

Bishopton Primary School Governing Board
Business Meeting Minutes
12 September 2019

		ACTION	
Present: SA; TP; EM; OT; AM; KM; SS; HH; AS; VC; SL			
Apologies: none			
Clerk to Governors: SL was welcomed as the new Clerk to Governors			
Declaration of interest: SA			
Election of officers: Chair – SA nominated by TP, seconded KM, carried unanimously. SA duly re-elected Vice-Chair – TP nominated by HH, seconded OT, carried unanimously. TP duly re-elected			
Terms of Reference: All documents to be changed to the chosen font for the school – ‘Maiandra’. 1. Whole Governing Body – changes required regarding dates, roles, name of clerk (+ appointment date). Missing governors added. 2. HT – budget limits confirmed and review dates updated. 3. Clerk – review dates updated. 4. Finance – review dates updated. 5. HT Appraisal – external advisor confirmed and review dates updated. 6. Individuals/Pairs – Reading and writing linked under one heading of English and Link Governors confirmed; Numeracy – EM; English – SS. The new curriculum will be a key focus this year so discussion followed about how to cover this. The suggestion was made to set up a curriculum committee with those governors linked to curriculum areas in order to monitor the new curriculum. It was felt that there still needed to be a governor assigned to ‘curriculum’ to ensure that all LIP priorities were covered. AS suggested that it would be beneficial to look at the long-term curriculum plans to identify the different curriculum drivers. 7. Panel Hearings – the Joint Panel Agreement needed the name(s) of schools that would be asked to attend a joint panel if necessary. OT asked if this had to be agreed with the other school(s); AM (having completed the training) explained that this is a reciprocal arrangement by need and expected of all schools. It was agreed to use the phrase ‘Stratford Primary Schools’. 8. Pay – it was suggested that the GB needs to be expanded to ensure there would be enough governors available for the pay committee (6 are currently eligible, with 2 named + SA) – to be discussed later in the meeting. AS explained that staff annual performance reviews needed to be completed by 31 st October, following which HT recommendations for pay progression re those staff eligible would be presented.		All changes made during the meeting and saved; they now need to be uploaded to Governor Hub. The SEF to be accessed before the full Governing Body (GB) meeting and a proposal prepared.	SA/SL SA/TP

Standing Orders: - Associate Governor – the appointment was made in Feb 2019 so it was agreed to bring this in line with all other review dates. - Co-opted Governors - no changes - Elections – no changes - Meetings – confidential items to be produced on different coloured paper and collected in after meetings.	Check that declaration of interest was completed	SL
Constitution: AS proposed one extra governor to cover curriculum priorities for this year – particularly reading. It was felt that this needed to be someone with no personal investment in the school and there has been some interest. SA suggested that the skills audit is to be re-done by the next meeting and that this could be used to identify: - whether another governor is required - the skills set needed.	Skills audit to be completed by all governors by the full GB meeting on 10 th October	SA/SL
Meetings Schedule: SA expressed concern that interest in becoming a governor may be limited by the timing of meetings, suggesting that they might start later. A discussion followed with a mixture of views. It was agreed to make the next meeting at 4pm and review once the skills audit is complete and there is a clearer picture of who is needed. Dates for your diary: Autumn Term Full GB meeting 10 th October 2019 Governor Day 15 th November 2019 LIP link visits w/c 25 th November 2019 Full GB meeting 5 th December 2019 Spring Term Full GB meeting 13 th February 2020 LIP link visits w/c 23 rd March 2020 Full GB meeting 2 nd April 2020 Summer Term Full GB meeting 4 th June 2020 LIP link visits w/c 29 th June 2020 Full GB meeting 9 th July 2020	Schedule updated during the meeting – to be uploaded onto Governor Hub	SA/SL
AOB: Accessibility Policy needs updating with any improvement needed for SEND provision in three areas: property, curriculum and communication. TP requested that those governors with responsibilities in these areas gather information and feedback to inform the policy, SA suggested that this could be done as part of the link visits and all agreed. Health and Safety Policy is not on Governor Hub. Prevent – reference to this should be incorporated into the Safeguarding Policy. AS informed that a new Safeguarding Policy, with Prevent included, has been received from the Safeguarding Board. All governors were asked to tick in Governor Hub to indicate completion of the Prevent training. Newsletter rota – HH to produce updated version and distribute.	Email requirements for gathering information Policy to be sent to TP for uploading Check Governor Hub for gaps Newsletter Rota	TP VC/TP SA/SL HH
Meeting ended 5.23pm		
Minutes agreed		
Signed: S. Abercrombie	CHAIR OF GOVERNORS	Date:

