



Bishopton Primary School Governing Board
FGB Minutes
5 December 2019 @ 4.30pm

	ACTION	
Present: TP; OT; AM; KM; SS; HH; AS; EM; ASk In attendance: VC; SL (New Governor welcomed)		
Apologies: SA (arrived 4.40pm)		
Declaration of interest: none declared		
SEND presentation: Steve Pendleton (LA SEND/Inclusion Commissioner)		
Minutes of previous meeting (10 Oct 2019): Minutes agreed and signed as a true record. Confidential Minute also signed as a true record.		
Matters arising: - Prevent certificates - All other matters arising on the agenda.	Check that KC has all Prevent certificates	SL
Headteacher Report/School Improvement: The report and associated documentation were sent out prior to the meeting. <i>Papers received:</i> - Autumn 1 standards - Past, present and future data - KS1 phonics screening (historical) - AIP catering report - Bishopton and links to Stratford - Categorisation letter - Sports' Premium impact statement - Book Trawl outcomes - KS2 impact statement 2018-2019 Correction: SEND/ECH – there are 4 children not 3 Q: What does 2b/3/3b mean? It was explained that these were the old levels used to indicate the achievement of the children – now changed to emerging/expected/exceeded. They need to be in the past/present/future data because there are still children in that data who were assessed using the old levels. Q: Why is the combined figure for Reading/Writing/Maths so much lower than each of those individually? A child has to achieve the expected level in all three areas to be counted in the combined figure so a child who achieves expected level in Reading and Writing but not in Maths would appear in the figures for Reading and Writing but not the combined figure.	Upload documents relating to HT report to Governor Hub	SL

Q: School categorisation – what does ‘amber’ mean? This is based on the data, particularly the R/W/M combined, which for us was lower than national. ‘Amber’ means that the school is on a watch list – if results go down further we would be allocated a Learning Improvement Officer who would support the school in strategies to drive the results up. Governors appreciated the report on Bishopton and links with Stratford-upon-Avon – one Governor, who is a trained guide for the Shakespeare houses, offered support in this area. Monitoring: all subject managers have been given release time to ‘deep dive’ into their subjects. This involves book trawls and talking to children and will be repeated each term, looking for development. The KS2 impact statement outlined actions and impact for 2018-19. Wider curriculum: an artist-in-residence will be in school on 18th December to work with the children on a mural in the corridor, funded by the commission from Christmas Cards. LIP Governor Objectives: these need to be based on the priority of the school and the training needs of the Governors. It was agreed to contact Governor Services to arrange training related to the gaps identified in the Skills Audit - curriculum/ preparing for OFSTED	Contact Governor Services LIP Governor Objectives	SL SA/SL
Safeguarding: • 38 green forms have been received since last meeting; • Safeguarding Governor to meet regarding further development of Single Central Record; • Safeguarding Training completed by all staff and one Governor; • All About Me training – SRE will be statutory by 2020 and age-appropriate material will be delivered to the whole school the week after SATs. A parental session has been arranged for 5th May and information will be made available to all parents before delivering to the children.		KM
Finance: Sports Premium impact statement had been sent out prior to the meeting. This income is no longer guaranteed so must be spent each year. Pupil Premium update – in draft form as funding is yet to be confirmed. CAPEX update Hall floor and entrance hall doors to be completed during Christmas holidays EYFS outdoor classroom proposal – quotes were presented to Governors: • 3 quotes sought; Quotes 1 & 2 = national companies; Quote 3 = local; • Only 2 & 3 have visited; 1 & 2 have ramps – one dug into ground-level; 3 is flush with existing tarmac level – no need for ramp; • 3 includes artificial grass, making it usable all year round; • 3 has already sponsored equipment in school, is a current parent and would give better follow-up. • Quote 1 = £11714; Quote 2 = £20000; Quote 3 = £17625; Proposal made to accept the local option (Quote 3) – work would take 2 weeks and start in January once confirmed. Proposal agreed and carried unanimously.		
Policy Updates: Whistleblowing – currently this is a section in the Safeguarding Policy. Proposal to adopt the LA model policy – agreed. Dealing with Complaints – model policy adopted. Both delegated to HT for monitoring and review.	Personalise LA Policy Upload policies to Governor Hub	AS TP

Governor Training: The latest training schedule had been sent out prior to meeting – further updates provided. Governors were asked to update Governor Hub. It was reported that no-one has completed training in Exclusions: The Governors Role. Discussion followed regarding receiving feedback from training with the suggestion that this becomes a standard agenda item. It was also suggested that a Training Folder be set up on Governor Hub for Governors to upload any materials, reports and information for sharing.	Update Training records on Governor Hub Set up Training Folder	All Govs SL
Monitoring: LINK visits – 5 visits have happened with 3 still to be completed. LINK Governors were asked to ensure that they complete the visit form. Those visits that have been completed were positive with follow-up questions to be clarified in the next visit. Staff time for these visits was much appreciated. The request was made for more time between visits and FGB so that reports and feedback can be prepared and distributed. Parents evening feedback – analysis sent out prior to meeting: - Many thanks to Office staff, who offer a great welcome to all; 117 responses received – good to have Governor presence. <i>(One Governor left the meeting at 6.50pm)</i> Governor day feedback: - Largely positive, with some questions to challenge and support; - Lunchtime issues already covered – now 3 sittings which is working well; - Document to be circulated with minutes.	Check that visit form is on Gov Hub Change LINK visit dates Circulate Gov day feedback	SL SA/SL SL
Christmas festivities: The programme of Christmas events in school was shared and Governors indicated their availability to attend Christmas productions, concerts and services. 4 Governors will attend the Christmas lunch on 18th December. <i>(one Governor left the meeting at 7pm)</i>		
AOB: Preparation for FGB meetings: Concern about amount of paperwork to read. Suggestion made to allocate sections of the paperwork to individual Governors. After some discussion it was agreed that it was important for all Governors to be as informed as possible. Papers are sent out at least 7 days prior to the meeting – it was suggested, and agreed, that these are sent out as soon as they are received by the clerk rather than wait for them all to be received to spread the load. Governors' Award: discussion postponed to next meeting Governance Matters: all agreed that summary as useful – to continue Challenge: Governor questions recorded in bold type. Where in this meeting have we... - Held the school to account? Agenda Item 6 & 11 - Acted strategically? Agenda item 5 & 9 - Provided evidence of value of money? Agenda item 8		
Meeting ended 7.10pm Next FGB Meeting: 13 February 2020 @ 4.30pm (Extraordinary meeting to discuss SEND proposal to be arranged)		
Minutes agreed Signed: S. Abercrombie CHAIR OF GOVERNORS Date:		