



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors 7th June 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)	
Rachael Macklearn	(RM)	Deputy HT, Associate
Alwyn Williams	(AW)	Co Vice-Chair
Satty Panesar	(SP)	Associate
Harsha McArdle	(HM)	

Non-governor attendees

Mary McAvoy	(MMc)	Assistant HT, observer and contributor
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Apologies:

Russell Nimmo	(RN)	Co Vice-Chair
Wahida Alladin	(WA)	
Ankur Pruthi	(AP)	
Fr John Kafwanka	(FrJK)	

	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.05pm 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 RN, WA, AP, FrJK</p> <p>There were no declarations of interest</p>	
2.	<p>Early Years Foundation Stage & Special Educational Needs and Disabilities – Review by Mary McAvoy</p> <p>MMc told the FGB that this was a good time to reflect on the year to date and consider future pathways</p> <p>SEND</p> <ul style="list-style-type: none">• <u>Priorities</u>: MMc to continue developing working knowledge, and impact of SEND on children and their families• <u>Register</u>: 30 SEND students, their needs met through SEND budget and EHCP payments. 5 EHCPs	

What happens to EHCPs in Year 6 as they prepare to leave? EHCPs are portable with the child

Are any parents resistant? Yes, labels are sometimes perceived as problematic

Govs commended the level and scope of the support offered by the school

- Prevalence of Need: ASD most significant presenting issue followed next by ADHD (diagnosed or otherwise). 8/9 referrals made to CAMHS with 4 pending EHCP in the pipeline.
- MMc New to Role: many opportunities taken for CPD, understanding the local offer, conferences, networking with high levels of experience in the borough. MMc has redesigned the review process involving a higher level of 'co-production' with parents staff and peers, improved pacing across the school year

Are you liaising with secondary schools to refine practice? No, but a great idea.

Have you received an invitation to the Director's Yearly Briefing? Not yet.

- Staff CPD: currently discerning local offers for CPD, with existing support in place and yielding good results [what is good for SEND pupils is good for all]. Connection with existing professionals yielding opportunities for staff.

What exists to allow the whole school to learn about neurodiversity? Inclusivity is a fundamental factor at the school, and child dependence upon a single adult waning.

Do students become involved in the formation of their learning plans? Yes, and their parents, with a move from paper documents and communications to email based for increased visibility.

EYFS

- Ms Holloway new to EYFS and supported by MMc, with quality maintained and skills increased; confidence is high
- Review meeting a great success – all staff aware of student's 'next steps'

Governors felt that the meeting was a real success and notes a real change in behaviour in EYFS students since the last visit

- Points for Development: How can the school have clarity in how decisions are made? Are outdoor opportunities as rich as indoor opportunities? Have learning environment audits of the outside space been carried out in the same way as indoor classrooms?

	<ul style="list-style-type: none"> • Parent Survey <p>AW made some comments based on her piece of work:</p> <ul style="list-style-type: none"> • questions grouped according to type • AC will send the suggested version to Govs for feedback • Response ‘types’ have been refined to removed ambiguity of response and to promote further comment • Reward scheme suggested – house points for child of parent who completes a survey <p>What is happening to the naming of the Houses? This is an ongoing matter that requires further work</p> <p>Consideration was given about volume of text (current model sits at over 3 pages) – can this be reduced? Govs are invited to refine the text when it is circulated. Information may also be placed in supporting dialogue boxes as this will be an online form.</p> <p>Govs were asked to send feedback within seven days to allow wider circulation before the end of the school year</p> <p>Thanks was expressed to AW for her considerable time and effort in furthering this important matter.</p> <ul style="list-style-type: none"> • Data Retention Policy <p>Govs were asked to ratify this iteration of the policy Proposed AW / Second HM Carried unanimously</p>	<p>SLT</p> <p>FGB</p>
<p>4.</p>	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • HT Report – questions from Govs were invited <p>What is in place to further aspects in the Report showing ‘no progress’? These will either carry to the new school year or fall from the SDP as they cease to be relevant</p> <p>Borough Sports Day – BP won the ‘small school’ section and congratulations given by Govs</p> <p>Attendance – numbers of ‘persistent absentees’ down from 27 (in May) to 22. Summer SIP is due</p> <p>Careers Day a great success (a venture entirely dependent upon volunteers to work) – a good base upon which to build in future</p> <ul style="list-style-type: none"> • Staffing – FrDC explained that we currently seek staff to fill a gap in the vicinity of 1.0FTE and in the current staffing market, recruits are harder to find. FrDC gave details of an emerging possibility surrounding a specific secondment that had the potential to bring unforeseen benefits and opportunities for growth and experience to a number of staff members, as well as a financial benefit. Details were being worked on and Govs would be kept informed before final decisions were made. 	

	<p>AC told Govs that the recent Summer Term SIP visit was very positive. The SIP suggested that the school should reflect, via the SEF, if there has been any progress made towards evaluating the school as demonstrating outstanding practice, based on evidence and observations. This speaks well of the work taking place at BP as we await inspection and is received as a good affirmation of current practice.</p>	
5.	<p>FINANCE</p> <ul style="list-style-type: none"> • Budget <p>The Finance Group met earlier in the week to consider the final Budget for 2023/2024. Little had changed and a positive improvement to outturn was reported (from an expected £80k to an eventual £100k). Main adjustments was in staff costs. The Budget accounts for a full staff body and for the maximum pay scales possible.</p> <p>Govs discussed the issues surrounding the national picture concerning teachers' pay and affordability, and it was felt any changes (as currently expressed) were manageable within the proposed Budget</p> <p>What is the Year 3 outturn under this proposed budget? With the above factors born in mind the Yr 2 outturn is forecast to be -£38k though possibilities for adjustment within that time are considerable.</p> <p>It was proposed that Govs accept the Budget as discussed: Proposed KN / Second AC Govs votes unanimously to accept the Budget and thanks were given to all involved in its publication.</p> <ul style="list-style-type: none"> • Governor Maintenance Fund <p>AW reported that, after a communication 'chasing' payments, a further 10 have been received, though the income of the fund is £2k lower than the previous year (it was noted that an invoice was presented in error to the GMF for core services which may be payable in the next calendar year).</p> <p>Can Govs speak to parents about the GMF at opportune times? Discussion was had about appropriateness of this in the current financial climate, but all good ideas were welcome. It was suggested that a periodic (though over-frequent) focus be applied c3 yearly</p> <p>Thanks were given to AW for her ongoing work with the GMF</p>	
6.	<p>AOB</p> <p>No items were received or tabled</p>	
7.	<p>CONFIDENTIALITY</p> <p>One item was identified and Minutes written in non-specific terms.</p> <p>NEWSLETTER HIGHLIGHT</p> <ul style="list-style-type: none"> • Success of SEND EYFS review 	

	<ul style="list-style-type: none"> • Success at Borough Sports • New Website • Attendance by all member of Yr 5 to the IoW trip 	
Meeting concluded at 8.12pm with prayers led by FrDC		

Signed

Date

Full GB Actions
8th June 2023

Minute	Action	Assigned	Update
01.11.22 2	Staff Governor vacancy – revisit advertising in Spring Term 2023	FrDC / Clerk	2023.4 academic year
01.11.22 3	Statutory Policies FrDC and Clerk to finalise final date allocation	FrDC / Clerk	Awaiting start of new clerk
7.12.22	Parent Questionnaire – governors to discuss its future and format	FrDC / Clerk	Govs to feedback on proposed document within seven days
7.02.23 Item 3	Data Impact meetings	SLT / Clerk	3 meetings per year minimum
27.03.23 Item 2	October meeting is now on 17 th October 2023	All	For note