Minutes of the meeting of the Full Governing Body of the Federation of Bisley Blue Coat Church of England Primary School and Oakridge Parochial School

held at Bisley Blue Coat School on 13 July 2023

Present: Tim Pritchard (Chair), Jonathan Preston (Head), John Cowen, Sue Murray, Eli Croxall, Gill Railton, Rachael Modaley, James Taplin, Mike Waite, Jane Workmen.

1.0	**Prayer**	**Actions**
	SM led the prayer	
2.0	**Apologies for absence**	
	Nadia Scott, Hugh Robinson, Rachel Collett	
3.0	**Declarations of interest**	
	Now received from all Governors save for Hugh Robinson.	
4.0	**Minutes of the last FGB meeting held on 18 May 2023**	
	Agreed by a show of hands.	
5.0	**Matters arising from the last FGB meeting not covered elsewhere**	
	(i) Bisley Path Position – JP/JC JC had contacted Sarah Moy for contacts for the relevant properties either side of the lane who were to be asked for permission to put up the sign. The agent acting had asked what size the sign was intended to be and JC had not responded to that question to date. (ii) Minimum School Day - JP This had been discussed at the local cluster meeting. Whilst no clear direction from the Government had been given, both schools would now start officially from 8.45am. SM: has there been any feedback as a result of this change? JP confirmed nothing had been raised to date. (iii) Budget Pots document – JP/TP JP had provided to TP for review. (iv) Social Media Permissions and usage – JP Business Manager at OPS had spoken to GDPR advisers and any parents assisting with social media would need to sign same safe usage agreements (as staff did) and use school equipment. At previous meeting the aspiration of Governors was that investment would be made in phones for this purpose, but due to the expense the schools were still looking at cameras. JT noted the double handling issue with cameras as compared to phones and therefore it was important to focus on the purpose / practicality as well as cost. A phone with a quality camera should be affordable.	School

	TP noted the limited stock of photos for Bisley in contrast to OPS when he had been producing the HT application pack. JP noted the recent use of ipads for photos and the workaround reached for the challenges of getting access to photos for use (v) Grammar School SGO information - MW MW had followed up with Grammar Schools and they said would be issued in next few weeks.	MW/School
6.0	**HT Recruitment Interim/Permanent update – TP**	
	Term 6 had been a very busy term and TP had provided a written update to Governors the week before the meeting which Governors confirmed they had read. The remaining parts to be completed were: 1) Update to parents which would likely go out the day after the meeting. 2) The financial sharing model – the current basis for this would be that OPS/BBC would pay 60% of the HT cost for the three days the interim would be in the schools. TP had agreed this in principle with the Chair at Brimscombe who was going to obtain sign off from his FGB at their FGB Term 6. 3) Matt Hall and Jo Hayes had agreed to take on additional responsibilities but required payment for this. TP was taking advice on the level of this. GR: will the time split be 1.5 days in each school? TP confirmed that it would operate very much like JP's current contract in that there was a theoretical commitment to that time in each school but on a weekly basis it would be dictated by the needs of the two schools as well as Brimscombe. RM: was the interim willing to work past January if the post was not filled? TP noted that this had not been specifically asked as part of the interview process; however, in all dealings both with external candidates and MH and JH it has been recognised as a possibility and the selected candidate had appeared open minded about that. The advert for the permanent role was open until the start of September, with shortlisting in the first full week of September and interviews scheduled for mid-September. One enquiry for the role had been received to date. Special thanks were owed to HR, JW and NS for their efforts supporting both the interim and permanent recruitment processes over the term. JP confirmed he was meeting with the interim candidate for a handover in the final week of term. TP provided a brief summary to Governors of the process by which the interim candidates had been identified, the reasons for the selection made by the panel and the opportunities they thought it provided, particularly for the teachers at both schools.	
7.0	**HT Report, focussing on delivery of SDP - JP**	

JP had issued the HT report ahead of the meeting and it was treated as read by Governors.

JP noted how hard teachers were working with productions and residentials at this time of year over and above the normal workload.

SATS: National results for reading were 74 (ARE+) / 28 (GD) and both BBC and OPS had surpassed those with BBC 78 / 50 and OPS 89 / 33. There was a slight caveat to the GD aspects as JP believed they had changed the way GD was being calculated this year. It appears the GD threshold on the standardised score appeared to have reduced from 115 to 110.

Teachers were also considering at OPS any actions in relation to borderline candidates at both levels.

Writing: JP detailed that no national figures were available for writing as they are teacher assessed. At BBC the figures were 83 / 17 and at OPS 100 / 33.

TP said that based on his research the national figure appeared to be 71 and this had reduced from previous years.

Maths: National Average 71 / 22. BBC 83 / 11 and OPS 56 / 11. SM noting that these results were expected at OPS. JP and RM confirmed this and that the four who did not get to expected level were each having specific intervention support and were very close to reaching the threshold. Noting that these children had arrived at OPS with significant maths gaps and had performed very well. [*Data received post meeting showed that the four pupils missed the expected level by no more than 4 marks in each case*].

It was acknowledged by JP and Governors that these results were excellent, particularly in respect of English. It was recognised that although it was a team effort at the schools MH and RM were instrumental to achieving these results.

JP moved then to looking at the SDP for 23/24 which he was close to finalising and would discuss at his meeting with the interim HT. He had focused on the evaluations from the current SDP and also the two recent Ofsted reports.

Key Issue 1:

- There is a need to continue the development of the individual subject curriculums;
- Ensuring the schools' policies align with the Vision and Values;
- There was considerable detail around assessment as that arose in both inspections – this also covered the OPS feedback around learning building on prior knowledge and also the use of Insight going forward to ensure this is manageable: TP noting that feedback from the interim process was that most local schools were facing this latter issue;
- Handwriting for BBC;
- Commencing the SIAMS framework.

JP noting that we was looking at the data currently to consider the progress measures but noting that small class sizes did mean that progress would need to be specific not generic. TP noted that specific areas in the current SDP focused on Yr 4 and 5 at OPS across all subjects and Yr 3 at BBC; noting that Governors did not have comparative data available to them currently and asked if JP would be coming to a specific

	conclusion on these SDP priorities? JP confirming the intention would be to unpick the new Insight data that had formed part of the HT Report. This was proposed to be in Standards Term 6 but as that had been cancelled this would be covered in Term 1. Governors confirming that the data provided in the new format was difficult to interpret and this was an action point for both Governors and staff. TP noted that training might be necessary for Governors. **Key Issue 2:** • Uniform Policy introduction in September – parents would be prompted by letter before the end of term; • New School hours and regular reminders about punctuality and attendance; • Healthy eating and sports - continue to engage the children in these issues; both points which Governors highlighted for inclusion in the current SDP; • Roll out of raising attainment with wellbeing (JH and GW leading) – assigned second Inset day to be launched with all staff. **Key Issue 3: Leadership and management:** • Key focus area here was the continuation of the marketing plans, with both websites being audited and regularly updated. TP noting the key role of interim HT in delivery of this. • Continue to drive improvement in Governor Monitoring • Widen leadership roles within the school, which was likely to dovetail well with appointment of interim HT. TP noted the three racism incidents in the HT Report and asked for further detail on this. JP confirmed all were at BBC and were each at a low level. JC: is it the case that the SATs results are higher in 2023 than they had been in 2022? JP confirmed this was the case and highlighted the comparison data at the rear of the HT report. JC noted this was a point for celebration. JP agreed but noted that there was still work to do on maths albeit this was in part dependent on the cohort. TP also noted the improvement in the EYFS and phonics data. Governors acknowledged the challenge of interpreting data given the small cohorts and the impact that a single pupil's achievement can therefore have. Giving the example of the KS1 result at OPS in the current and previous year. TP noted that it was interesting just having received the Ofsted endorsement at OPS because the trend at OPS KS2 in maths was 90 / 75 / 67 / 56 which at a headline level could raise concerns. The key is to understand the story that sits with that but Governors would always want to understand the reasons for this trend and consider if there were things that could be done differently and the school was approaching that. At the same time, TP acknowledged the really high achievement of the final group in reading and writing. RM noted the significant level of intervention these four pupils had received, including within her PPA time.	TP

	TP highlighted the need with the maths lead moving on to ensure the focus on maths was retained because that remained the area of improvement for the schools, highlighting the excellent English results achieved at both schools by RM and MH. EC reflected on the creative element there can be to maths and that could be one way to unlock the subject in a similar way to has been successful in English. JW suggested that the Interim HT may also provide a link into other teachers at cluster schools who are teaching maths to mixed age groups where strategies and approaches could be adopted and that might help reduce workloads. RM agreed that this could be helpful and she was open to that. Noting the planning workload was effectively doubled as a result of teaching Yr 3/4 cohort and Yr 5/6. Governors discussed how the TA's within Class 2 are used currently and strategies for potentially providing more assistance. Governors discussed the times table test for Yr 4's and the challenge with the test was not just the times tables but also the typing element and how the data from the tests was currently being used.	
8.0	**Roles for the forthcoming Governing Year – All**	
	TP confirmed a new Bisley foundation Governor applicant who came well recommended by a number of individuals. SM would take that appointment process forward with the view to them being appointed in September. TP confirmed an application for the clerk role had been received and as a fall back there was the Elly clerking option circulated to Governors. TP explained the costs of the former were £2-3k with the latter being more like £5k initially. Governors agreed it was important to pursue an appointment with the individual applicant being the preferred option. TP set out that he felt he had capacity to complete two more academic years as Chair but would then look to step down. JC has stepped down as Chair of Resources Committee. TP thanked JC for his hard work and confirmed that HR had agreed to take on the Chair role. GR would remain as English Link Governor. NS would remain as Safeguarding Governor. JW would remain as EYFS and agreed to take on the SEN role vacated by HR. MW would remain as Pupil Premium Governor. JT would remain as Maths Link Governor. Committee roles would remain as before as no one had responded to TP's email and agenda saying they wished to move Committees. JW noted she would like to attend both Committee meetings, workload permitting, and TP acknowledged it was open to Governors to do that and the benefits of doing so. TP outlined what was involved in completing the Chair of Standards role. There were no volunteers for the Chair of Standards Committee and therefore it was proposed it would be completed on a rotation basis.	SM TP
9.0	**Safeguarding**	

	NS had provided her report and had not highlighted any specific issues to TP ahead of the meeting. JP confirmed he has updated the safeguarding policy in line with KCSIE updates. This would be shared with staff at the start of the autumn term and would need to be ratified by FGB then.	
10.0	**Resources Committee Update - JC**	
	The Bisley school fund accounts have been reviewed by the auditor and recommended by the Resources Committee. FGB approved TP to sign these audited accounts for the years from 2018 to 2023. The Governors agreed to provide a donation to Peter Scott to thank him for auditing them. *Refurbishment works*: The kitchen upgrade would not be completed over the summer now as the contractor was now no longer able to do the work. Governors had been concerned about ensuring compliance with the Finance Policy but it had not been possible to get the necessary quotes for this and therefore a formal waiver was required to be given. The waiver had been included in the FGB meeting folder and had been approved so could be entered into. Governors agreed it was for the school now to consider when it was practical for the works to happen in the next academic year noting the five week period for the works. JP considered it should be done as soon as possible albeit there was. *VOIP*: the current system does not record the date and time of the call which Business Managers considered was problematic. Governors noted there were practical methods to solve this issue but there were benefits to linking the systems for the two schools. This was not considered an urgent issue to resolve or replace but Governors thought it was important to understand how this fitted in the overall Capital Spending Plan. JW noted that there had been some recent challenges getting in touch with after school club for parents who were delayed and this was something to add to the VOIP/communications issue to ensure a handset was available in the Bisley hall. Governors noted there was a potential safeguarding issue here that needed to be addressed. *Oakridge Heating*: HR was going to look into the co-ordination of this project with the Business Manager at Oakridge to ensure any proposal was in line with funding requirements and previous surveys (including a heating survey) completed. Governors had agreed that it maybe necessary to take temporary steps for winter 2023 to ensure OPS was sufficiently heated. GR also noted that the heating was on in the holidays and it was agreed that any new system would need to be more responsive / controllable. *Pupil Numbers*: Both schools were losing large Yr 6's and these were not being matched by Reception intakes at either school. At OPS there were increased numbers in Class 1 at OPS, better balancing the two schools. BBC: currently 69 with a net loss of 12 pupils this resulted in NOR of 57 in Sep 23. The budget had been prepared on a lower figure than this but it was agreed Governors would want to relook at the position once actual figures were known as it would come into budget planning for the following year and staff structures.	JC School Resources

11.0	**Policies**	
	(i) First Aid; (ii) Home Learning; Approved by FGB. Attendance and Health and Safety to be considered at the October meeting.	
13.0	**AOB**	
	TP had attended the BBC Class 3 show at the Cotswold Playhouse and commended the performance. JC had attended a meeting with GCC (as Governor of another school) and GCC had confirmed they considered school places effectively matched school numbers in the cluster area and so it was anticipated no further school closures would be required in the short term. TP formally thanked JP for his hard work over the four year tenure in charge of the schools and Governors reflected on some of the highlights and memories from that period.	

Meeting ended

Tim Pritchard
Chair of Governors