Bridgetown Primary School (BPS)
Byron Road, Stratford upon Avon

Full governing body meeting held on Monday 29th September 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)

In Attendance: Tatum Skett (Governance Professional, TS), Hattie Osmond (Deputy Headteacher, 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 6:04pm. Apologies were received from CW, BS, LB, LT and CT. This meeting was quorate throughout.	
2.	**Declaration of Pecuniary and Other Interests** Nothing to add. Statutory compliance requirements and individual declarations of interest to be completed on GovernorHub by the end of October at the very latest.	GovernorHub
3.	**Elections and appointments** The chair contacted all full governing board members requesting any nominations for roles were submitted for election. *Chair of governors* LJ has agreed to stand for another term as chair, governors present were unanimous voting. *Vice chair* JW declared an interest in the role and TP declared an interest in the role also. Co-vice chairs were appointed unanimously by members present. *Finance* TP to take on role of chair of finance committee, CW will take on vice chair of finance committee. *CSC* Leadership will be discussed and decided at a subsequent time. LJ will nominally stand as chair of committee for the interim period required. *Complaints* Governors agreed to maintain ad hoc basis for this panel.	

	Pay review LJ, LF, JW, TP, CW *HT appraisal* LJ, CW, LF, TP, DB (WCC external review) MS advised the pre-performance meeting has been conducted with DB. ***ACTION: LJ to touch base with committee members.***	
4.	**Minutes of the last FGB meeting held on (accuracy and completeness) and review of Action Register** TS to share draft July minutes with FGB for reference. Deferred approval to next meeting. ***ACTION: TS to add July and September minutes for approval to agenda*** *Action register* • ***CSC TOR to remain on register.*** • ***Finance to remain also.*** All other outstanding actions have been completed.	GovernorHub
5.	**Terms of Reference** Full governing board level TOR has been reviewed and adopted. CSC TOR will be carried over to the next meeting. ***ACTION: TS to add to November meeting agenda*** Finance TOR has been reviewed and adopted. Governors asked do we need to re-visit authorisation requirements? MS advised his has been fully updated and will be shared in the next finance meeting.	GovernorHub
6.	**Finance** Early indications of good progress to reduce future deficit. Assigned to a Deficit recovery group with WCC after the last Finance meeting. Carefully thought-out decisions made in school, will only strengthen the overall position financially.	GovernorHub
7.	**CSC** Members reported seeing data and submitting questions in advance was useful. More emphasis on improvements following discussions and less presenting of the reports are the key areas still to be developed. This was highlighted to staff in the meeting de-brief. There are gaps in knowledge with data and questions circulated as part of the discussion will highlight these to the committee. Governors felt it best to take the data as read and the narrative as the value. During the meeting, the committee picked up on PP through data presentation, the school could be facing challenges with this group that it wasn't previously. If there	GovernorHub

	is a trend emerging against historical data, members should know what measures are in place.	
8.	**Chair's Actions since the last meeting** The new Ofsted inspection toolkit has been uploaded to GovernorHub. The Headteacher will be working through this with SLT in the first instance, then will roll out in an upward trajectory. GovernorHub have produced useful summaries, the DfE has published an information webinar, and the Key have resources for information. Check in meetings have been regular since the start of term with MS, these are beneficial and will continue for as long as they are feasible. Check ins can be collectively with vice chair where necessary. MS reported healthy challenge in these meetings and thanked LJ for this.	
9.	**Governor business** The chair advised there has been interest from an individual to join the board as an associate. TP reported they have a finance background, are enthusiastic, keen to support and understand how the education system works. Governors agreed to invite this individual to the next full governing board meeting in November. TS reminded associates should be delegated to a committee and must be reviewed on a case-by-case basis for skills set that will contribute to the board. Compliance will be required and a current DBS check.	
10.	**Link roles** JK provided written feedback on historical roles, suggesting monitoring ties in with the current SIP and Ofsted framework. • Safeguarding and Attendance – BS, TP • Curriculum and engagement – LBK, LB • Culture and Well-being – JW, CW • Inclusion – LT, LBK • Health & Safety – LB • Governor training and development – LJ MS noted appreciation for the time members give to the school as committed volunteers. TS shared WGS annual conference information. LJ confirmed attendance and requested one other member to confirm availability to ensure minimum requirement is reached.	

	ACTION: TS to add WGS full year training calendar to GovernorHub.	
11.	**Stakeholder surveys** The operational decision was made for the timeline of surveys to return to the existing pattern of April period runs. Termly surveys for wellbeing will remain in place until otherwise stated. Governors asked will there be issues with the NEU if that was a proposal? MS answered I wasn't party to the initial discussions. We are committing to annual runs as previously agreed with the Union. Governors questioned when was the first wellbeing survey? MS confirmed it was at the end of summer term. Governors support the school's operational initiative for survey frequency.	
12.	**Monitoring visits** The board were reminded to consider capacity when inviting members to join their monitoring visits. *Attendance of governors at school events* Most members of the board are engaged members of the community however governors discussed ways to further increase awareness and visibility within the school environment on a termly basis. ***ACTION: TS to add staff presentations at FGBs to register.*** Governors queried when was the last celebration assembly? MS informed at the end of summer term. Governors enquired is there a Christmas assembly? MS advised we could look into this. MS highlighted governors are more than welcome to attend school achievement assemblies. ***ACTION: MS to share assembly calendar*** ***ACTION: TS to add re-visiting governor attendance to November agenda***	
13.	**Policies** The following policies were reviewed and subsequently approved by the FGB: • Admissions Arrangements • Child Protection and Safeguarding • Health and Safety • Staff Discipline Governors requested confirmation the 'Admission arrangements' PDF is the correct Admissions policy for approval? MS advised yes, it is the current policy adopted by the WCC.	**GovernorHub**

	Governors asked will you be stepping away for DSL lead? MS confirmed yes however I will still be a Deputy DSL. Governors questioned is it normal practice for this position to be the Head? MS informed yes in small schools, usually it is. Governors queried where would the concern go? MS explained every Safeguarding concern submitted goes to all DSL deputies and DSL. lead. There is great communication amongst us. Governors enquired is the staff member officially a Deputy DSL at present? MS answered yes. Governors asked if the concern isn't handled appropriately by the DSL, how is this investigated? MS advised within the team in the first instance, we have the healthy culture of challenge. Governors questioned would it then go to FGB level? MS clarified yes, if unresolved. Governors support the operational move to change DSL Safeguarding lead. Members raised awareness of how this message could be articulated to parents, encouraging an opportunity to remind what safeguarding is, who the team are and a rational behind the move to this staff member.	
14.	**MAT conversion** This is a standing item, with discussions around joining a MAT. Not required at present however will be revisited as needed.	
15.	**Headteacher's report** The board were advised the SEF would be deferred to the next meeting due to the requirement for this to align with the newly published Ofsted framework. *SIP* MS reported carefully thought-out SIP priorities this year and appointed the leadership with care. It is proving to be the most united team with a healthy level of challenge. Governors enquired how has the sip been shared with staff? MS explained SLT haven't shared explicit detail of action plans just yet. There will be multiple opportunities to do this moving forward. *Admissions* Movement with intake however a strong number of pupils on roll. Governors asked did you have places left in Reception? LF confirmed four.	**GovernorHub**

	Lots of marketing strategies in place for September intake 2026. *Vulnerable pupils* There are 9 more SEND pupils on roll than the previous year with 4 new EHCP's in place. PP is slightly higher starting this term. There have been no permanent exclusions however 1 pupil has received two separate suspensions, support is in place for this student. SLT are actively encouraging concerns to be raised. *Complaints* Two complaints have been received since the start of term. All concerns were addressed promptly, in detail and with care. *Persistent absence* There is a small number at present however with the support of WCC, the data is being scrutinised. *Data* Curriculum priorities were shared for the academic year. CPD scheduled specifically around these areas. Assessment baselines have started, and gaps will be identified upon closing. *CPD* Linked explicitly to the SIP and demonstrating to staff rationale behind these areas more consistently. Blinks were introduced on INSET day and continued reporting through staff briefings. Governors asked how is this change being received by staff? MS advised this information has been received differently across the board with heightened recent events. Sharing the why is very important to staff. Governors questioned how does this align to the performance management cycle? MS explained there are two targets for teachers and support staff have whole school objectives, tweaked on an individual basis. Governors queried who leads the Blinks? MS informed for now that BLINKs are undertaken by the BLT (Bridgetown Leadership Team). *Staffing* Governors enquired what is staffing turnover like at present? MS advised most recent resignations were support staff. A new cleaner appointment has been made and 5x support staff positions. Inaccurate narratives have been dispelled across the school however happy to report currently fully staffed in all areas with no vacancies.	

	3x ECT's in place with proactive support for them factored in. Governors asked how does the induction look for experienced teachers? HO advised arrangements in place for more shadowing, introductions of coaching cycle and closely paired PPA. MS credited HO for leading on this initiative and driving the element forward. ECT induction to remain as a standing item on HT report. *Communication* MS thanked LJ for the support with drafting a communication in relation to use of WhatsApp. • The decision has been made to drip feed key messages through different platforms to parents. • Stars of the week celebration assemblies will include parents. • Maths open classroom scheduled. • Open morning taking place in November. • Parent forum is coming up. • ECT visits and Key stage lead visits planned. • Councillor Rolfe visiting in October. WCC have commissioned funding for 6 half days leadership support with contributing guidance around ECTs from St Johns Kenilworth including work on change management and culture. *Safeguarding* Recent complaints received have mentioned Safeguarding and upon review have demonstrated there isn't always a clear understanding of this practice. The chair has recommended the school issues further guidance to improve understanding of this term.	
16.	**Wellbeing** The focus of the September inset day was wellbeing and culture. SLT have reiterated process and practices in place with staff to highlight areas of support. Mental health first aid training will be taking place this term. Team pulse, key stage team talks, and weekly TA meetings have been introduced with positive feedback received so far. Governors asked do you feel all these introductions are being appreciated? MS responded yes, introducing many ways to encourage wellbeing however people must be in charge of their wellbeing too.	
17.	**Health and Safety** No update this half term. H&S in school link will be both senior office administrators.	

18.	**Governor shoutout** Governors nominated the office team, highlighting immense gratitude for their hard work and tireless commitment to the school.	
19.	**Any other business** Nothing to report.	
20.	**Date of Next Meeting** **Monday 24th November** *All meetings take place at 6.00pm in school.* • **2nd February** • **23rd March** • **11th May** • **6th July**	

Chair Signature: _____ Date:_____