

Please forward any matters relating to the Minutes below to:
THE CLERK TO THE GOVERNORS

Stoke Bishop Church of England Primary School
FULL GOVERNING BODY MEETING – TERM 2
Held on Monday 5th December 2022 at 4.30pm at school

Draft Minutes

PRESENT:

FOUNDATION

Rachel Powlesland (RP)
Helena Richards (HRi)
Jema Ball (JB)

MEMBERS

Cynthia Treharne (CT)
Joshua Denton (JD)
Paul Wake (PW)

PARENT GOVERNORS

Bridget Davies (BD) Chair
Helen Rowe (HR)
Sophie Summers (SS)
James Wiggins (JW)
Michael Barnes (MB)
Emily Fletcher (EF)

STAFF

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

Clerk to Governors

Sarah Richardson (SR)

ITEM	MINUTE	ACTION
207	<p>Welcome</p> <p>207.1 Welcome, Apologies for Absence and Opening Prayer BD welcomed EF as a new Parent Governor to the FGB. No apologies received. JW joining via teams.</p> <p>JB led the opening prayer.</p> <p>207.2 Declaration of Pecuniary Interests The Declaration of Pecuniary Interests was updated via Governor Hub. Nothing was noted.</p>	
208	<p>Inclusion</p> <p>Presentation from HWJ & DF. 'What does the Inclusion Model look like at our School?'</p> <p>3 main areas of focus: External Interventions HUB Model Parental Participation</p> <p>Governor Question: how many 'highly vulnerable' children across the school? 1-2 per year & each has a plan that is being followed.</p> <p>Governor Question: how is success measured within this area? KPI's set for number of children receiving EHCP funding. Consultation with parents & feedback given.</p> <p>Governor Question: how do we respond to other parents enquiries about our provision for SEN children? Measured response & being discussed at Chairs/ Heads meeting. School now requires parents to state if their child receives additional help in class as part of their application in order that school can confirm it can meet need and for early preparation for a new arrival by the Inclusion team. School supports an inclusive approach.</p> <p>Governor Comment/Question: pleased to see Young Carers being included in our vulnerable children list. How difficult is it at the moment to access external support? Paid support is available. Any other external support services are really stretched.</p>	

	<p>Governor Question: is that a Bristol issue or national? Specifically Bristol is in a very difficult situation.</p> <p>School are in a much more proactive situation to try and prevent issues from escalating rather than reactive.</p> <p>Governor Question: are we employing third party help or are they contract staff? Contract staff.</p> <p>Supporting document from HRi sent to all Governors & saved on GH.</p>	
209	<p>Minutes from last meeting (FGB 25.09.2022)</p> <p>209.1 Approval of Minutes Minutes approved. Now available on the school website.</p> <p>209.2 Actions from last meeting (26.09.2022) All items had been completed or would be covered under the agenda for this meeting.</p>	
210	<p>Safeguarding</p> <p>Safeguarding Update for Governors - DF Presentation.</p> <p>FGB discussed what Protected Characteristics are defined as. CT highlighted that socio-economic status is not included as a protected characteristic.</p> <p>Bristol has a 50 year plan based around Bristol's Children's Charter & Bristol Equality Charter. Used as a guide for schools within the authority to know what to base framework on.</p> <p>TBC - Equality Statement linked to SDP.</p> <p>Governor Comment: this appears to be a much wider agenda now.</p> <p>DF to talk to JD regarding practice at Blackhorse Primary in relation to EIA.</p>	DF & JD
211	<p>Headteacher report</p> <p>Governor Question: attainment chart for reading in year 3 is very high? Measure is based on where you think children will be by the end of the year. Taken from benchmarking scores, anecdotal evidence & general feedback. This was discussed at Q of E and is under discussion / ongoing review regarding different levels of teacher confidence</p> <p>Governor Question: how do we see progress data? Comparison between past years, this area will develop as we use new ways/tools for reporting. This is being discussed at QofE committee & being reviewed by teachers.</p> <p>Governor Question: do we have any exclusions? No.</p> <p>Governor Question: what is the reference to active learning? Active Learning is a principal from T&L & focuses on children's engagement in their learning.</p> <p>Governor Comment: the new way of presentation is much easier to understand and the use of colour coding is really helpful.</p> <p>Governor Question: query about uniform and hair styles. As a non-parent governor, I've missed out on the advice/reminders re uniform and hairstyles but I'm wondering what parental reaction has been and whether there has been any feedback on difficulties for low income parents in maintaining standards of uniform?</p> <p>Governor Question: I do understand that school is willing to help out in cases of difficulty and that Claire will be aware of families who might experience difficulty and will ensure they get</p>	

	<p>appropriate support. However, people find it hard to admit when they are struggling and, in the current economic climate, families we are not aware of may be in financial difficulty. Also re hairstyles, has advice been around general tidiness and hair kept out of eyes, or are there any type of styles which are not acceptable in school? The only comments I have received from parents have been positive affirmations of the newsletter piece on hairstyles. The focus is not on everyone having the same / or being overly directive of an acceptable style, rather it has been to raise awareness around unnecessary styles and shaving in particular, where it includes markings/ symbols as these are not necessary for school. We make a significant effort to ensure all parents are aware of the principle that they do not need to buy from the website suppliers. Packs from local shops such as Asda are perfectly acceptable – they do not need a logo. We also make second-hand clothing available to families in need and to families when they are starting school mid term / year.</p> <p>Governor Question: impact of staffing challenges upon budget? Use of supply teachers, etc will potentially be more costly. Year 3 cover teacher is a challenge but looking at possible recruitment of long term supply teacher.</p> <p>Governor Question: staff payrises causing deficit? Government statement indicated funding for schools will be announced next week. No change in planned expenditure at the moment.</p> <p>Governor Question: recruitment of caretaker? Is cover for operational tasks planned? Underway – SLT have already discussed potential areas to share the load if necessary.</p> <p>Governor Question: can you have a referral fee within school? No.</p> <p>Governor Comment: Flying Fox & where is the learning for the rest of the school? This was a one off and only applicable to a certain age group but similar opportunities will be identified.</p> <p>DF to send latest SIA report & add to GH folder.</p> <p><u>The Governors thanked all school staff for their continued hard work.</u></p>	
212	<p>Governor updates</p> <p>212.1 AGM 2022, Articles Articles of Association have been improved at 2022 AGM. Thank you to BD for all your work on this.</p> <p>212.2 PW Continuing in role Thank you to PW for carrying on as a member appointed Governor.</p> <p>212.3 Training BCC Succession Planning training – SR to update at SDG NW24 MATs Presentation 7/2 6-7pm, any Governors invited. SR to send info. 18th January 10-11.30am Regional Schools Commissioner MAT Presentation, all Governors welcome to attend. SR to send out info. NW24 Governor Links – BD to continue to update board.</p> <p>212.4 Governor Day – 14th March 2023 Agenda to follow.</p> <p>GovernorHub – filing & organisation, an action for all to keep on top of. Final documents or meeting documents to be uploaded to GH. Microsoft Teams to be used for work in progress documents.</p> <p>Welcome again to EF who has joined the finance committee & a reminder about email address (SB at the end of name).</p>	<p>SR SR SR BD SR & BD ALL</p>

213	<p>Policies</p> <p>213.1 Pay Policy FGB has approved updates & final document.</p> <p>Governor Question: Have BCC supported the support staff payrise? Yes.</p>	ALL
214	<p>Committee Reports</p> <p>214.1 Finance</p> <ul style="list-style-type: none"> • Approval and signing of the Annual report and financial statements for the year ended 31st August 2022 Discussion within Finance Committee & AGM. 1 question at AGM re CIF bid. Approved at FGB. • Letter of Representation and management letter from Bishop Fleming • Review of the effectiveness of the external auditor We will be continuing to use BF but going out to tender in Jan 2023. No major weaknesses identified during our audit. • August 2022 Management accounts - FGB Summary document referred to in meeting Awaiting Government announcements mid-Dec re school funding position, further discussion to take place at Finance Committee March meeting. Plans for outside space for EYFS using built up reserves with an estimated timescale of Easter holidays. • Annual Summary report of the Responsible Officer Both documents submitted to ESFA by end of December. <p>214.2 Quality of Education Data meeting has taken place with Maths & English leads. Governor Question: has there been any feedback from the E&M subject leads? Teachers found it useful & felt there was a more focused conversation as a result. It has also supported their thinking about their SL Reports in terms of what to record as useful information.</p> <p>HR has sent an email to all Governors. End of term for subject leader reports to prepare for meetings to then take place in January. All meetings have now been organised.</p> <p>Governor Question: how will the meetings run? Ask one question at a time for each subject lead to then go through their answer. The answers will lead to other questions being covered so can move on quite quickly. SL's will bring their responses to the questions in a written format so that Govs do not need to make notes unless they ask further questions. Aim is to ensure there is a record around key questions not extensive information that is not relevant for governor overview.</p> <p>214.3 Leadership and Management No updates.</p> <p>214.4 Personal Development No updates.</p>	AS

215	<p>Link Governor Reports/updates</p> <p>215.1 Equality & Diversity CT has met with DH & VM to incorporate E&D within curriculum journey, linked to the 3 main framework areas. Further discussion to take place at Governor Day in March.</p> <p>215.2 Health & Safety Upcoming meeting.</p> <p>215.3 EYFS HR has met with VM. EYFS curriculum development is now complete and integrated with the rest of school.</p> <p>215.4 Church Links Christmas trail is going well. Christmas service is next week. SIAMS – SP has completed training & made a start on audit tool to support a SIAMS Inspection visit (Stoke Bishop is not currently on the SIAMS visit list).</p> <p>215.5 Inclusion HRi has met with DF & the SEND report is saved on GH.</p> <p>215.6 PE MB is now Governor Lead for PE, report due in T6. DF & MB to meet to discuss.</p>	DF & MB
216	<p>Correspondence Nothing noted.</p>	
217	<p>AOB Nothing noted.</p>	

The meeting closed at 6.30pm

Date of the next meeting: Monday 23rd January 2023

SIGNED: DATE: