Bridgetown Primary School (BPS)

Byron Road, Stratford upon Avon

Full governing body meeting held on Monday 24th November 2025 at 6pm in school

Present: Mark Szortowski (Headteacher, MS), Luke Jackson (Chair of Governors, LJ), Lara Bakewell (Parent Governor, LBK), 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), Liz Tooze (Parent Governor, LT), Carlijn Thijssen-Jones, CT), Lynne Ballinger (Co-opted Governor, LBA), Robert Kennedy (Associate Member, RK)

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

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 6:03pm. No apologies were received, and this meeting was quorate throughout. Welcome to RK joining the board as an associate member. Governors reminded RK 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 for July and September meetings. All outstanding actions have been completed.	GovernorHub
4.	**Chair's Actions since the last meeting** As chair, check ins with MS are regularly taking place. The recent touch point meeting was beneficial and proved it is worthwhile to do once a half term building on existing practices. Co-vice chair check ins remain consistent. *Headteacher appraisal* There has been a change in service provider to the WCC traded service offer, which is free at present whilst trialling. At the initial meeting, the panel discussed the findings DB had shared. Objectives were suggested and subsequent success criteria highlighted. Overall, this was a	

	robust meeting, and the open discussion looked at this in detail and how they aligned with the school SIP. *Pay review committee* The committee meeting took place recently and all pay recommendations were made with targets met. *Governor attendance at conferences* LBA attended WCC Headteacher conference on 15th October and has circulated minutes via GovernorHub. JW and LJ attended WGS annual Governance conference on 14th November and minutes were also circulated via GovernorHub. ***ACTION: LB to work closely with the school to co-ordinate an appropriate cyber security audit.*** The school buy into WCC protection services, and the available monitoring and filtering systems are extremely secure. *Governing board effectiveness* Effectiveness tool on GovernorHub has been completed by all governors and analysed by the chair. No clear gaps as a board were identified, with lots of experience and confidence across members. Marketing and publicity were the overarching areas for training need. The board were reminded of the NGA resources and GovernorHub training available to them along with the WCC traded subscription. *End of term letter* Draft to be shared nearer the end of this half term.	
5.	**Governor business** *PoW* The school to propose potential monitoring windows for governors to visit. ***ACTION: SLT to look over calendar and feedback to FGB before end of term.*** *Report on LAC pupils* MS feedback current LAC, PLAC or CP pupils in school. The designated teacher in school leads on this, and MS oversees. Governors asked is this shown within the SEND report? MS explained it is slightly different to the reporting. Governors queried has there been any change? MS advised there have been no changes to report.	

6.	**Visit feedback** *Safeguarding* The link monitoring report uploaded to GovernorHub; highlights include: - Discussions around systems and processes for disclosures and reporting. - Exploring training with staff and ensuring new staff were given the opportunity for appropriate training. - Reviewed support in school for parents and carers. - Retention of records and removal once pupils have left. *SEND* A positive monitoring visit with a much better overview of the SEND register. A summary from the report identified: - Pleased TA absence had reduced. - Staff were better deployed. - New TAs due to start. - Reviews with parents regarding support plans, improving relationships. - Increase in ECHPs, active recruitment campaign to reflect changes. *Appearance at school events* Brief presentation for staff on the FGB, all governors welcome to attend.	
7.	**Internal monitoring** *Behaviour and wellbeing* The board discussed data collection from reflection sheets. Behavioural incidents recording has changed and is more accessible for staff. The school are working on positively building confidence around behaviour with parents. Governors reflected what have been the strengths from this change of approach and what are next steps? HO presented the aim of flow chart consistency in place across the school. Staff know steps and what to do if behaviour concerns arise. This half term has focussed on tightening procedures. The inset day in January is a proposed touch point to reflect on this. Strengthening transitions from breaks. Clear procedure for supporting SEN pupils in particular that may find these transitions challenging. *Next steps* New staff CPD is in place reiterating the procedures for restorative practice and protective behaviours. Processes adjusted following feedback on giving reflection sheets to families. HO has created a clear monitoring schedule. Altering subject co-ordination moving forward. SLT are looking for a more collaborative approach and consistency across the board to ensure equal work. HO shared a staff meeting every half term will present the opportunity to monitor together with guidance offered. Each half term, three subjects will have time out of class to observe other teachers.	

	The board highlighted staff need to feel empowered to own conversations during monitoring processes with clear rationale of the reason for introducing this. Governors asked are there plans in place to mitigate moving a scheme with limited resources? MS advised there are many resources. Governors suggested talking to schools that have already implemented these changes. The board emphasised the pace of change and delivery of this communication needs to be considered. Governors examined how does the change impact on pupils? MS informed this will be assessed by SLT regularly. As a board, the aspiration for change and progression is appreciated however be mindful of undue pressure on staff.	
8.	**CSC** The working group met in October and reviewed the TOR. With curriculum and writing changes introduced, it is an opportunity to revisit priorities. TOR: Governors agreed to adopt. - The committee proposed a structure and agenda for January meeting. - The school agreed the direction of travel for these meetings is very welcomed. - The board discussed ways teachers can present at this committee. Governors raised could there be scope to integrate time for this into teachers workload? MS answered yes.	
9.	**Finance** The financial position of the school and carry forward has significantly improved since the summer term however it is still not sustainable in future years with inflation rising. The board were advised of positive news, the school are no longer part of DRG. Continuing to seek support from SRMA where necessary. MS addressed the balance between strategic decisions and being cost effective but still delivering a great level of service and support. ***ACTION: Update on strategic financial planning for staffing model next FGB*** 30 iPads have been purchased with capital funds, this has already seen a positive influence.	

	The committee reviewed the finance policy and confirmed happy with the authorisation amounts *Effectiveness PP and SEN funding* ***ACTION: Defer effectiveness of PP and SEND funding to next meeting***	
10.	**MAT conversion** This is a standing item, with discussions around joining a MAT. Not required at present however will be revisited as needed.	
11.	**Policies** Key changes were addressed on relevant policies and minor adjustments discussed. *Behaviour* Alignment between SEN and behaviour policies identified. Governors agreed to the adoption of the behaviour policy with minor changes. *Pay policy* Staffing structure changes were discussed with governors happy to accept. *Send Information report* Amendments by one week today for approval of policy. *Capability, appraisal and medical conditions* No updates, policy approved.	
12.	**Headteacher's report** *SEF* Not required by Ofsted under new the framework and it is the schools' decision to provide this going forward. It is not a complete entity at present however will be a very useful document for future meetings. The board recognised staff time and effort put into creating this document, aligned clearly with the SIP and portraying a well-rounded holistic view for governors. Governors questioned will there be termly reviews of the SEF? MS advised yes, they will become termly. Governors reflected achievement benchmarks set against national progress, is this the best measure or should we compare against like for like or similar schools? MS answered that is an interesting point, we can look at this. Governors asked regarding staff turnover, what position is the school with assessments portrayed on the SEF? MS responded this is useful feedback, and we can add this. Attendance is high at 96% overall. Two pupils on part time timetables and being well supported. 6 individual suspensions, for two students to report. Support is in place here. Governors queried in terms of next steps; how do you address cohesive culture?	**GovernorHub**

	MS advised the wellbeing staff survey will evidence this along with swiftly addressing points. Governors questioned what next steps are being taken to prevent high staff turnover? LJ noted we can look into this at the next FGB. Governors examined were there trends within the data sighted that pupils were leaving because of behaviour? MS explained reasons given were house moves and SRPs. The board suggested highlighting trends for leavers including categories and numbers for awareness. Governors raised how are the school using AI to help with resources? MS responded similar to governing advisory measures. The next step identified is to put an AI policy in place and CPD with AI for reducing workload.	
13.	**Wellbeing** Members are collectively evaluating every possible step at a strategic level to ensure staff wellbeing is discussed and referenced. Guidance has been reviewed, and the board are meeting the guidelines. CW reported the wellbeing monitoring took place last week and the wellbeing committee will be meeting Thursday, with a broad representation across school staff. There is a wellbeing activity planned; all staff are invited to attend this. A suggestion was made for governors to provide refreshments for the activity session. Pupil wellbeing was discussed in detail. The LA proposed survey has been circulated, addressing thoughts on the measures implemented in school up to this term. Key measures shared by staff so far included: the visibility of SLT and support with inclusion. Governors highlighted there was a low response rate for the survey. MS confirmed this has been shared many times with staff. ***ACTION: Feedback to wellbeing committee, ways to share the survey to increase numbers.*** ***ACTION: SLT to explore ways to increase response rate.***	
14.	**Health and Safety** No update this half term.	
15.	**Governor shoutout** Cleaning and premises staff highlighted this half term. Christmas thank you hamper for staff; CW and JW to co-ordinate.	

16.	**Any other business** The board Christmas meal is planned, the deadline for choices is 8th December. Governor attendance at the January inset day was discussed.	
17.	**Confidential item** *HO and CT left at 20:26pm* **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.**	
18.	**Date of Next Meeting** **Monday 2nd February 2026.** *All meetings take place at 6.00pm in school.* • **23rd March** • **11th May** • **6th July**	

Chair Signature: _____ Date:_____