

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 5
Held on Monday 13th May 2024

Minutes

PRESENT:

FOUNDATION

Rachel Powlesland (RP)
Sue Rees (SR)

MEMBERS

Joshua Denton (JD)

IN ATTENDANCE:

Stephanie Pritchett (SP) Chair
Westbury on Trym Primary

PARENT GOVERNORS

Bridget Davies (BD) Chair
Helen Rowe (HR)
Sophie Summers (SS)
James Wiggins (JW)
Emily Fletcher (EF)
Dave Tilley (DT)

STAFF

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

Clerk to Governors

Sara Bartlett (SB)

ITEM	MINUTE	ACTION
304	<p>Welcome</p> <p>304.1 Welcome, Apologies for Absence and Opening Prayer Apologies received from Michael Barnes (MB), Paul Wake (PW), Cynthia Treharne (CT) and Jema Ball (JB). Apologies were accepted by the Governing board.</p> <p>Welcome to Stephanie Pritchett, the Chair of Governors from Westbury on Trym Primary School. SP attended as part of the Governor Exchange Scheme within NW24, to give Governors insight into the work of other boards and encourage sharing of good practice and ideas.</p> <p>BD explained that Charlie Gunter has resigned from the Governing Board.</p> <p>RP led the opening prayer.</p> <p>304.2 Declaration of Pecuniary Interests The Declaration of Pecuniary Interests was updated via Governor Hub. Nothing was noted.</p>	
305	<p>Minutes from the last meeting (FGB 13.3.24)</p> <p>305.1 Approval of Minutes Minutes were approved and will be available on the school website.</p> <p>305.2 Matters Arising & Review of Action Points from last meeting (13.3.24) All items had been completed.</p> <p>NW24 Governor Exchange Governors still have the opportunity to visit the FGB of another school to swap ideas and good practice. St Johns has a FGB meeting on 9th July 2024. If any Governors want to attend please let BD/SB know.</p> <p>Tracked Changes on Minutes – SB will remove all tracked changes from future minutes.</p>	<p>SB</p> <p>SB</p>

<p>306</p>	<p>Safeguarding</p> <p>Safeguarding Webinar – SS attended a Safeguarding Webinar recently accessed via London Grid for Learning (LGFL). All Governors can do this training as an alternative to the existing NGA Safeguarding module.</p> <p>Interested Governors can access this on https://lgfl.net/training (and search for the name of the course to find the next available date).</p> <p>LGFL have popular quizzes which apparently DSLs use to help with staff training: https://lgfl.net/safeguarding/kcsie-quizzes. RP will check to see if these questions are suitable for Pupil Voice.</p> <p>SS is meeting Mrs Lawrence this Friday to complete the Single Central Record (SCR) check.</p>	<p>RP</p> <p>SS</p>
<p>307</p>	<p>Family Link Worker Q & A – Claire Woodman-Smith</p> <p>CWS joined the meeting to explain her role as a Family Link Worker. CWS works directly with parents/carers to support their children and families by offering friendly, non-judgmental support and information as well as sign-posting to other services.</p> <p>CWS's presentation is available to read on GovernorHub along with her presentation on the work being done in collaboration with the PTA (MAGIC).</p> <p>Governor Question: What are the challenges of your role?</p> <ul style="list-style-type: none"> - Stretched external services at capacity - High expectations put on school - Social situation of some families - Personal attachments/investments <p>Governor Question: How do you find the general level of engagement with parents? CWS hopes that as the parent/carer gets to know her, they understand she is there to help and offer support/advice. As the positive word spreads, parents/carers can be invited in for a 'cuppa and a chat'.</p> <p>Governor Question: You are so busy – how do you manage it all? Who supports you? The Pastoral care team across 3 different areas provide great emotional support. They can help, support and advise parents and carers who have worries or concerns about their child. CWS is in touch with other Family Link Workers in other schools. DF and DH always have their doors open for support. DF has always been very aware how crucial this work is.</p> <p>Governor Question: Where are we in terms of our Family Link Worker role compared to other schools? The role is very specific to the school but areas covered are very similar. Some other schools do more work with groups of children.</p> <p>DF shared that CWS is absolutely brilliant, both professionally and emotionally. Staff, parents and carers are always happy to talk to her in person and via telephone calls and she is always supportive to the teaching staff.</p> <p>The Governors thanked CWS for her contribution and commitment.</p>	

<p>308</p>	<p>Headteacher Report</p> <p>DF circulated his report before the meeting today and some questions were submitted by email before the meeting. A copy of this is available to read on GovernorHub.</p> <p>Staffing – The class structure for 2024-25 is available on GovernorHub. Please remember this is very confidential and provisional.</p> <p>Governor Question: Leadership & Management – Do we expect Senior Leaders to work a 5 day week? This has been the case in the past but will need reviewing according to structure, finances and individuals in future.</p> <p>Governor Question: Attendance – Do you always apply for penalty notices? No, we always take reasons for absence into consideration first, especially in exceptional one-off circumstances.</p> <p>Governor Question: Attendance – what is the plan on how to communicate to parents about the changes to penalty notices driven by the DFE? CWS is attending a training session on the changes. We will then sort out what the process will be and communicate to parents what they need to know. We will also be updating our Attendance Policy at the same time.</p> <p>In Term 6, Sophie Aldis will be attending the FGB on 8.7.24 to present Maths & English looking at data.</p> <p>Governor Question: What is the reaction from staff regarding co-headship? Staff seem remarkably calm about this. Communications are going out to parents this term to clarify how next year will work. BD reported that she had spoken to a few parents who feel really confident about the transition.</p>	
<p>309</p>	<p>Strategy – Long Term Goals Review</p> <p>The Strategic Review has been completed as a process within school. This is available to read on GovernorHub.</p> <p>Input from staff, parents, the church and the community has been combined into 4 sections:</p> <ol style="list-style-type: none"> 1. Leadership & Staff 2. Children 3. Community 4. Curriculum <p>After a discussion about this it was agreed that the following amendments in yellow will be made to the document:</p> <p>Leadership & Staff - <i>Effective succession planning has created a leadership team which has continued to evolve an environment where the wellbeing and equity of all children and staff is good, so they can flourish. This has created a strong sense of belonging, confidence to take risks and an ability to embrace responsibility.</i></p> <p>Community - <i>We are an outward facing, collaborative school that contributes and thrives on the relationship between leaders, staff and children in our school, local church and wider community. We promote and communicate opportunity and growth through the power of collective action.</i></p> <p>All of this information has been documented so it allows us to ask in years to come, if these goals have been achieved and how. DF said thank you to the SLT for their help with this piece of work. Staff are keen for things to continue going in the same direction and felt things do not need to change radically.</p>	

<p>310</p>	<p>Governor Updates</p> <p>GDS The last person working at BCC GDS left last week, so there is currently no service available.</p> <p>Training Training is still available with The Key and also NGA. Please continue to let SB know if you have completed any training so she can keep our records updated.</p> <p>We will organise the skills matrix again by the end of the summer term.</p> <p>Governor Recruitment/Re-election Charlie Gunter has recently resigned from the Governing Board due to other commitments. This leaves a vacancy for a Member Appointed Governor.</p> <p>BD has been in contact with 2 x potential candidates who she will arrange to meet and invite into school.</p> <p>We will shortly be advertising for some new Parent Governors who will be appointed in September 2024. If anyone knows of any parents who may be interested please do encourage them to apply.</p> <p>Governor Question: What particular skill sets do we need in new Parent Governors? Experience in marketing, HR, legal and people who have experience of working with young people or in the community.</p> <p>Chair of Governors BD will be stepping down as Chair of Governors in July 2024, but is happy to continue to be the named Chair until a successor(s) is voted in at the FGB in September 2024. BD explained she has been logging everything that she does ready to start handing over. Lots of jobs can be divided out amongst Governors and does not need to fall on just the Chair to do them. Different tasks can be dealt with by different people.</p> <p>The school and SLT is currently very well structured. We now have a very experienced and competent set of Governors and structure and processes for good governance in place.</p> <p>MAT Session feedback The Information Evening held on 30.4.24 was well informed about schools transferring to a MAT. There is a follow up day on this next week on 21.5.24 at Christchurch Parish in Downend.</p> <p>Some schools have had a difficult experience while going into a MAT, so we need to be really aligned with values and have positive reasons for transferring, other than it being just a financially driven decision.</p> <p>DF is hoping to have some more feedback by the next FGB meeting in July.</p> <p>NW24 DF is attending a HT conference on 17.5.24 which is based around school evaluation.</p> <p>7 new schools will be joining NW24.</p>	
<p>311</p>	<p>Policies</p> <p>The draft Finance Policy was circulated before the meeting today.</p> <p>Governors are happy to approve the policy today.</p>	

<p>312</p>	<p>Committee Reports</p> <p>312.1 Finance The finance committee met last week, AS reported that we are forecasting a small surplus in the latest management accounts which we are hoping to maintain to the year end.</p> <p>AS shared the basic budget assumptions for 2024/25 with governors. This is based on our GAG allocation for 399 pupils and includes pay rises of 2.5% for teachers from 1st September 2024 and 2.5% for support staff from 1st April 2025. Overheads are budgeted to increase by 2.5% (in line with current CPI levels). The final budget will come to the FGB in July for approval.</p> <p>Governor Question: What is the impact of the reduction in Pupil Premium children next year? This is going to reduce our pupil premium funding from 1st April 2025 as we expect to have approximately 10 fewer pupil premium children.</p> <p>The IT Strategy Plan was shared with the FGB. It is for 3 years and based on a rolling programme of replacement. We aim to replace things as and when needed with no significant changes in technology.</p> <p>312.2 Quality of Education IT, DT and PE Subject Leads attended the last meeting giving presentations on work done so far and the next steps to be completed on curriculum development.</p> <p>English will be the focus for the next meeting with Art & Music monitoring to be completed if possible by the end of Term 6.</p> <p>Subject Leads will be meeting on 19.6.24 so we need to ensure staff know where to access information of the SDP.</p> <p>312.3 Leadership and Management Nothing to report.</p> <p>312.4 Personal Development The next meeting is in June.</p>	
<p>313</p>	<p>Link Governor Reports/Updates</p> <p>313.1 Equality, Diversity & Inclusion CT sent the following update via BD.</p> <p>CT did an Inclusion Pupil Voice with HJW in March which was very interesting. CT was impressed by how willing the children were to talk and in some depth too and were happy to give their opinions and feedback was positive. There were comments about the playground, crowded, noisy, but I understand from HJW that there are actions afoot to make it a more enjoyable space e.g. markings for games on the tarmac.</p> <p>CT did an Inclusion walk in April, focusing on EAL children and visiting a number of classrooms.</p> <p>Cultural Diversity Day was really amazing with lots of impressive parental involvement. Children were proud to be coming into school in their national dress, trying out of different foods and just getting to know more about everyday life in different cultures and celebrating those differences.</p> <p>There is also an Advocacy week planned for later this month and a strategy meeting with DF, HJW and CT scheduled for June.</p> <p>313.2 Health & Safety Nothing to report.</p> <p>313.3 EYFS EF will be meeting shortly with VM. There is no other update.</p>	

	<p>313.4 Church Links The Bishop is visiting this week. A Spirituality Arts day is taking place</p> <p>313.5 GDPR The school had its annual GDPR compliance audit in April. AS is waiting for the report to be finalised. The GDPR policies have all been updated and approved by L&M Committee and communicated to all staff. No data breaches have been reported since the last meeting.</p> <p>313.6 Risk Review The Risk Review Register is currently being updated, together with a new Risk Management Policy. No new risks were noted.</p>	
314	<p>Correspondence There was none.</p>	
315	<p>AOB SP found the meeting today to be very positive and thanked Governors for letting her attend.</p>	

The meeting closed at 6.40pm

Date of the next meeting: Monday 8th July 2024, 4.30pm at school

SIGNED: DATE: