Bridgetown Primary School (BPS)

Byron Road, Stratford upon Avon

Full governing body meeting held on Monday 18th May 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 Coleman (Associate Member, LC), Dirk Dette (Associate Member, DD), Ellie Proffitt (Associate Member, EP)

In Attendance: Tatum Skett (Governance Professional, TS), Hattie Osmond (Deputy Head, HO)

Apologies: Lynne Ballinger (Co-opted Governor, LBA), Carlijn Thijssen-Jones (Staff Governor, CT), Chloe Walker (Co-opted Governor, CW), Lara Bakewell (Parent Governor, LBK), 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 6:06pm. 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** Deferred action to July meeting; provide a draft monitoring visit form. ***ACTION: TS to add NGA and the Key monitoring template forms to GovernorHub*** All outstanding actions have been completed.	GovernorHub
4.	**Chair's Actions since the last meeting** The chair confirmed chasing SC regarding external review of governance (ERG) as this is still to be received, but should be available before the end of the term. *JW joined at 6:12pm* Continued check ins with Headteacher. Potential fixed term suspensions are checked with chair at termly reporting meetings for accuracy. A more detailed report will be presented at the next meeting.	
5.	**CSC** Following a previous committee meeting, pupil premium feedback led to the updated strategy now published on the website.	

	Positive takeaways: • The strong approach to distributed leadership was evidenced during this meeting. • Adopting a more forensic style of reporting to governors • Accessible information sharing *Next steps:* • Consistency through dimension areas • Subject co-ordination update How are staff Dimensions subject leadership responsibilities co-ordinated? HO: Dedicated staff leadership time during briefings. MS: Staff have requested to work collaboratively and not in isolation, and the school are keen to move toward this model. Records from all previous meetings this year can be found on GovernorHub.	
6.	**Finance** School budget signed off with a carry forward for 2026-2027. The school have been approached to take part in a schools resource management advisors (SRMA) programme which provides tailored ideas and solutions to best utilise resources inhouse. Assessment meeting dates are 2nd June and 10th June. CW confirmed to attend and a more detailed update will follow in the July meeting. Governors thanked the office staff team for the proactive work toward this assessment audit. Is there a cost for this service? MS: No, we have applied to the DfE to release funding for this. To what extent would leaders need to look at staffing structures? MS: Friday's INSET Day will share further messaging around staffing to staff. We are utilising Higher Level Teaching Assistants in school and subsequent significantly reducing supply costs. Staff have been very accommodating to teaching assistant deployment changes introduced as a result of mobility within the team. The SRMA assessment will provide further guidance around staffing levels and structures moving forward.	
7.	**Governor business** *Training offer* WCC traded services, NGA and GovernorHub knowledge; governors to add retrospective and completed training to individual GovernorHub profiles.	

	Marketing and publicity link governor MS has met with an external provider, feedback shared was parental lag experienced is common following change as such in our position. Facebook usage has increased by 53% over the last month. Expanding reach further than just the local community. Many positive stories are shared on Facebook driving that engagement. Working closely with Friends of Bridgetown, who kindly donated our new picnic benches. *AI Altering images* New guidance shared following a recent incident within a national school. The school have made prompt actions regarding front facing images on the website and social media. How often do schools request parental consent? MS: In the past it has been sporadic. Data collections are sent out termly although the return rate from families is poor. Governors felt seeking further guidance and taking early action is worthwhile. Discussion around getting in touch with parents regarding this issue whilst being mindful of office staff duties. ***ACTION: With further guidance, look to contact parents regarding photo permissions at the start of the next academic year as part of 'normal' admin*** *Website migration* A meeting has been scheduled due to a change with the current website platform. Do you as a school have contact with local news channels? MS: No, we don't. Recommendations from a number of sources were to keep distance from *The Herald* newspaper for an extended period of time. If the school has more autonomy over the website; could we bring this inhouse? MS: Yes, we could look into this. ***ACTION: JW/MS to follow up regarding publicity links*** *Monitoring visit priorities* Governors were reminded during the upcoming busy summer term to utilise check ins if calendars are full of extra-curricular and school activities. SATs monitoring visit completed by LBA on Wednesday, observing the entire administration process and the exam in its completeness. Excellent feedback. ***ACTION: TS to find SATs monitoring checklist from The Key*** *Mission statement and Vision, Values for Bridgetown*	

	A current 4-year cycle is in place with (2026) set as the allocated time to review this. Stakeholder engagement involved in the process of revising the vision for Bridgetown. Governors reflected how this information is shared widely and presents the lived in experiences of our pupils. ***ACTION: Standing item for July agenda; review of mission, vision and values***	
8.	**Policies** *Instrument of governance* Governors have reviewed this and **voted in favour** to adopt the current model. ***ACTION: TS to check if LA need to review*** LF will be resigning after this term, and LC has been nominated to take over as the board's local authority governor.	
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 verbal report was presented to governors and any questions related to associated documents were raised in advance and highlighted under this section. *Admissions* • 5 leavers through natural mobility. • 7 joined successfully and 3 new starters for the next half term. • Reception has 40 pupils confirmed. *Attendance* This area is still strong and in line with DfE targets. *Staffing* One Teaching assistant will be leaving this half term. *Professional development* Fully funded local authority commissioned coaching with a local Headteacher, MS and HO have been completing separate sessions and subsequent collaborative feedback meetings. Middle leaders' observations and feedback in school, monitoring will continue for two days per week until Ofsted inspection. Selected for additional monitoring for Y6. *Internal monitoring* Wider leadership team BLINKS (monitoring) weren't tightly focussed enough to select areas. Early stages of implementing tighter monitoring and feedback with specific middle leadership feedback during meetings. Well received by staff.	**GovernorHub**

	Governors reminded leaders to be mindful of their own wellbeing and mental health. *Complaints/Suspensions/FOI's* Reduced rate of suspensions this half term and a significant reduction in parental complaints reportable too. *Stakeholder surveys* The most impactful part of the parent forum was listening to the views of individuals on where we could move the school forward. Ideas formed from this meeting were evidenced within the feedback letter sent out last week. Is there further opportunity for parents to be involved in school? MS: There are new parent readers undergoing inductions. Parent volunteers have accompanied a number of trips this term also. Governors highlighted the need to capture the large amount of parent volunteering opportunities that have taken place/are still needed to share with the wider community. Mid-year PP and SEND funding; deferred to next meeting due to staff absence. ***ACTION: TS to add to July FGB agenda*** *Safeguarding* No updates this half term.	
13.	**Health and Safety** 22nd April – LBA's shared the report, uploaded to GovernorHub. No flagged actions for improvement. One minor issue that has now been rectified. Training for site team to minimise LA assistance tickets raised. Extra capacity in the office has helped.	
14.	**Governor shoutout** All teaching staff for going above and beyond expectations and following tonight's feedback highlighting the commitment to supporting the school in delivering the very best opportunities to pupils.	
15.	**Any other business** No update this half term. The chair thanked all members present for attending and closed the meeting at 8:04pm.	
17.	**Date of Next Meeting** **Monday 6th July 2026.** *All meetings take place at 6.00pm in school.*	

Chair **Signature:** _____ **Date:** _____