



Bishopton Primary School Governing Board																																												
FGB Meeting Minutes																																												
8 July 2021																																												
			ACTION																																									
1	Present: TP; ASk; AS; HH; LP; SS; KM; OT In attendance: SL (clerk) Apologies: JM; VC																																											
2	Constitution of the Governing Board Governors were informed that the clerk has received a letter of resignation from AM effective immediately. KM informed governors that she will be a member of staff at Bishopton Primary School from September so will need to stand down. Preparations for the election of 2 parent governors will begin. The term of office for SS ends in Oct 2021 – she has confirmed that she is willing to stand again so this will be ratified at the Business Meeting in September.			Inform new parents – 19 th July Prepare for elections	TP SL																																							
3	Declaration of interest/DBS confirmation/Code of Conduct: No declarations of interest. All DBS records up-to-date.																																											
4	Minutes of the last meeting(s): Governors approved the minutes of the meetings from FGB 27 th May 2021 and Role Review meeting held on 17 th June 2021			Arrange to sign minutes	TP/SL																																							
5	Matters Arising: <table border="1"><thead><tr><th colspan="3">Action points from FGB 27th May 2021</th></tr></thead><tbody><tr><td>Report on additional comments to AS</td><td>SS/LP</td><td></td></tr><tr><td>Role Review meeting agenda & invite</td><td>SL</td><td></td></tr><tr><td>Link/Add role gov's to send comments to SL</td><td>All gov's</td><td></td></tr><tr><td>Contact Governor Services re emails</td><td>TP</td><td></td></tr><tr><td>Governor LIP priority</td><td>TP</td><td></td></tr><tr><th colspan="3">Action points from Role Review Meeting 17th June 2021</th></tr><tr><td>Update roles guidance</td><td>TP</td><td></td></tr><tr><td>Share HT report contents document with AS</td><td>TP</td><td></td></tr><tr><td>Provide full acronyms in minutes</td><td>SL</td><td></td></tr><tr><td>Update changes to Annual Planner</td><td>SL</td><td></td></tr><tr><td>Produce easy reference contact document</td><td>SL</td><td>*</td></tr><tr><td>Resend Questions for Governors to ask' document</td><td>SL</td><td></td></tr></tbody></table> *TP has added teacher contact details to the roles guidance document Governors reported that the updated roles guidance was really helpful.			Action points from FGB 27 th May 2021			Report on additional comments to AS	SS/LP		Role Review meeting agenda & invite	SL		Link/Add role gov's to send comments to SL	All gov's		Contact Governor Services re emails	TP		Governor LIP priority	TP		Action points from Role Review Meeting 17 th June 2021			Update roles guidance	TP		Share HT report contents document with AS	TP		Provide full acronyms in minutes	SL		Update changes to Annual Planner	SL		Produce easy reference contact document	SL	*	Resend Questions for Governors to ask' document	SL		Governor LIP priority to be agreed and added at Business meeting	TP
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6	HT Report (to include Safeguarding) <i>Papers provided prior to the meeting:</i> - HT report - Summer 1 Standards Governors thanked AS for his report and noted that the comparison with the previous year is generally lower (largely due to COVID) but Years 4 & 5 are doing particularly well. Possible reasons for this include the positive impact of having Y4 in one class rather than a split class and Y5 benefitting from smaller																																											

	classes and generally maturing in their approach to learning. Pupils who qualify for Pupil Premium (PP) benefit from ring-fenced funding for focused activities enabling them to bridge the gap between them and their peers. How do children qualify for PP? If children qualify for Free School Meals (FSM), even for just 1 day, this triggers the PP funding for 6 years. The funding is calculated on 1st January each year and any anomaly in the number can be attributed to children who have become eligible since the 1st January. There is also Pupil Premium Plus funding of £1900 per child specifically for Looked After Children (LAC) – there are currently 2 such children in school. Does PP have to be spent on those children? Ideally, yes, although it can fund Teaching Assistant support which is not just available for them. SEND results for reading in Y1&3 show zero percent. Why? The 5 children in Y1 are all below the expected level which shows significant need. It is important to look at the numbers for the focus groups rather than the percentages for the reasons behind the results. Also, in the early stages of reading development children are simply decoding the words, even with expression, but without real understanding. Those children who are unable show this understanding cannot achieve the expected level yet. Why is there no data for focus groups in Early Years? The assessment for this group is not complete at this stage. The current Y6 cohort took the 2019 Standard Assessment Test (SATs) paper for reference, with the results coming out significantly higher than 2019 particularly in reading. This reflects the focus on reading as a whole school priority for this year. Writing results are weaker. This area suffered most during lockdown periods with 8 months out of school. Middle and lower range of ability struggled in this situation more than higher ability.		
7	Governor Monitoring <i>Papers provided prior to the meeting:</i> • Safeguarding • SEND Safeguarding: • No further monitoring has taken place as it was felt that the next stage was to actually go into school; • It was positive to receive training for governors from VC, giving the opportunity to show that there is breadth and depth to dealing with safeguarding among staff. This is a tribute to the leadership of AS and shows tremendous passion for safeguarding; • Keeping Children Safe in Education (KCSiE) – ASk and JM will take the responsibility to review the annual changes in this document and report back to governors, who are all required to sign to show that they have read it. There will be major changes this year as a result of an OFSTED enquiry into sexual exploitation in schools. SEND • There is a challenge for governors in answering the question ‘How do we know?’ because of the confidential nature of SEND work, The suggestion has been made for governors to receive anonymised versions of assessment reports and number of assessments undertaken for information;		

	A particular focus for governor monitoring in the next academic year will be English as an Additional Language (EAL) and Disadvantaged children; A webinar attended by TP outlined the four categories of SEND – is the assessment system used in school sufficiently detailed to provide information for governors to separate the four categories? No – the system ‘OTrack’ takes the information from SIMs and this level of detail is not on there. However, the data provided to governors does highlight those with SEND. Governors were informed that the last OFSTED report stated that there were too many children on the SEND register – there are fewer now because of the process of placing them on the register which requires a specific diagnosis of SEND. There is a list of concerns but this, where children are below average but with no diagnosis, requires teachers to explain what strategies are put in place for them to make progress (Quality First Teaching). Further clarification was requested regarding the timing and presentation of reports from those undertaking monitoring roles. This is now available in the revised annual planner.		
8	Finance: <i>Paper sent out prior to the meeting:</i> Summary financial report to governors Summer Term 2021 The report shows a bigger deficit in 3 years but the additional funding from the Local Authority (LA) is not included from 2023/24 onwards as this is dependent on pupil numbers. Also additional staffing expenditure is shown as an ongoing increase but this will be subject to review and dependent on pupil numbers from September 2022. Concern was expressed that this report reflects changes from the budget submission that governors approved and shows a worsening situation for BPS. What is the LA view of the changes? LA financial support are not concerned at this stage as the situation for 2021/22 has improved slightly and further figures will be constantly under review. Work will continue to increase pupil numbers. Governors will continue to monitor the situation.		
9	Policy Review Policies for review July 2021: Governor approval required: - Admissions - Teacher Capability - SEND - Medical Conditions Delegated to HT: - Charging & remissions - RSE - Governors’ Allowances Governors noted that the above policies required review. Changes to be made accordingly.	Review policies	AS/SL
10	AOB The draft annual calendar of dates had been sent out prior to the meeting. Governors found the extra information linked to monitoring roles helpful. NB: following the meeting it was proposed that the timings and venue should revert to pre-pandemic arrangements of 4pm in school if possible.	Gov feedback re timings & venue	All govts

	2. A discussion was held regarding the timings of surveys, with following approved: <table><tr><td>Autumn</td><td>Spring</td><td>Summer</td></tr><tr><td>Reception parents_ Why did they choose BPS? Experience of R - reflect</td><td>Staff</td><td>Parents of children from Y1 – Y6</td></tr></table> 3. Governors were asked to consider whether they wish to continue paying for LA services – unanimously approved. TP expressed thanks to AS for all that has been achieved this year and asked for this to be passed on to staff. Also thanked SL for her support as clerk. Governors thanked TP and ASk for their leadership and support over the year.	Autumn	Spring	Summer	Reception parents_ Why did they choose BPS? Experience of R - reflect	Staff	Parents of children from Y1 – Y6		
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Reception parents_ Why did they choose BPS? Experience of R - reflect	Staff	Parents of children from Y1 – Y6							
	Meeting ended 6.11pm Next FGB meeting: 9th September (hopefully 4pm in school!)								
	Minutes agreed Signed: T PearsonCHAIR OF GOVERNORSDate:								