Bridgetown Primary School (BPS)

Byron Road, Stratford upon Avon

Full governing body meeting held on Monday 6th July 2026 at 6pm in school

Present: Mark Szortowski (Headteacher, MS), Luke Jackson (Chair of Governors, LJ), Jess Waldron (Co-opted Governor, JW), Tom Puar, (Co-opted Governor, TP), Billie Stewart (Parent Governor, BS), Liz Tooze (Parent Governor, LT), Robert Kennedy (Co-opted Governor, RK), Larry Coltman (Associate Member, LC), Dirk Dette (Associate Member, DD), Ellie Proffitt (Associate Member, EP), Lynne Ballinger (Co-opted Governor, LBA), Chloe Walker (Co-opted Governor, CW), Lara Bakewell (Parent Governor, LBK)

In Attendance: Tatum Skett (Governance Professional, TS), Hattie Osmond (Deputy Head, HO), Yacine Cathline (Inclusion Lead, YC)

Apologies: Carlijn Thijssen-Jones (Staff Governor, CT), Lindsey Flatres (LA Governor, LF)

Challenges are highlighted in red; actions are in ***bold and italics***, and decisions made are in **green.** Actions taken within the meeting duration are added to the rolling register.

Agenda item	Discussion	Access to papers
1.	**Welcome and apologies** The Chair welcomed governors to the meeting, which began at 6:05pm. Apologies were accepted, and this meeting was quorate throughout.	
2.	**Declaration of Pecuniary and Other Interests** The board were reminded to fill in individual declarations on GovernorHub profiles. Long standing declarations are recorded under compliance on GovernorHub.	GovernorHub
3.	**Minutes of the last FGB meeting held on (accuracy and completeness) and review of Action Register** Guest presentations to commence from Sept 2026. All outstanding actions have been **completed.**	GovernorHub
4.	**Mid-year Pupil Premium (PP) and Special Educational Needs and Disability (SEND) funding update** YC reported there are 14 Educational Health Care Plans (EHCP) at present. Reviewing funding receiving, not adding up to the level of support each pupil needs. Strong request to the Local Authority (LA) for further funding. Do we have any indication how likely this will be to be successful? YC: We have been successful in the past. Each Individual Education Plan (IEP) is individualised and evidenced. A further 6x requests for EHCPs are being processed currently with 1x at the mediation stage. What likely change will there be to the numbers? YC: None arriving in Reception. Minimal changes in other year groups. Pupil premium strategy published on the website.	

	How often are parents made routinely aware regarding eligibility? YC: Planned into the next newsletter. *DD joined the meeting at 6:20pm* Governors suggested an open support forum for parents applying to Pupil Premium funding. Is there verbal communication that could go out for any families that have a barrier to written communications methods? YC: We can look into this. Are we in line with the guidance for allocating funding on quality first teaching? Can we evidence this? MS: Quality first teaching is in there however might not be reaching 50%, this is something we can consider internally. An internal audit for PP and SEND pupils will start in the new academic year. A defined list that can clearly identify these children will be provided to staff along with the allocated resource they need. YC will monitor interventions and facilities are in place across the school. ***ACTION: LT and LJ to complete a PP and SEND follow up visit in Autumn term*** SEND coffee mornings will continue termly. The government have announced a new SEND strategy to be in place by December 026. Governors thanked YC for the hard work put into this area during a period of increased national focus and unclear policy implementation.	
5.	**Chair's Actions since the last meeting** The termly Chair's report has been shared via GovernorHub. Governor services wishes to gain board feedback on training that has impacted or benefited their role. Fully funded offer from the LA outlining Ofsted, SIP and the External Review of Governance. Sue Casey is leading this in school at 6pm on 7th September. Letter to parents has been drafted and feedback on this to be received by Monday 13th July. LC was formally accepted into the LA governor role for the Full Governing Board at Bridgetown, following LF's decision to step down at the end of this academic year.	

	Staff governor role to be advertised at the start of the academic year for any expressions of interest. TP is stepping down as a co-opted governor at the end of this term. This co-opted governor vacancy to be re-visited in September. The board wished to give thanks to all three governors for their service and support to the school during their respective terms. ***ACTION: TS add board vacancies to Autumn 1 agenda*** *Re-elections* *LJ left the room at 6:44pm* LJ has expressed an interest to stand for another term as co-opted governor; governors discussed the position and mindfully noted the responsibility this role entails. Governors highlighted the ERG feedback recommending LJ to be appointed as co-opted governor for another term. The board unanimously **voted in favour** to re-elect LJ as co-opted governor. *LJ re-joined at 6.47pm* LJ emphasised the chair's role is open to all and encouraged individuals to come forward and discuss any potential interest further, with no other governors having expressed an interest in the role to date during LJ's terms as chair. *External Review of Governance* • Governors raised LF was a governor during the last Ofsted inspection. • Recommendation for individual training profiles to be updated on GovernorHub. • TS advised a key documents folder will be implemented on GovernorHub. • Governors felt the review wasn't reflective of examples regarding operational and strategic discussions for the context of this school. ***ACTION: LJ to feedback this with SC to support planning for the training session*** ***ACTION: TS to create a document for strategic vs operational questions*** *Administration* • Revised agenda has been completed • Current location for meetings has been changed • Training offer taken up *Consortium*	

	The chair advised the school is currently subscribed to multi school-based consortium training however the school felt this has not been utilised appropriately for a number of years and the impact of a single school subscription would be more beneficial. Governor **voted in favour** to change to a single school-based subscription. ***ACTION: TS to follow up with governor services training subscription*** Academic year 2026-2027 dates; governors **approved**. 3rd September will be the in-house annual Safeguarding session. *Chair/vice-chair of Curriculum and Standards Committee and other leadership roles* Option for further discussions over the summer break in readiness for September.	
6.	**Finance** Meeting minutes were shared via GovernorHub. Compressed timings for financial update to FGB. Shift in tone from the LA, sighting more challenge for the school as a result of head count. The teachers pay rise increment has been announced by Government, support staff rises are still in negotiation stages. Early stages of a Debt Recovery Group (DRG), with a greater focus and retention of savings by senior leaders. This meeting outlined the need to consider the structure of support staff and review class to teacher ratios. The next meeting is scheduled for November time. As a school, the proactive approach in requesting the School Resource Management Advisor (SRMA) has been recognised and cost savings made to date. Awaiting the final draft submission, this will be shared confidentially with governors. *YC left the meeting at 7:26pm* *Sports premium funding* The government announced the current funding will cease from September. A further announcement outlined schools will receive a third of the allocated amount in the Autumn term. Will this be continued to be reported in the same way? MS: It is unclear at present. Is there a need for the impact reporting to be clearer? MS: Yes, internally we are looking at this. Governors thanked TP for the support in the chair's role for the finance committee. Transcripts from previous meetings can be found on GovernorHub.	
7.	**Governor business**	

	Training offer WCC traded services, NGA and GovernorHub knowledge; governors to add retrospective and completed training to individual GovernorHub profiles.	
8.	**Policies** No updates this half term.	
9.	**MAT conversion** This is a standing item, with discussions around joining a MAT. Not required at present however will be revisited as needed.	
10.	**Headteacher's report** The report was presented to governors and any questions related to associated documents were raised and highlighted under this section. *Data* KS1 is on an upward trend however KS2 needs attention to drive this forward. Is the ratio of staff absence high? MS: 6x members of staff with long term absences. Some away for more than two terms. One is returning on a successful re-integration plan. Is the current level of staff absence still a concern? HO: There has been improvements however there are groups we are working on. Are there identifying barriers for staff? HO: It has been school culture previously and the understanding of school policy. Have the HR team been proactive supporting with this? MS: The return-to-work discussions are very useful. The systems work well for the highest-level absentees, however there are some gaps with consistency with the middle level absentees. ***ACTION: MS to bring staff absence update to next meeting*** Is there a link between wellbeing and staff absence? MS: There was a dip in workload/wellbeing during the Summer term due to increased pressures on staff at this time of year. What movement will there be with pupil numbers in September? MS: One of the verbal recommendations from the SRMA was to be realistic with budgeting the number of pupils on entry. For the forecast moving forward we have the lowered the projected number of children. *Mobility* Leavers and starters ratios have stabilised. Do we know the impact of the lower birth rate? MS: Nationally it is 7% lower year on year. *SIP*	**GovernorHub**

	Are we happy with current priorities? MS: P1 was around improving school culture, as a leadership team this has been unpicked rigorously. This is the area we have seen the biggest improvement. P2 embedding behaviour, this will feed into a new suggestion priority for 2026-27. P3 dimensional learning of curriculum topics, leaders have been sensitive implementing this utilising inset days and staff meeting time. P5 improving pupil engagement and participation, lots of stretch and challenge to be incorporated into the new SIP. Overall, we are pleased with the priorities. How does school improvement tie into progress and next steps feedback at FGB's? MS: There were 8 clear priorities for rapid improvement from the school improvement visit. A separate summer term quality of education action plan was created for this. Staff were involved during this process and CPD aligned to the action plan focus areas. The new priorities will continue with the rag rated approach and evaluate next steps further. Governors **unanimously agreed** highlighting when actions are completed is important. Can some priorities be amalgamated? HO: This has been done. Are staff able to explain the key priority areas clearly? HO: They can do with the current 8 priorities. Governors discussed the proposed context at length and deliberated how effective a larger number of priorities is to implement being mindful of staff workload. A suggestion was made for focus areas to be used to underpin the key priorities areas. ***ACTION: MS to bring SIP and success criteria to 7th September training session*** *Safeguarding* BS reported this area has been consistently a high level across the year. The office team are routinely diligent. The SCR has been checked this term.	
11.	**Health and Safety** During the heatwave the school offered optional half day release to families, enabling us to close the upstairs classrooms that were proportionately hotter. The Department of Education have since circulated an email directing this was no longer an option schools can offer. Can Friends of Bridgetown support with the infrastructure? HO: The school have asked to fund a green living wall across the school particularly the lower Key Stage.	
12.	**Governor shoutout** CT as a staff governor; governors relayed thanks for supporting the board during the governor term.	

13.	**Any other business** No update this half term. The chair thanked all members present for attending and closed the meeting at 8:25pm.	
14.	**Date of Next Meeting** **Monday 21st September 2026** *All meetings take place at 6.00pm in school.*	

Chair Signature: _____ Date:_____