



# Bishopswood School

Headteacher: Ms. P. Bhagrath Bsc (Hons), MA, NPQH  
Chair of Governors: Mr. M. Winch

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**Minutes of the Full Governing Board Meeting**  
**Monday 22<sup>nd</sup> May 2023**  
**5.00pm held virtually using Microsoft Teams**

Item No.		Action
	<p><b>Present:</b> Priya Bhagrath (PB, Headteacher) Kristine Hicks (KH, Parent Governor) Mark Winch (MW, Community Governor, Chair of Governors)</p> <p><b>Apologies:</b> Alan McPherson (AM, Community Governor)</p> <p><b>Also in Attendance:</b> Fay Bjornstad (FB, Assistant Headteacher) Sukh Colebourne (SC, Assistant Headteacher) Lorraine Green (LG, Deputy Headteacher) Tom Pegler (TP, Chief Executive Officer, Propeller Academy Trust) Helen Roberts (HR, Clerk to Governors) Tracey Stratton (TS, Chief Operations Office, Propeller Academy Trust)</p> <p><b>The meeting was not quorate.</b> The governing body had reviewed the agenda and were satisfied that any items for approval would be carried over to the next meeting.</p>	
1.	<p><b>Attendance and apologies:</b></p> <ul style="list-style-type: none"> <li>- MW started the meeting at 5.00pm.</li> <li>- Apologies received and accepted from AM.</li> </ul>	
2.	<p><b>Declaration of pecuniary or other interests, confirmations that GovernorHub annual declarations have been completed by all new governors:</b></p> <ul style="list-style-type: none"> <li>- The governors and attendees confirmed there were no interests to declare in relation to the meeting agenda.</li> </ul>	
3.	<p><b>Minutes from the last meeting for approval: (see attached paper)</b></p> <p><b>a. FGB Meeting 13<sup>th</sup> March 2023</b></p> <p><b>b. FGB Meeting 15<sup>th</sup> May 2023</b></p> <ul style="list-style-type: none"> <li>- Because the meeting was not quorate it was not possible for the minutes to be approved.</li> <li>- HR will add to June agenda. <b>ACTION.</b></li> </ul>	<b>HR</b>
4.	<p><b>Action Log: (see attached paper)</b></p> <ul style="list-style-type: none"> <li>- Several items from the Action Log had been completed and will be marked as such.</li> <li>- Some actions are ongoing details of which are recorded on the log.</li> </ul>	
5.	<p><b>Items from the Chair and Correspondence:</b></p> <ul style="list-style-type: none"> <li>- No items.</li> </ul>	

6.	<p><b>Governor Administration and Core Responsibilities:</b></p> <p><b>a. Governor Visit Reports:</b></p> <ul style="list-style-type: none"> <li>- AM's governor report was acknowledged as received and will be added to the meeting papers for next time.</li> <li>- MW and KH noted a visit planned for the following day.</li> </ul> <p><b>b. Governor Training Feedback:</b></p> <ul style="list-style-type: none"> <li>- No training attended for discussion.</li> <li>- KH confirmed her governor induction training was arranged for June and July.</li> </ul> <p><b>c. Governor Recruitment:</b></p> <ul style="list-style-type: none"> <li>- The governors discussed the ongoing challenges with governor recruitment, in particular governors from the local area. They agreed that it would be necessary to rethink the approach.</li> <li>- Several ideas were considered and will be followed up.</li> </ul> <p><b>d. Clerk's update:</b></p> <ul style="list-style-type: none"> <li>- HR shared information about the forthcoming Oxfordshire School Governors Conference 24<sup>th</sup> June 2023. Further details to be shared on GovernorHub.</li> </ul> <p><b>e. Trust update:</b></p> <ul style="list-style-type: none"> <li>- TP provided the update. This included information about an employment forum, collaboration with other Trusts, a business case being developed for internships, and the successful running of peer review sessions.</li> <li>- <b>Q: Governors commented on the exciting internship news noting that to get full value from this the school would need to pursue sixth form provision.</b>  <b>A: TP confirmed that conversations regarding this were ongoing, and TS gave premises details that would support this project moving forwards.</b></li> <li>- Governors suggested that the Trust engaged with the Education Commissioner's review because questions being asked in that forum were highly relevant. MW to share contact details. <b>ACTION.</b></li> </ul>	MW
7.	<p><b>Leadership and Management: (see attached paper)</b></p> <p><b>a. Receive Policies for approval in line with Policy Schedule:</b></p> <ul style="list-style-type: none"> <li>- Governors requested sight of the policy tracker/matrix.</li> <li>- PB noted that the Accessibility Policy had been brought forward. (Because the meeting was not quorate this item will be carried forward). <b>ACTION.</b></li> </ul> <p><b>b. Overview of draft Strategic Aims:</b></p> <ul style="list-style-type: none"> <li>- Governors commented positively on the five year plan.</li> <li>- The governing board discussed the opportunity to talk through the Strategic Aims and school values at the Inset day (5<sup>th</sup> June). PB confirmed that the aims had been shared at a staff development meeting.</li> <li>- With reference to the parent survey (to follow in item 7h) the governing body considered elements of the strategic aims that were in progress, and how these will meet some feedback from the survey.</li> </ul> <p><b>c. School Improvement Partner Visit Report:</b></p> <ul style="list-style-type: none"> <li>- No items for the minutes.</li> </ul> <p><b>d. Health &amp; Safety Report:</b></p> <ul style="list-style-type: none"> <li>- <b>Q: With reference to the incidents and accidents (noted in the Headteacher report item 7j) governors asked if any were RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) reportable and how the school was recording them.</b>  <b>A: TS explained further. She illustrated how staff training was a priority to make sure that the SmartLog reporting tool was used correctly.</b></li> <li>- <b>Q: Governors asked how the school will use this data and knowledge to learn and identify patterns.</b>  <b>A: PB clarified that the Senior Leadership team review accidents and behaviour incidents on a weekly basis where they look for patterns and</b></li> </ul>	HR

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	<p>constantly try to problem solve. TS explained that the school had work to do aligning the use of SmartLog and the Arbor management information system installed in April, however SmartLog reports will support the work to look at trends.</p> <p><b>e. Safeguarding Update and Data Report (to include assessment of need and safe staffing levels):</b></p> <ul style="list-style-type: none"> <li>- LG provided an update.</li> <li>- <b>Q: Governors queried how they as a governing board would understand what the school was learning from the responses detailed in the report.</b> <b>A:</b> PB suggested that actions from the incidents could be more clearly identified in the report for governors to follow up. This was agreed.</li> <li>- In the interim PB provided a verbal update on the actions taken.</li> <li>- <b>Q: Governors asked how LG was finding the Designated Safeguarding Lead (DSL) role and if she felt the right level of support was being provided.</b> <b>A:</b> LG confirmed that she was booked onto several training courses. She noted that the previous DSL had provided an extensive handover and had continued to offer support. She explained the assistance received from the LADO (Local Authority Designated Officer) and from within the Trust. PB informed the governors that SC and FB would receive training as investigating officers to support the DSL role.</li> </ul> <p><b>f. Progress report on School Development Plan (SDP) including impact and milestone achievement:</b></p> <ul style="list-style-type: none"> <li>- <b>Q: Governors commented positively on the clear information in the report. Being clear that it was not a criticism, they identified a lot of amber areas, and asked the school if they would agree this was because of reduced leadership capacity.</b> <b>A:</b> PB put forward the view that this was a period of intense handover for the school as new team members started their roles. To clarify, she stated that leadership capacity was not reduced but acknowledged it would take time to settle in, she was confident that all staff members knew what they needed to do.</li> <li>- <b>Q: Governors asked the school to identify the priority milestones to reach by the end of the academic year. They also asked if there was support available from the Trust to bridge any capacity gaps.</b> <b>A:</b> TP agreed there was support available and asked governors to understand that some items could only be delivered by the school team. PB proposed priority area one as the curriculum; finishing documentation and being on track with the 12-month plan, and priority area two as monitoring and assessment of teachers; book scrutiny, planning scrutiny. She informed the governors that line management of teachers would be taken on by SC and FB.</li> <li>- The governors and TP agreed with these two areas of focus, and they understood the clear reasons why other priorities would be carried over to next year.</li> <li>- PB will update the document and RAG (red amber green) rating and circulate the plan to governors with a short explanatory email. <b>ACTION.</b></li> </ul> <p><b>g. Staff survey report:</b></p> <ul style="list-style-type: none"> <li>- Governors were pleased to read that 82% of staff enjoy working at the school. They saw this as a positive message about the school leadership and environment.</li> <li>- <b>Q: With reference to the questions around behaviour, governors asked the school why there were fewer positive responses.</b> <b>A:</b> PB explained the challenges faced regarding behaviour management when comparing permanent staff and agency/supply staff. She reported</li> </ul>	<p>PB</p>
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	<p>that the Behaviour Lead teacher and one other member of staff would complete Team Teach training as the starting point, and this would support work to improve the ethos at the school. Further to that the school would support staff to develop de-escalation techniques, with school wide strategies put in place consistently.</p> <ul style="list-style-type: none"> <li>- <b>Q: In relation to staff workload, governors asked if the school had a deeper understanding of those responses.</b> <b>A:</b> PB highlighted information gleaned from conversations with staff members. She noted that advice had been sought from TP and TS about what the right level of support was for staff. LG took the opportunity to explain that the culture shift of accountability was a long journey for the school.</li> <li>- In conclusion the governors put forward the view that the impact of the school's hard work could be seen in the parent survey results (item to follow) and they encouraged the school to share this positive report with staff members.</li> </ul> <p><b>h. Parent survey report:</b></p> <ul style="list-style-type: none"> <li>- <b>Q: Governors asked how many parents/carers had filled in the survey.</b> <b>A:</b> PB noted that 21 individuals had completed the survey, and 10 had completed the October 2022 survey.</li> <li>- Governors discussed the positive outlook from parents/carers and drew attention to 91% of parents saying their child was happy at the school.</li> </ul> <p><b>i. Pupil survey report:</b></p> <ul style="list-style-type: none"> <li>- Not available for this meeting. Governors encouraged the school to pursue the opportunity of surveying the pupils even if in a more modest way.</li> </ul> <p><b>j. Headteacher report (to include update of Quality of Education monitoring process and impact, curriculum improvement work, suspensions and exclusions and children missing in education, and staff attendance data):</b></p> <ul style="list-style-type: none"> <li>- PB provided the headlines from her report. Governors did not have any questions.</li> <li>- FB summarised the Teaching and Learning report.</li> <li>- <b>Q: With reference to teacher gradings, where three teachers were measured at 'requires improvement with elements of good', governors asked if it was consistency of application that was letting these individuals down?</b> <b>A:</b> PB and LG agreed with that statement and reported that behaviour management, and embedment of skills needed further work.</li> <li>- <b>Q: Governors emphasised the view that having permanent staff would be of benefit in this area. They referenced the Trust update regarding Recruitment and Retention and asked for a focus on the school.</b> <b>A:</b> TP explained the launch of a new job board, the job routes taken by potential candidates, and reassured the governors that different markets were being targeted. He confirmed that this was at the top of the Trust's agenda and formed a key element of the Trust's Risk Register.</li> <li>- With reference to staff attendance, governors understood that a move to a different management information system would provide data moving forwards.</li> <li>- PB confirmed in the short-term staff attendance was being monitored weekly and she recognised the importance of reviewing fuller attendance data.</li> </ul>	
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8.	<p><b>Behaviour and Attitudes:</b> <i>(see attached paper)</i></p> <p><b>b. Attendance Report (including details on Persistent Absence and Severe Absence actions and impact):</b></p> <ul style="list-style-type: none"> <li>- (Item taken out of agenda order).</li> <li>- <b>Q: Governors emphasised the legal responsibility to have this information available.</b>  <b>A:</b> PB reassured the governors that the school had the data from Integris (previously used system) and the data from Arbor (current system) but aligning the two and downloading into a report format was the challenge. She explained that through support from the Trust administration team they were working on this.</li> <li>- <b>Q: Governors asked if the school had any concerns regarding absence.</b>  <b>A:</b> PB reported that the school had actions in place for any pupils they were concerned about. LG provided more detail and noted that the school's support worker provided significant assistance in this area. PB informed the governors that absence is followed up every week in Senior Leadership Team (SLT) meetings.</li> </ul> <p><b>a. Behaviour Data Report (including case studies to demonstrate positive impact of behaviour management in school):</b></p> <ul style="list-style-type: none"> <li>- <b>Q: Governors acknowledged the largely positive report but asked the school to consider this against the staff survey results.</b>  <b>A:</b> PB agreed that the behaviour data on paper showed an improvement. She stated that the SLT analysis was that staff confidence and competency needed to be improved.</li> </ul>	
9.	<p><b>Personal Development:</b> <i>(see attached paper)</i></p> <p><b>a. Review equality objectives and accessibility plan:</b></p> <ul style="list-style-type: none"> <li>- This item will be carried forward to be approved at the next meeting.</li> </ul> <p><b>ACTION.</b></p>	<b>HR</b>
10.	<p><b>Quality of Education:</b> <i>(see attached paper)</i></p> <p><b>a. Reading/Phonics Curriculum report:</b></p> <ul style="list-style-type: none"> <li>- FB summarised the report.</li> <li>- <b>Q: Governors asked if a critical issue was maintaining fidelity to the programme?</b>  <b>A:</b> FB agreed with this comment adding the importance of consistent delivery to the pupils. She explained further the barriers faced and noted that she and SC had attended a training session with the Read Write Inc (phonics scheme) consultant.</li> </ul> <p><b>b. Pupil attainment and progress report:</b></p> <ul style="list-style-type: none"> <li>- SC summarised the report.</li> <li>- <b>Q: Governors acknowledged a comment from SC about the requirement for a more robust way to assess pupils. They asked for more information.</b>  <b>A:</b> LG provided analysis of this area and suggested that work to improve teachers' skills was key including work on BSquared (pupil tracking software) and links to lesson planning. She felt confident that alongside Evidence for Learning (assessment tool) this will improve. PB agreed that the BSquared curriculum assessment required work and with FB focussing on Teaching and Learning, and SC focussing on Assessment this would all help to hold teachers to account.</li> <li>- <b>Q: Governors asked about parental engagement with the whole curriculum.</b>  <b>A:</b> PB declared that parents/carers really appreciated the curriculum maps and this encourages families to support pupils at home with similar activities. She explained that once Evidence for Learning is set up parents/carers will be able to contribute items achieved at home.</li> </ul>	

Signed by Chair ..... Date.....

11.	<b>School Events and Notices this term:</b> - PB shared several planned activities.	
12.	<b>Date of next meetings:</b> - To be announced.	
	In an item of other business to be recorded in the meeting minutes, MW explained that a complaint made to Ofsted had been fully investigated with no further action taken.	
	The meeting finished at 7.09pm.	
	<b>Attached papers:</b> <ul style="list-style-type: none"> <li>- Agenda Item 03a - 2023.03.13 FGB Minutes - for approval</li> <li>- Agenda Item 03b - 2023.05.15 FGB (short) Minutes - for approval</li> <li>- Agenda Item 04 - FGB Action Log May 2023</li> <li>- Agenda Item 07b - strategic aims - BW 24.02</li> <li>- Agenda Item 07e - Safeguarding Report May Summer 1</li> <li>- Agenda Item 07e - Safeguarding_report May 2023</li> <li>- Agenda Item 07f - SDP milestones 2023</li> <li>- Agenda Item 07g - staff survey poster May 2023</li> <li>- Agenda Item 07h - Parent survey posters May 2023</li> <li>- Agenda Item 07j - Headteacher report 052023</li> <li>- Agenda Item 07j - Teaching and Learning report Summer 1</li> <li>- Agenda Item 08a - Behaviour Report Feb - May 2023 (1)</li> <li>- Agenda Item 09a - Accessibility Plan May 2023</li> <li>- Agenda Item 10a - phonics and reading report 17052023</li> <li>- Agenda Item 10b - Summer 1 - Pupil progress update report 2023</li> <li>- BISHOPSWOOD 07 03 2023 FINAL</li> </ul>	

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