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THE CLERK TO THE GOVERNORS

Stoke Bishop Church of England Primary School  
**FULL GOVERNING BODY MEETING – TERM 4**  
Held on Thursday 17<sup>th</sup> March 2022 at 2pm at school (part of Governor Day)

Minutes

**PRESENT:**

**FOUNDATION**

Rachel Powlesland (RP)  
Jema Ball (JB) Chair  
Helena Richards (HRi) Chair  
Beverly Richardson (BR)

**PARENT GOVERNORS**

Helen Rowe (HR)  
Sophie Summers (SS)  
James Wiggins (JW)

**STAFF**

David Forrester (DF) Head Teacher  
Ann Smith (AS)  
Darren Hunt (DH) Deputy Head

**Clerk to Governors**

Sarah Richardson (SR)

ITEM	MINUTE	ACTION
164	<p><b>Welcome</b></p> <p><b>164.1 Welcome, Apologies for Absence and Opening Prayer</b> Apologies received from Bridget Davies (BD), Paul Wake (PW), Cynthia Treharne (CT) Jamie Pirie (JP) and Michael Barnes (MB). Apologies accepted by the Governing Board.</p> <p>JB led the opening prayer.</p> <p><b>164.2 Declaration of Pecuniary Interests</b> The Attendance Register and Declaration of Pecuniary Interests was agreed online on GovernorHub. Nothing was noted.</p>	
165	<p><b>Minutes from last meeting (FGB 24<sup>th</sup> January 2022)</b></p> <p><b>165.1 Approval of Minutes</b> Minutes approved. Now available on the school website.</p> <p>All items had been completed or would be covered under the agenda for this meeting.</p>	
166	<p><b>Safeguarding</b></p> <p>The main purpose of this agenda item was to gather feedback from being in school as part of the Governors Day. The day had 3 classroom sessions, allowing Governors to spend time in the classroom.</p> <p>The Governors experience was very positive and no safeguarding issues were noted.</p> <p>Safeguarding is reported to be very strong within the school at present, with a very capable team leading it. Governors noted a concern around VM's workload, which school are aware of and supporting with.</p> <p>The CPOMs recording system is in use and working well.</p> <p>An online safety survey has recently been sent out to all parents/carers, it was noted that school have had a low response rate.</p>	

167	<p><b>Headteacher report</b></p> <p><b>167.1 Headteacher report</b>  A brief headline report was presented to the Governors, with focus on:  Data &amp; Assessment outcomes  Final version of the Complaints Policy  Staff Wellbeing  Living with Covid measures  School Improvement Advisor  SDP T3 Review  Online Safety  NW24 Conference  Easter service – back at St Mary’s</p> <p>No questions from Governors were noted.</p> <p><b><u>The Governors thanked all school staff for their continued hard work.</u></b></p>	
168	<p><b>Governor updates</b></p> <p><b>168.1 New Governors</b>  - live with adverts on Inspiring Governors and Governors for Schools  - flyers are out in various local locations to try and attract a more diverse range of applicants  - two potential governors coming through the system and hopefully there will be more people interested</p> <p><b>168.2 SDG meeting outcome</b>  The meeting discussed the issue of falling pupil numbers across the north Bristol area and the implications it has for school. The Committee identified this as the next big strategic issue for the school. A working group was proposed to try and answer some of the key questions around the matter and develop plans to address the issues. It would be good if at least 2 governors were part of the group along with staff.</p> <p>DF took Governors through AS spreadsheet looking at admissions of 50 for the coming 5 years. This gave financial projections with the most significant impact occurring in two years time if numbers continue to reduce.</p> <p>Current September numbers – first choice 45, second choice 50. Numbers are finalised in April.</p> <p>Let SR know if you wish to become a part of the pupil numbers working group.</p> <p><b>168.3 Training</b>  Update SR with any recent training.</p>	<p>SR</p> <p>ALL</p> <p>ALL</p>
169	<p><b>Policies</b></p> <p><b>169.1 Whistleblowing Policy</b>  AS summarised. Policy reviewed and no changes made.</p> <p><b>169.2 Complaints Policy</b>  SS &amp; PW amendments then final version. 3 month amendment. DF to amend and circulate.</p> <p><b>FGB agreed to adopt both Policies.</b>  These will now be shared with parents by DF through the newsletter and put on the website for ongoing access.</p>	<p>DF</p>

170	<p><b>Committee Reports</b></p> <p><b>170.1 Finance</b>  March meeting looked at January management accounts which show a forecast surplus of £12,505 for the full year.  Sue Parry, the school's responsible officer presented her first report of the academic year, following her visit in December 2021 – no significant matters were raised.  Falling pupil numbers across the north Bristol area were discussed and potential courses of action. Indicative numbers were given for Sept 2022 Reception intake.  AS also noted that a CIF bid had been submitted for the replacement of the school's heating systems and boilers. The school will be notified of the outcome in the Spring and if successful, work will be carried out in the Summer holidays and the Autumn term.</p> <p><b>170.2 Quality of Education</b>  8.3 data meeting, the committee went through the headlines data document.</p> <p><b>170.3 Leadership &amp; Management</b>  Review of Complaints Policy.  It was noted that school policies are generally reviewed annually. Given the increasing number of policies in place it was agreed that some policies would only be reviewed on a 3-yearly cycle (unless there is a change in guidance or legislation or there is a situation/event which requires the policy to be reviewed sooner). Key policies will continue to be reviewed annually.</p> <p><b>170.4 Personal Development</b>  SDP updates.</p>	
171	<p><b>Link Governor Reports/updates</b></p> <p><b>171.1 Equality &amp; Diversity</b>  VM/DH work, staff training and including within curriculum and learning.</p> <p><b>171.2 Health &amp; Safety</b>  Due to meet next week.</p> <p><b>171.3 EYFS</b>  Date for the LA visit. HR to document.</p> <p><b>171.4 Church Links</b>  Easter service in church and Easter trial, staff involvement, really positive.</p> <p><b>171.5 Inclusion</b>  Financial support for SEN from LA reduced service with a massive impact on schools.</p> <p><b>171.6 Safeguarding</b>  Covered above. DF raised implications from reduced services as mentioned in 171.5( including longer response times, reduced response by BCC and actions requiring greater use of school resources.)</p> <p><b>171.7 GDPR</b>  AS prepared an update to the ongoing GDPR implementation plan which was discussed the the GDPR link governor, HR. A full set of GDPR policies are now in place. Privacy notices in place for pupils/parents, staff, job applicants and visitors. Whole school refresher training took place on 9/3/22 and governor training webinar. Thank you to AS for moving this on.</p>	
172	<p><b>Correspondence</b>  School Resource Management Self-Assessment Tool (saved in Gov Hub meeting folder, AS to return to ESFA). Annual submission for FGB to review.  Reviewed by FGB and submitted by AS.</p>	
173	<p><b>AOB</b>  Nothing noted.</p>	

The meeting closed at 3.25pm.

**Date of the next meeting: Monday 9<sup>th</sup> May 2022**

**SIGNED: ..... DATE:**