



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors 27th March 2023 held in School And via Google meet 6.00pm MINUTES

Governor Attendees:

Fr David Cloake	(FrDC)	Chair
Adrian Corke	(AC)	Head Teacher
Kerry Doggett	(KD)	
Lucy James	(LJ)	
Russell Nimmo	(RN)	Co Vice-Chair
Rachael Macklearn	(RM)	Deputy HT, Associate
Alwyn Williams	(AW)	Co Vice-Chair

Non-governor attendees

Helen Bott	(HB)	Clerk
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Apologies:

Wahida Alladin	(WA)
Ankur Pruthi	(AP)
Fr John Kafwanka	(FrJK)
Harsha McArdle	(HM)

Absent without apologies:

Satty Panesar	(SP)	Associate
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	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.00pm with a prayer led by FrDC</p> <p>WELCOME TO GOVERNORS FrDC welcomed everyone to the meeting.</p> <p>APOLOGIES & DECLARATIONS OF INTEREST Apologies were received from WA, AP, FrJK and HM There were no apologies received from SP.</p> <p>There were no declarations of interest</p>	
2.	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none"> Minutes & Matters Arising KD proposed and RN seconded: all governors agreed that the Minutes were a true and accurate record of the meeting held on 7th February 2023. FrDC signed the minutes at the meeting. There were a couple of corrections to the minutes under: Item 1 should have read; <i>There were no declarations of interest.</i> Then under Item 7, post meeting note from the Chair; it should read ..<i>They concluded that a future meeting....</i> And 	

not... further meeting...

Actions updated from the last meeting held on 27th March 2023

Minute	Action	Assigned	Update
01.11.22 2	<u>Staff Governor vacancy</u> – revisit advertising in Spring Term 2023	FrDC / Clerk	Ongoing
7.12.22 2	Receive <u>future absence dates</u> from Governors and re-consider meeting date scheduled for October 2023	All Govs / Clerk	Ongoing
01.11.22 3	<u>Statutory Policies</u> FrDC and Clerk to finalise final date allocation	FrDC / Clerk	To do
7.12.22 3	The following <u>policies</u> will be presented at future FGBs <u>Teachers' Pay</u> - <i>tbc</i> <u>Admissions</u> – <i>March 2023</i> <u>Data Retention</u> – <i>March 2023</i>		To follow To follow To follow
7.12.22	<u>Parent Questionnaire</u> – governors to discuss its future and format	FrDC / Clerk	Ongoing It was noted the PQ will be launched on 24/05/23
7.02.23 Item 2	Ofsted readiness Ask teachers challenging questions regarding the curriculum. Use the helpful questions that can be found on <i>Governor Hub Knowledge</i> (Knowledge – Inspection Before, during & after) Governors to look at the SIP reports.	ALL	Ongoing FrDC asked AC for the SIP reports to be sent to the Clerk in the first instance.
7.02.23 Item 2	SEN Link to contact SENCO regarding AfC review day in	FrJK	Done

		March		
7.02.23 Item 2	The Head to inform Governors early of an Ofsted inspection	AC	Noted	
7.02.23 Item 3	New date for May meeting is Tuesday 16 th May	ALL	Noted	
7.02.23 Item 3	RN/AW will Chair the FGB on 5 th July/	RN/AW	Noted	
7.02.23 Item 3	Data Impact meeting will be after Easter. Clerk to arrange new date.	HB	AC will send an interim report to Group and then they will meet again at the end of the Summer term	
7.02.23 Item 4	Attendance Policy Changes to wording and final draft to be sent over for sign off.	AC	Done and agreed via Governor Hub	
7.02.23 Item 4	Extra- Curricular Policy Changes to wording as suggested.	AC	Done	
7.02.23 Item 6	Request discount re website	SLT	FrDC thanked RM for all her hard work on the Website, saying it both looked good and worked very well.	
7.02.23 Item 6	SDP – Governor tasks	Str Grp	To do	
7.02.23 Item 7	Admissions Policy Look into the recent consultation process.	FrDC	To do	
7.02.23 Item 7	Admissions mtg Minutes to next	HB	Done	

	FGB				
7.02.23 Item 7	Finance mtg Minutes to next FGB	HB	Done		
	<ul style="list-style-type: none"> • Gov Training Updates The Chair had reported that the Clerk had researched into the renewing of DBS and safeguarding training since the last meeting. Currently the school doesn't renew any of the Governor DBS checks however it was felt it would be good to review those more often. After discussion it was proposed by FrDC for the Governors DBS checks to take place a minimum every 4 yrs. in line with the Governor appointment renewal process. AW seconded and all were in favour. <p>Currently 3 Governors need to be updated as they are over 4 years old. The Clerk will inform both the Governors and the Business Manager.</p> <p>Safeguarding training-the Clerk reported that there are some Governors with training for both Safer Recruitment and Safeguarding that are over 3 years old. It was stressed to make sure that the training record on Governor Hub are kept up to date by all members of the Board and/or let the Clerk know when trainings have been attended, as the Clerk is not informed when either Governors or staff attend trainings.</p> <ul style="list-style-type: none"> • GB Year Planner The Clerk informed the meeting that the Summer 1 meeting in May has been moved to Tuesday 16th May instead of the planned date of 18th as that is Accession Day. Also, the meeting in October has been changed to 17th October 2023. 			HB	AII
				AII	
3.	STATUORY POLICIES & TASKS <ul style="list-style-type: none"> • Emergency Action Plan The document was circulated to Governors prior to the meeting. <p>The Head explained that this document is confidential and is not to be shared outside of the FGB. The Head gave an overview of the procedures in place.</p> <p>It was agreed that ALL copies made of this document must be destroyed after the meeting and downloads must be deleted. Clerk to remove from Governor Hub and related paper files.</p> <ul style="list-style-type: none"> • Policies to follow <u>Teachers' Pay</u> - tbc <u>Admissions</u> – tbc <u>Data Retention</u> – tbc 			HB/AII	
4.	GOVERNOR VISIT REPORTS Written reports were received prior the meeting <ul style="list-style-type: none"> • Safeguarding Forums Report - LJ • H&S visit Report – LJ • RE & Ethos - Aw The Chair thanked LJ and AW for their reports.				

5.	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • HT Report The Headteachers' Report was circulated prior to the meeting. <p>The Head gave an overview of the recent sporting highlights including a football match win today for the girls' team and the recent Borough Sports trials over at Turing House School. The Head went onto report that they are still having trouble getting the children to sports events as they don't have enough parent volunteers to drive everyone. The Head reported that he has been looking in to hiring a minibus from AFC.</p> <p>Governors asked if any arrangements have been made for sports day to be held at Turing House school this year instead of St Edmonds school due to the proximity of the school?</p> <p>The Head explained that although Turing House is closer, they don't have any shade on site and this would need to be looked into further.</p> <p>The Head brought to the Governors attention the school's fortuitous position with regards to the budget, as many schools are not in such a good position.</p> <p>The Chair highlighted the recent Safer Recruitment outcomes and assured Governors that this shows that the school has robust procedures in place with regards to recruitment of staff.</p>	
6.	<p>ADMISSIONS</p> <ul style="list-style-type: none"> • Minutes of last two meetings The Minutes of the last two meetings held on 30.01.23 and 01.03.23 were circulated prior to the meeting. <p>The Chair noted that last Admissions meeting was looking at the intake for this coming current academic year. He thanked the School Business Manager at the school for all their hard work on creating the ranking of applications and getting those to the LA on time.</p>	
7.	<p>FINANCE</p> <ul style="list-style-type: none"> • Minutes of last meeting 23.01.23 • Budget Model 2022 Dec & Notes The Minutes of the meeting held on 23.01.23 and the Dec Budget Model were circulated prior to the meeting. • SFVS The SFVS was circulated prior to the meeting and was agreed via Governor Hub on 23rd March 2023 and FrDC had signed it online and returned to it the Business Manager to send to the LA. • Asset Register The Asset Register was circulated prior to the meeting. • Draft Budget approval The Draft Budget was circulated prior to the meeting KD reported that the Finance group had meet last Monday and 	

	<p>only received the draft budget at the meeting. Therefore, she has spent the last week going cross referencing this year's draft to last year's records and has some minor questions which she will refer to the Business Manager before the next time it can be review again in June.</p> <p>Overall, the Finance group were happy with the Draft that is presented at the FGB tonight. KD therefore proposed the 1st Draft of Budget to go to the LA, AW seconded, and all Governors were in favour of the motion. FrDC signed the document at the meeting to go back to the Business Manager to be sent to the LA.</p> <ul style="list-style-type: none"> • GMF The GMF report was circulated prior to the meeting Governors asked if there may be an opportunity to have different approach to signing parents up to the GMF in the future? <p>AW reported that she is to write again to all parents already donating, thanking them and writing to those that done so as yet encouraging them to sign up.</p> <p>AW proposed putting the current rate up to £42 for the first child and £36 for the second as the amount had not gone up since 2017.</p> <p>The Chair felt that at this moment it may be seem like a good idea with the rate of inflation going up however it doesn't sit with him well pastorally, as many families may well be struggling financially. Therefore, it was agreed to review this at another time in the future.</p> <p>The Chair thanked the Finance Group for all their hard work over the last few weeks looking at various documents with tight deadlines.</p>	<p>KD</p>
<p>8.</p>	<p>AOB The Chair acknowledged that it was the Clerk's last meeting as she is leaving the post at the end of the week. He thanked her on behalf of all the Governors for all her hard work over the last 3 and half years and wished her all the best for the future.</p>	
<p>9.</p>	<p>CONFIDENTIALITY Governors agreed that the only item that was confidential was the discussion around the Emergency Action Plan and Governors must destroy any copies made of the documents received.</p> <p>NEWSLETTER HIGHLIGHT</p> <p>Governors met for a Full Governing Board meeting on Monday 27th March.</p> <p>The Governors were pleased to hear that Girls Football team had won today and were delighted to hear about children participating in many different sports as Ambassadors to the school.</p> <p>Governors received the Draft Budget for 2023/24 and</p>	<p>All</p>

	<p>acknowledge that that the school, is in a very good position currently in what is very difficult and challenging financial times.</p> <p>Governors expressed gratitude to the parents that currently give to the Governors' Maintenance Fund in these financially difficult times.</p> <p>The meeting concluded at 7.30pm with prayers led by FrDC</p>	
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Signed

Date

Full GB Actions
As of 27th March 2023

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Item 6			
7.02.23 Item 7	Admissions Policy Look into the recent consultation process.	FrDC	To do
27.03.23 Item 2	3 Governors need to be updated as they are over 4 years old. The Clerk will inform both the Governors and the Business Manager	HB	
27.03.23 Item 2	All training attended needs to be updated ton Governor Hub regularly or sent to the Clerk	All	
27.03.23 Item 2	October meeting is now on 17 th October 2023	All	
27.03.23 Item 3	EAP papers to be destroyed after meeting and taken off of Governor Hub	HB/All	
27.03.23 Item 7	Draft Budget questions to be given to the Business Manager	KD	