Bridgetown Primary School (BPS)

Byron Road, Stratford upon Avon

Full governing body meeting held on Monday 2nd February 2026 at 6pm in school

Present: Mark Szortowski (Headteacher, MS), Luke Jackson (Chair of Governors, LJ), Jess Waldron (Co-opted Governor, JW), Lindsey Flatres (LA Governor, LF), Tom Puar, (Co-opted Governor, TP), Chloe Walker (Co-opted Governor, CW), Billie Stewart (Parent Governor, BS), Carlijn Thijssen-Jones (Staff Governor, CT), Robert Kennedy (Associate Member, RK), Larry Coltman (Associate Member, LC).

In Attendance: Tatum Skett (Governance Professional, TS).

Apologies: Lara Bakewell (Parent Governor, LBK), Liz Tooze (Parent Governor, LT), Lynne Ballinger (Co-opted Governor, LBA).

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 6:07pm. Apologies were received, and this meeting was quorate throughout. Welcome to LC joining the board as an associate member. Governors reminded to reach out with any questions.	
2.	**Declaration of Pecuniary and Other Interests** Nothing to add. 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** Governors unanimously agreed to the approval of minutes from November 2025. All outstanding actions have been completed.	GovernorHub
4.	**Chair's Actions since the last meeting** Continuing check ins with MS weekly or fortnightly. Chair and vice chairs check in with the Head and Deputies planned for 6th February, considering building into next FGB for forward sight and accurate planning. ***ACTION: TS to send induction materials and training to new governors.*** CT reminded the board the Spring 2 FGB meeting is the same day as parents evening. *Recruitment*	

	Two strong applications of interest for associate members and 1 co-opted vacancy at present on the board. Governors agreed to welcome both interests of associates onto the board on a gradual basis with the view of a current associate taking on the co-opted space next FGB meeting.	
5.	**Governor business** *Training offer* WCC traded services, NGA and GovernorHub knowledge; governors to add training retrospective and completed training to individual GovernorHub profiles. *Link roles* New link governors are settling into roles well; the board will continue to review with new members joining. Governors reflected GovernorHub knowledge has been a great resource for Safeguarding and Attendance. For Culture and Wellbeing, it was felt to be working having two link governors. SEND and Inclusion feedback was positive. ***ACTION: BS/LJ to amend monitoring visit from with questions linking to SG for any visit completed*** ***ACTION: BS to trial next monitoring visit and bring to next FGB*** ***ACTION: TS to send question proformas*** *Monitoring visit feedback* Wellbeing staff survey goes out on the 2nd march, with data sharing at the next FGB.	
6.	**CSC** Thank you to CT for attending and providing an overview at the meeting. Committee discussions around KPIs and picking up on attainment gaps in data. MS reported the initial leadership meeting discussions. Tracking and monitoring of PP pupils is an agenda item for the next leadership meeting. ***ACTION: Response to data for next CSC*** Governors discussed whether it was necessary to consider perceived declining levels in behaviour due to decrease in TA positions, when historically there has been attainment gaps even when fully staffed. Members of the board reiterated the value of looking for 'quick wins', it takes time to embed change in key groups, but there might be 'stretch and challenge' strategies for all pupils. Do you feel the meeting provided enough detail in the new format?	

	LJ: The meeting allowed the committee to pick up and identify key factors needed to be areas of focus to provide a renewed, clear and effective approach for PP in line with the strategy that is being worked on currently by SLT. Individual staff are continuing to focus on writing in classrooms at present and so curriculum is the focus of the weekly staff meeting this time. ***ACTION: MS/writing lead to provide writing update for next CSC and summary for FGB***	
7.	**Overview of school exit interviews** Governor services produced an external report with this data, and any themes were identified. With a number of themes mirroring the schools KPI's indicators. The biggest focus is getting the culture right. Are there any tangible changes to bridge the gap with culture internally? MS: Individual conversations with staff regularly. Supporting in a bespoke way with home or family life. Staff attendance has increased dramatically and is reducing the pace of change. How assured are SLT that the behaviour policy is implemented particularly around unstructured times? CT: There are increasing numbers of pupils leaving and behaviour in class is a struggle. New TA's need to be trained and SEN levels are high. Staff and pupil panels were suggested as a way of monitoring this area. ***ACTION: MS to take back to SLT - KPIs, actions and governor support required***	
8.	**Finance** The next committee meeting is scheduled for the coming week. Report to follow at the next FGB.	
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.	**Policies** *Staff exit interview* Governors agreed but with some minor amendments. To be circulated via email to be approved following changes suggested in the meeting. *SEND and AI* Governors voted in favour to approve. *CW and LF left at 7:29pm*	
11.	**Headteacher's report** *Staffing* Two new teachers joined in January. Two teachers will be leaving at Easter; one TA left last week for a great promotional opportunity.	GovernorHub

	There are significant home challenges for a number of staff members with robust support from SLT in place. *PAN* Drop in numbers since December. The number of SEN pupils is lower than reported in December with a slight decline in PP also. *Attendance* Baseline target is 95.5%, the school are making good steps to improve figures and reach this target whilst factoring in seasonal illnesses. No Fixed term exclusions or suspensions this half term. *Pupil mobility* 10 pupils have left the school, and the reasons show staff mobility, first choice school place and an out of county move. How aware are the school made before the decision to move? MS: Infrequently, but reasons for leaving schools are recorded and monitored. Were SLT aware of any mitigating circumstances? MS: Very few if any had raised previous concerns or complaints. We are proactive seeking opportunities very successfully where there is concern forming. Are there any plans for SLT to further encourage raising concern before making a formal decision and promote the dialogue? MS: The parent forums are engaging here, lots of information sharing with parents. Are there established feedback channels for staff? MS: Yes. Has there been an increase? MS: Static since December. 6 pupils joined since January, 2 out of area, and 4 within district. Is this having an impact on staff? CT: It is, yes. Spring and summer term parental engagement sessions are planned. Reception intake predictions show a drop in number due to impact of low birth rate and local changes presenting. Is this forecasted financially? MS: Yes, that's correct. Mobile phone policy shared with parents/carers and has been uploaded onto the website.	

	Weekly blink monitoring is ongoing, leaders are developing this model and sharing feedback with staff.	
12.	**Wellbeing** New recruitment to committee has been positive. Wellbeing survey at the start of next term will provide further clarity around collective current staff wellbeing.	
13.	**Health and Safety** No update this half term.	
14.	**Governor shoutout** ***ACTION: MS to liaise with LJ for Thursday's briefing notice***	
15.	**Any other business** No update this half term.	
16.	**Confidential item** *CT left at 8:13pm* **Governors discussed an item that was made confidential due to its sensitive nature and the details of this will be sent in a separate document to those in attendance.**	
17.	**Date of Next Meeting** **Monday 23rd March 2026.** *All meetings take place at 6.00pm in school.* • **11th May** • **6th July**	

Chair Signature: _____ Date:_____