

BISHOP PERRIN

CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of the Board of Governors Wednesday 5th July 2023 at 6.00pm in the School

Governor Attendees:

Alwyn Williams (AW) Chair
Adrian Corke (AC) Head Teacher
Kerry Doggett (KD)
Lucy James (LJ)
Rachael Macklearn (RM) Deputy HT, Associate
Russell Nimmo (RN)

Non-governor attendees

Mary McAvoy (MMc) Assistant HT, observer and contributor

Apologies:

Wahida Alladin (WA)
Fr David Cloake (FrDC)
Harsha McArdle (HM)
Ankur Pruthi (AP)

Item	Discussion/Decision/Action	Owner
1	<p>WELCOME TO GOVERNORS The meeting opened at 6.05pm and AW welcomed everyone to the meeting.</p> <p>APOLOGIES & DECLARATIONS OF INTEREST Apologies were received from WA, FrDC, HM, AP AP tried to join online but this could not be offered due to technical issues setting up the link at the school.</p> <p>There were no declarations of interest.</p>	
2	<p>SECONDMENT It was confirmed that Jo Sweeney has accepted the role as Acting Assistant Head during the secondment.</p> <p>AW summarised the cost analysis carried out by the finance team, who are confident there is more than enough money to cover the secondment needs. It</p>	

	<p>is predicted that there will be a surplus, which would act as an income for the school as a result of AC's secondment.</p> <p>AC advised that they had been unable to appoint anyone to the PE lead role and RM will need to seek an alternative for this role; any financial savings will need to be allocated to fund an outside provider.</p> <p>The Caretaker has resigned, RM asked if the gap could be filled by an Agency; could we investigate how much this would cost? - KD confirmed there is enough money if this is needed. AW agreed that enquiries should be made so we have somebody in place for September - AC said will also get advert out for the permanent role.</p> <p>AW said the request made by RM & MM for an additional TLA next term has been put 'below the line' in the budgeting needs - RM suggested this is what would be needed to cover EHCP needs next year. AW said she had been advised that additional money had been put in the budget for TLAs. RM and MM will review allocations and make a business case if needed. AC suggested that allowing the additional TLA hours offers a level of reassurance and security for the staffing next year.</p> <p>All were in agreement with the offer for all in relation to the secondment is reasonable. As a Governing Board we agreed the suggested spend as outlined by the finance group of FGB.</p>	<p>RM</p> <p>AC</p> <p>RM & MM</p>
<p>3</p>	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none"> <p>Minutes and Matters Arising</p> <p>7th June 2023 The FGB accepted the minutes with one amendment in Section 5 -Finance-Governor Maintenance Fund. The bracket should read 'though not over-frequent'. Minutes proposed by AC, seconded by AW.</p> <p>19th June 2023 The FGB accepted the minutes without amendments. Minutes proposed by AW, seconded by LJ.</p> <p>Governor Training Update</p> <p>AW and RN have attended a chairs network since the last meeting. It was hoped that the new clerk will start to provide updates on governor training now they have started in their role. Governors all agreed that we should be updating our own training on the Governor Hub system, where possible.</p> <p>GB Year Planner and Meeting Dates</p> <p>There is a minor date error on year planner - should be 17/10 not 18/10 for the October FGB. It was requested that dates for Finance, DIG and Admissions meetings are added to the Year Planner as soon as possible - Group leaders to coordinate (KD liaise with Denise re finance, SP with RM & MM for DIG, WA for Admissions)</p> 	<p>Clerk</p> <p>KD SP WA</p>

4	<p>GOVERNOR VISIT REPORTS</p> <p>The 5 reports submitted were received and accepted.</p>	
5	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • HT Report – questions from Governors were invited <p>AW asked who is responsible for developing use of outdoor classroom? AC advised that a lack of caretaker led to the outdoor classroom being overgrown and not accessible initially. However, for next year the aim is to develop its use more and encourage teachers to access it for their lessons. Tom King (HLTA) has a keen interest in outside teaching and the aim will be to get him more involved in the planning of lessons and activities as he moves in to his second year at BP.</p> <p>AC gave an overview of the assessment data in the report. The small number of pupils who didn't pass the Y1 phonics test had made good progress from their starting point and this is very positive. Writing higher than last year in Y2 and Y6</p> <p>GDS in writing is very difficult – AC informed Governors that, whilst moderating at other Schools, Ruth Lancaster had found that there were limited numbers of children reaching GDS at Year 2, so having two children at GDS at Bishop Perrin is encouraging. AC felt that the school may have been too ambitious with targets in this area.</p> <p>AW asked how targets are set - RM suggested we expect a small improvement each year and targets are set based on this principle and we should be reasonably confident that they are achievable.</p> <p>RM and MM finalising subject leadership movement for next year.</p> <p>Attendance - AW asked for any info or breakdown on reasons for absence? AC confirmed majority is illness, and EWO said our attendance is good. Attendance is improving for majority on list. EWO proactive in meeting with family with attendance issues.</p> <p>Y6 trip – Y6 had a great experience at Bowles again this year, and all the comments from those who attended were positive - LJ asked for info on the reasons for non-attendance, as the numbers appear higher than previous years and were their financial barriers? AC confirmed nobody approached the school re hardship, offers are made to support with trip costs where there is hardship. There were varying reasons for non-attendance, as backed up by KD. It was positive that some with anxiety went on this year's trip, after not attending the Y5 trip. Bowles is booked for next year - could be over £500 with increasing coach travel costs.</p> <p>AW asked why the online safety audit has not been carried out? AC had not had time to do this but LJ confirmed we could be confident that the policies and procedures are in place to meet the online safety requirements, and it is just the specific online safety audit to reaffirm this that has not taken place yet but there were elements about online safety in the main safeguarding audit. RM asked if Rachel Lawrence will be able to deal with this in her role as Computing Lead. AW asked AC to reflect on what audit involves and prepare RM and MM to ensure this can be done next year - AC agreed to do this.</p>	<p>RM/MM</p> <p>AC</p> <p>AC</p>

	<p>Various targets that are still red or orange were discussed, Governors felt that some should now be Green. AC will adjust the SDP colours suggested by the governors and RM.</p> <p>AC will put out an advert for the again vacant caretaker role. Possibility of agency caretaker. Sarah (cleaner) has agreed to open up the school and complete basic tasks (e.g. recycling) in the meantime.</p> <ul style="list-style-type: none"> • Safeguarding Summer Term Roundup <p>The safeguarding section of the HT report was reviewed by governors. AW felt it was positive that children were confident to report the issue with the LBRuT instructor involved in the Y6 safer cycling course. AC will update on the actions taken by LBRuT when available.</p>	AC
6	<p>FINANCE</p> <p>KD confirmed that final budget already agreed at previous meeting and there is no further finance update at this time.</p>	
7	<p>ANY OTHER BUSINESS</p> <p>Long service awards had fallen off the agenda and AC has asked for this to be revisited. AW suggested it goes back to finance team and that they submit their findings for a final decision to be made by September. AC stated this situation has arisen due to council dropping their scheme and making schools responsible. KD said any award made in money or vouchers (which are treated as a cash equivalent) would be subject tax and NI (employer and employee). Many organisations ask eligible staff to select an item to the chosen value, this is then purchased by the organisation and given as a gift.</p>	KD
8	<p>Confidentiality There was nothing within the meeting that needs to remain confidential.</p> <p>Newsletter Highlights</p> <ul style="list-style-type: none"> • Summer Fete success • Fantastic Yr 6 school journey to Bowles • Concert of Choirs - BP choir great • Thank you to everyone supporting the secondment • Welcome new staff Derri Murray and David Towns • Thank Mr C for excellent reports and keeping us up to date • Thank staff, students, parents for another good year at BP <p>Date of Next Meeting: Wednesday 13 September at 6pm</p> <p>The meeting closed at 7.15pm</p>	