the previous report with questions in bold for governors' responses. It was noted that the governor support was appreciated as governors tackled their new roles and that more time in these roles was necessary for them to be come more effective. A Role Review meeting has been arranged for 17th June to invite feedback on the new roles and plan a way forward. Governors holding Link/Additional roles will be invited to send their comments prior to the meeting so that they can be collated. In addition to the role review meeting, individual conversations with Chair/Vice-Chair would be offered. It had been reported that some governors felt bombarded with emails from Governor Services and it was sometimes difficult to prioritise these. In a bid to try and filter these, TP agreed to contact Governor Services for advice and guidance. Community Relations & Promotion: A meeting was held on 10th June regarding improving the entrance to the school. This has received support from County Councillor. Governors were informed that most schools have an entrance that opens straight onto the playground – it is unusual to have a narrow path that also serves a separate building, in this case Bishopton Community Centre. The access points for the school and community centre need to be separated. The plan is to remove the brick wall behind the disabled bays and remove the cycle sheds to create a wider entrance. Alternative placement for these will be found. Will the one-way system continue? Yes. This system has resulted in relieving bottleneck at key areas and, with regard to safeguarding, it is easier to monitor who is picking up the children. Governor Virtual Visit Week: Governors who took part in this found the children well-behaved and engaged in their lessons. The whole experience was excellent, thoroughly enjoyable, inspirational, useful and positive. Governors asked for their thanks to be passed on to staff. TP also thanked AS for organising the week.	Report on additional comments to AS Role Review meeting agenda & invite Link/Add role govts to send comments to SL Contact Governor Services re emails	SS/LP TP/ASk /SL Governors with Link/Add roles TP
8	Finance: The budget was approved at the extraordinary FGB meeting on 12th May 2021.		

10.	AOB: 1. Governor role in school improvement: At a recent training for one governor, the importance of the SEF (Self Evaluation Form) and LIP (Learning Improvement Plan) was stressed and it was expected that governors would discuss this at every meeting. Clarification was requested and it was explained that this is covered through the Link roles and governors with those responsibilities should be aware of the LIP priorities for their area when carrying out monitoring and writing reports. It was also pointed out that a separate SEF is no longer required – schools can present their self-evaluation information to suit their needs. The LIP is still required, with a focus on 3 or 4 priorities, and, at Bishopton, the overview at the front of the LIP outlines the self-evaluation. The LIP is currently under review by the Senior Leadership Team for presentation at the Business meeting at the beginning of the Autumn Term. Governors need to consider their LIP priority. - It was acknowledged that, as a relatively new governing board, everyone is still learning how to be more effective. 2. AS reported that, after an exhaustive and exhausting process, 3 excellent appointments have been made. 3. FOBS – a governor attended a meeting of the Friends of Bishopton School and reported that a new committee has been formed and they are currently funding requests from staff and supporting the Forest School development. They are still active and wanting to do something for the Summer Term. The role of governors possibly linking to FOBS was discussed with the conclusion that they are very different roles and the way forward is to support them rather than make any formal links. The suggestion was made for FOBS to have a monthly newsletter item to raise their profile among parents. 4. Forest School – As reported that over £1000 has been raised for Forest School through just 2 events, one whole school and one Y5/6.	Governor LIP priority	
	Meeting ended 6.15pm Next FGB meeting: 8th July @ 5pm (Role Review meeting 17th June @ 5pm)		
	Minutes agreed Signed: T Pearson CHAIR OF GOVERNORS Date:		