



# BISHOP PERRIN

## Church of England Primary School

**Full Governing Body Meeting**  
**21<sup>st</sup> March 2019 in the school at 7pm**

**Governor Attendees:**

Father David Cloake (FrDC)	Chair
Aid Corke (AC)	Head Teacher
Stephen Crinall (SC)	
Russell Nimmo (RN)	Vice Chair
Charlotte Holder (CH)	
Alwyn Williams (AW)	
Father Stephen Caple (FrSC)	
Mark Stiles-Winfield (MSW)	

**Non-governor attendees**

Rachael Macklearn (RM)	Deputy Head, Associate Governor
Andrew Leach (AL)	Associate Governor
Miranda Sikkens (MS)	Clerk, Governing Board

		ACTION
	Father David Cloake led the governors in prayers. The meeting began at 7.03pm	
45.	<b>Apologies for Absence</b> Zoe apologized for missing this meeting – her job took her to Madrid this week.	
46.	<b>Declarations of Interest</b> None were declared.	
47.	<b>MEMBERSHIP UPDATE</b>  FrDC wholeheartedly welcomed Andrew Leach to the Governing Body as an Associate Governor with the intention of qualifying as our LA Representative. FrDC thanked AL for his interest and willingness.  Parent Governor: round 3 of Parent Governor nominations will close at noon tomorrow. To-date, we have received one nomination.  An LDBS Governor position remains vacant.	
48.	<b>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING ON 7<sup>th</sup> FEBRUARY 2019</b> 3 small corrections were noted in the Minutes: 31.2 Andrew Leach is an Account Manager 33.1(viii) FrDC thanked MSW 33.3 there was <i>no</i> Spring 1 CA meeting.  See comments in Actions below for feedback on 7 <sup>th</sup> February Actions. Shaded Actions are complete.	

	<p>RN proposed the Minutes and Actions from 7<sup>th</sup> February 2019 as a true and accurate representation of the meeting. This was seconded by FrSC. All Governors voted in favour. The Minutes were signed by FrDC.</p>	
49.	<p><b>DATA: IN-HOUSE TRAINING SESSION WITH GRAHAM MARRINER</b></p> <p>FrDC thanked GM for offering this data analysis overview of last year's KS1 and KS2 results.</p> <p>All relevant statistics filed on the Portal against Agenda item 5:</p> <ul style="list-style-type: none"> <li>- Ofsted Inspection Dashboard 2017-18</li> <li>- School Performance Summary 2017-18</li> </ul> <p>Particularly noteworthy data highlights in the <i>Ofsted Inspection Dashboard 2017-18</i> include:</p> <ul style="list-style-type: none"> <li>- "In 2018, 83% of pupils achieved the expected standard in reading, writing and mathematics, 19 percentage points above the national proportion. This was a statistically significant difference."</li> <li>- "The three-year average mathematics attainment score (107.3) was in the top 10%."</li> <li>- KS2 Relative Progress over the past 3 years is very good, with last year being exceptional.</li> <li>- Noted caution with interpreting the writing scores which is based upon flawed tests – nevertheless, BP fair well in writing progress.</li> </ul> <p>Governors as whether Ofsted would agree that Bishop Perrin are adding value to their children's learning when looking at writing. GM believes so, yes.</p> <ul style="list-style-type: none"> <li>- Excellent outcomes in Maths, particularly 2017/18. KS2 maths results were amongst the top in the country.</li> <li>- Excellent progress in Maths in 2017/18.</li> <li>- Disadvantaged children appear to be achieving well at BP.</li> <li>- P.7 Mathematics Progress 2017/18, 'Low at KS1' demonstrate phenomenal progress with 18.3</li> <li>- Reading is an absolute strength at BP with Greater Depth results scoring above both Richmond and national averages.</li> <li>- RWM combined at BP is on a par with Richmond averages and double that the national average.</li> <li>- There is a positive variance with disadvantaged children.</li> <li>- RWM combined: BP almost close the gap between disadvantaged children (67%) and the non-disadvantaged national average (70%)</li> </ul> <p>Particularly noteworthy data highlights in the <i>School Performance Summary 2017-18</i> include:</p> <ul style="list-style-type: none"> <li>- RWM combined results are amongst the top in the country – above Richmond average and well above national average</li> <li>- Both reading and maths results higher than both Richmond and national average. For maths this is particularly noteworthy since Richmond schools often struggle to achieve significant progression for the more able pupils.</li> <li>- KS2 reading, 71% girls achieved greater depth vs. 1/3 nationally.</li> </ul>	

	<ul style="list-style-type: none"> <li>- KS2 writing, 1/3 achieve greater depth vs. 1/5 nationally.</li> <li>- In science, the boys score well and the girls score excellently.</li> </ul> <p>Governors ask whether we could do better for KS1 reading results. AW answers that the DMG address all statistics in depth to understand and address all challenges.</p> <p>GM can not praise 2017/18 Bishop Perrin results highly enough. It is a real testament to the success of the school and FrDC declares that these statistics give great cause for celebration.</p> <p>FrDC thanks GM for his great level of oversight and insight.</p>	
50.	<p><b>HEAD TEACHER'S REPORT</b></p> <p>All Governors had received the HT Report for close scrutiny.</p> <p>1. Governors recommended to AC the use of post-it notes to address and facilitate post-meeting feedback for SDP objective <i>Introduce reflection time to briefing meeting – what has gone well this week.</i></p> <p>2. AW and RN were invited to offer feedback on the Maths Learning Walk that took place last week with AW, RN and GM. AW and RN commented on: the children's immaculate behaviour; teachers were alerted to where the children needed help; children were positive about the new method of maths feedback which is being clearly embedded into the new maths marking processes; positive feedback on stars rewards system; school council very articulate and also confident to discuss what they don't like; witnessed many examples of children being challenged; children confident to ask for clarification in their work; absolutely no differential treatment between boys and girls was witnessed during Q&amp;A sessions. Some open discussion with SLT and Graham Marriner ascertained that work could be more challenging for some of the children and this will be a focus of development.</p> <p>3. FrSC was invited to offer feedback the Science Learning Walk. This had been positive. He thanked SC for the CRIB feedback sheet which he recommends for all future Learning Walks feedback purposes. → incorporate CRIB sheet into all Governor Visits feedback</p> <p>4. The School Association requested Governors to run a sweet stall on Sunday 9.6.19, 12-3pm, at the School Fair. FrSC volunteered.</p>	<p>AC</p> <p>FrDC</p> <p>FrSC</p>
51.	<p><b>SIP</b></p> <p>1. Referring to Cathy Clarke, the School's Improvement Partner, detailed Spring report based on her February (Spring) school visit. AC explained that this is a cumulative progress report with the aim of supporting the school in its positive holistic development. The green font are additions to her October comments from her Autumn SIP visit. Comments are linked to and addressing Ofsted criteria, e.g. KS1 focus on enhancing and developing writing – it has been established via the SIP and inter-school moderation that Bishop Perrin has historically had rather stringent writing standards to which the relatively 'low' (NB: still good) writing attainment can</p>	

	<p>be attributed – subsequently there is now a focus on re-aligning Bishop writing criteria with other schools. → Re-align writing criteria to ensure comparability to other schools.</p> <p>2. Under each Key Priority, Cathy Clarke has included ‘Questions for governors to consider’. These questions are phrased to give governors focus to check how the school is progressing against specific Ofsted requirements and gather evidence of implementation and impact accordingly. These questions should be carefully considered and incorporated into the work governors do via committee-level and visits from here on. → Work towards addressing SIP ‘Questions for governors to consider’ in all governors’ work from here on.</p> <p>3. <b>Governors commented that the focus on data within the report was notable.</b></p> <p>4. FrDC noted that there is much to congratulate Bishop Perrin for: Graham Marriner’s praise, SIP, Data and expressed his gratitude for all they do for Bishop Perrin as well as external visits to help other schools.</p>	<p>SLT</p> <p>FrDC/ Govs</p>
52.	<p><b>AGREE TERMS OF REFERENCE AND ANNUAL PLAN OF WORK</b> This item will be parked until Summer 1.</p>	MS
53.	<p><b>FEEDBACK FROM COMMITTEE CHAIRS</b></p> <p><b>1. Business &amp; Finance Committee (MSW)</b></p> <p>(i) Budget: Due to expenditure in salary increases, various on-costs and unexpected costs addressing very urgent issues in Reception last Autumn, the predicted carry-over now stands at £70k versus the previously calculated £90k. Subsequently, the previously agreed £10k additional internal expenditure on teaching and learning will no longer be possible. Nevertheless, a £70k carry-over is still very positive and unusual for schools in the current economic climate.</p> <p>(ii) MSW reported that the previously agreed £1.5k from the Governor’s Fund has been spent on replacing the Year 1 carpet.</p> <p>(iii) MSW requested a further £1.5k from the Governor’s Fund to pay for the completion of the security fence, as requested by the school. This was proposed by MSW. Seconded by FrSC. All governors voted in favour of this expenditure. AW to transfer money to school budget.</p> <p>(iv) 3-year Draft Budget: 2018/19 carry-over: est. £70K 2019/20 carry-over: est. £40K 2020/21 carry-over: AC and DF are currently on a 4<sup>th</sup> draft of this budget in order to attempt to break even. 2021/22 is currently predicted to run a deficit. AC &amp; DF to continue re-drafting 3-year budget to address and plan for predicted deficit by year 3. <b>Governors are asked to take note that Year 3 is likely to be very tight in monetary terms.</b> It was observed that inner-London schools as well as elsewhere in the country are currently experiencing tremendous strain.</p> <p>(v) <b>Governors questioned the reason for this deficit.</b> MSW</p>	<p>AW</p> <p>AC/DF</p>

	<p>explained that, for example, statutory pension increases will not be covered by the government and therefore individual schools must carry this extra cost. It was noted that 76-80% of the school budget is spent on staff salaries. Pay increases: if a member of staff fulfils their performance targets, they are entitled a pay increase. Excellent staff are expensive and Bishop Perrin is lucky to have many, although this proves costly. It was noted that under-performing staff carry the expense of HT time in performance-management.</p> <p>(vi) Note that Spring 2 budget-work was delayed following a delay at the LA end.</p> <p>(vii) Governor's Fund: AW will update on this under item 55 today. MSW thanked AW for her tremendous work on the Governor's Fund for which she is providing the clearest overview to-date.</p> <p>(viii) Building &amp; Maintenance: MSW highlighted the potential costs linked to addressing a recent Accessibilities Walk.</p> <p><b>2. Children, Families &amp; Community Committee (FrSC)</b></p> <p>(i) FrSC, AW and CH partook in an Accessibility Walk to address a set of Accessibility questions and criteria circulated by AfC. It seems there is an almost endless scope to make alterations for accommodating a wide range of disabilities. FrSC and AW urge that the school to plan ahead for this, appreciating that, as upgrades are carried out, accessibility is addressed. FrDC appreciates the implications of limiting accessibility, but also highlights that as long as 'reasonable' changes are implemented, we remain within the law. We have limited funds to work with. Essential upgrades will be identified with every new child/staff who starts at the school, and the diocese should ultimately be able to support financially.</p> <p>(ii) It is ascertained that Osted will definitely wish to see a holistic approach to addressing accessibility within the school.</p> <p><b>3. Curriculum &amp; Achievement Committee (RN)</b></p> <p>(i) Pupil Premium: There are a small number of PPG children, average 1-3 per year. Statistically, these will have a small impact on school attainment data. Nevertheless, being able to tell the individual story for each of these PPG children's learning journey is of paramount importance. Jo Sweeney is PPG coordinator and will ensure this is done.</p> <p>(ii) We are at a 'tipping point' with PPG children, where many of the emerging cohort more 'typically' also have SEN needs – specific barriers to learning. Positive interventions on both platforms are actively taking place, yet it should be borne in mind that ultimately, PPG attainment will be impacted. Therefore it remains of the utmost importance that the individual learning journeys and progress can be accounted for.</p> <p>(iii) There are no 'trends' in terms of PPG attainment, positively reflecting that each individual's learning journey is being catered for.</p> <p><b>4. Admissions Committee (ZS)</b></p> <p>In ZS's absence, AC offered highlights of the February Admissions</p>	<p>AC</p> <p>SLT</p>
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	<p>meeting:</p> <ul style="list-style-type: none"> <li>(i) There were 120 applicants to the school for 2019/20</li> <li>(ii) One looked-after child will be offered a place</li> <li>(iii) 5-6 places will be offered on distance.</li> <li>(iv) Applications were received from families living as far as 7km away from the school.</li> <li>(v) DF felt confident that the rankings list is robust and fair.</li> </ul> <p><b>5. DMG</b></p> <p>There has been no DMG meeting in Spring 2 to report on.</p>	
54.	<p><b>FATHER DAVID'S PROPOSAL FOR FUTURE GOVERNING BODY STRUCTURE AT BISHOP PERRIN</b></p> <p>Father David's draft proposal was completed yesterday and circulated accordingly for Governors' consideration.</p> <p>FrDC explained that the current GB model is unsustainable due to governor numbers and time restraints, therefore he himself with RN have collaborated to develop this new governance model for consideration and agreement with the FGB. With agreement, FrDC will develop and implement this model as the governance structure for 2019/20.</p> <p>FrDC talked through his Proposal (please see documents for agenda item 10), explaining that all the statutorily required 'governor body roles and responsibilities' are listed and there are some imminent changes to be implemented accordingly. Further FrDC comments on his proposal:</p> <ol style="list-style-type: none"> <li>1. DMG will remain as it is highly praised by GM and is proving very effective. To be re-named 'Impact Group', echoing Ofsted terminology.</li> <li>2. 'Disadvantaged' Pupil's Link Governor – statutory terminology, mirrored in GM's presentation and statistics in Agenda Item 5 (49) today.</li> <li>3. Will require two Health &amp; Safety and two Safeguarding Link Governors.</li> <li>4. B&amp;F remains the same but will be re-named 'Finance Group'</li> <li>5. Admissions remains the same.</li> <li>6. Statutorily, the school is obligated to have a 'Pay Panel'</li> <li>7. Statutorily, the school is obligated to have a 'Complaints Panel' which meets ad hoc. The Chair does not sit on this and we should source someone from a neighbouring school for this.</li> <li>8. SDP Link Governors will work closely with the school staff to connect data with teaching impact and create a narrative around what is happening in the school, demonstrating impact and implementation.</li> <li>9. Compliance Governor will be required to monitor GDPR.</li> <li>10. All Governors will meet six times per academic year in an FGB meeting.</li> <li>11. July will require preparation work for the following academic year, for example highlighting what policies need to be reviewed.</li> </ol> <p>i. FrSC comments that this proposal is rather different from the original proposal outlined in the ExtraOrdinary FGB on 26.11.18 and praises it.</p>	AC/ FrDC

	<p>ii. The Summer Term can be a transition time, where Committees continue to meet to ensure that all GB obligations, duties and responsibilities are mapped to the new model. Governors agree that the existing Committees are best equipped to ensure a smooth transition and ensure that the new model encapsulates all that is 'old' as well as the new (e.g. SIP recommendations).</p> <p>iii. Governors question where the Parent Questionnaire is covered in the new model.</p> <p>iv. Governors question where the ethos is covered in the new model.</p> <p>v. FrDC comments that 'the transition period will nourish the final plan'</p> <p>vi. All Committees will meet in the Summer Terms to map the old model against the new model to ensure a comprehensive and all-encompassing transition.</p> <p>vii. Pay Panel: there is a distinct concern amongst the governors that, in such a small school, it will be difficult to maintain anonymity of the staff.</p> <p>viii. In response to 54 (vii), RN notes that it is worth bearing in mind that Ofsted are holding schools and governors to account where school data does not justify why teachers are earning pay rises when results are not reflected in the performance.</p> <p>ix. In response to 54 (vii), AW appreciates that confidentiality is always maintained and there would be no names or numbers discussed, only pay bands.</p> <p>x. Pay Panel: there is concern amongst the governors that they are not qualified to determine whether a teacher has met their performance targets in order to qualify for a pay rise and that the presence of a Pay Panel might stifle the HT's expertise and authority in these matters.</p> <p>xi. In response to 53 (x), FrDC explains that the Pay Panel's primary responsibility is to ratify the HT's pay rise decisions based upon the HT's rationale and recommendations. It is statutory to have this Pay Panel as a check and balance mechanism for school finance purposes.</p> <p>xii. Further questions around how compliance, policies and PPG will be embedded into the new model are raised.</p> <p>FrDC proposes his new model of governance for Bishop Perrin. FrSC seconds this proposal. 5 Governors vote in favour. 2 Governors abstain with the rationale that they would like the Summer Term to clearly establish how this model will function in practice and to <i>feel</i> what the difference is between a Panel and a Committee.</p> <p>→ 12. Committees to develop FrDC's Proposal in Summer Term</p> <p>→ 13. FrDC to develop his Governance Proposal</p> <p>→ 14. Summer 2 FGB to take another vote on whether to implement FrDC's Governance Proposal.</p>	<p>Com- mittees</p> <p>CFC CFC</p> <p>Com- mittees</p> <p>FrDC</p> <p>Com- mittees</p> <p>FrDC</p> <p>FGB</p>
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	FrSC thanked FrDC, AC and RN for their work on this proposal. FrDC thanked RN for his expert advice in developing his proposal.	
55.	<p><b>UPDATE FROM GOVERNOR’S FUND (AW)</b></p> <p>AW provided her Governor Fund update. Please refer to the Treasurers Report March 2019. AW notes that the Governor’s Fund is currently enjoying the most income in donations and standing orders to-date, thanks to generous parent contributions.</p> <p>The below resolution was considered and agreed by the FGB. This will accompany the Bank Mandate signed by the new Signatories:</p> <ul style="list-style-type: none"> <li>- Alwyn Williams</li> <li>- Aid Corke</li> <li>- Mark Stiles-Winfield</li> <li>- Father David Cloake</li> </ul> <p>And be counter-signed by the Clerk to the Governing Body, Miranda Sikkens, for submission to the bank.</p> <p><b>Resolution to Amend Bank Mandate:</b></p> <p><b>The members of the FGB have requested Alwyn Williams to engage with HSBC Bank to change the current mandate on the Bank Account of the Bishop Perrin Church of England School Governors. The FGB confirm that they are unable to obtain signatures of any of the officers named on the current mandate, namely Karen Finnemore (Dec’d), Michael Winfield and Geoffrey Culmer (Retd). In addition, the FGB request action to nominate: Alwyn Williams, Adrian Corke, Mark Stiles-Winfield and Fr David Cloake as the new signatories.</b></p> <p>➔ All Signatories for the Governor’s Fund should visit a local HSBC branch with identification to activate their status (Refer to Spring 2 and Summer 1 B&amp;F Committee Minutes to check status of these Actions).</p> <p>65 families have not yet made a contribution. There will be another push for contributions (refer to B&amp;F Minutes for Actions).</p> <p>The push for contributions with this year’s Reception parents has proven successful.</p>	
56.	<p><b>POLICIES BROUGHT BY COMMITTEES TO FGB FOR SIGN-OFF:</b></p> <p><u>CFC: Behaviour Policy</u> – this was distributed to all Governors for their scrutiny. Governors are happy with this policy. FrSC proposes the Behaviour Policy. MSW seconds the Behaviour Policy. All Governors vote in favour of ratifying the Behaviour Policy.</p>	
57.	<p><b>TRAINING UPDATE</b></p> <p>1. 22.3.19 FrDC and AC will participate in Leading in Partnership</p>	



	<p>2. 27.6.19 AW will participate in The Performance Management of the Headteacher</p> <p>3. AL has completed his on-line Safeguarding Training.</p> <p>4. AL is signed up for: 5.6.19 Getting to Grips With Governance Part 1 12.6.19 Getting to Grips with Governance Part 2</p> <p>5. ZS to complete and pass online NGA Safeguarding Training</p> <p>6. MS to check whether MSW and FrDC The Performance Management of the Headteacher training is still valid or whether they need to re-do this.</p>	<p>ZS</p> <p>MS</p>
58.	<p><b>ANY OTHER BUSINESS</b></p> <p>1. Based on AC's recommendation that a particular pupil's £230 contribution towards a highly important school trip should be covered by the Governor's Fund Gift Aid income, MSW proposed this £230 expenditure to the FGB. All Governors support this expenditure which need only be spent if the child indeed participates in the trip.</p> <p>2. FrSC requests that, should two weighty Agenda items (5 and 10 today) should ideally be placed on two separate Agendas.</p> <p>3. MS to write FGB highlights for next week's school newsletter</p>	<p>AC/AW</p> <p>MS</p>
59.	<p><b>DATE OF NEXT MEETING INCLUDING SUMMER TERM COMMITTEE MEETING DATES</b> MS will circulate these tomorrow.</p>	<p>MS</p>
	Closing prayer was led by FrSC	
	The meeting finished at 9:29PM	

Signed: .....

Date: .....

**Full GB Actions**  
As of 21<sup>st</sup> March 2019

Minute	Action	Assign-ed	Update
17/41 (iii a)	AC to include financial update as a regular slot in the newsletter – to include cash raised via front office from “keep the change” initiative.	AC/ FrDC	Initiative disbanded. AW managing the Gov Fund updates.
20.9.18 4b	MS to contact Lyn Barnes and Angela Langford with person specification for new Bishop Perrin LA Governor	MS	AL has started as Associate Governor with a view to fulfilling LA position.
20.9.18 12d	CH to speak with John Cadogan regarding Finances.	CH	Done and received the remaining £49.
6.12.18 16.1(iii)	Follow up on Parent Governor queries	ZS / CH / FrDC	Done.
6.12.18 20 & 7.2.19 33.1.(iii)	Letter to parents regarding Standing Orders, Governor’s Fund, additional contributions, CWP. Include a standing order form so they can set up the AVCs	AW	AW has kindly taken on this task, has letters and names for distribution.
6.12.18 22.3	Seek funds within school budget for continuation of CWP Programme	B&F	Done
6.12.18 22.5	Include rhetoric around continuation of CWP into promotion of Governor’s Fund	FrDC/ ZS	Done
7.2.19 31.2	Nominate Mr. Andrew Leach as Associate Governor. Offer relevant induction.	FrDC  MS/CH	Done
7.2.19 31.3	Open Round 3 of Parent Governor Nominations	MS/ CH	Done
7.2.19 32.9	Correct small error in the highlights at SDP Evaluation, line 1	AC	Done
7.2.19 33.1(ii)	Allocate £7.5K to specific teaching & learning resources and interventions	AC	Cancelled. Not enough money in budget.
7.2.19 33.1(iv)	Use £1.5k of Governor’s Fund for Year 1 carpet.	AW/DF	Done
7.2.19 33.1(v)	Governor Fund to ‘B&B’ private donation to Unofficial Account in order to claim Gift Aid.	AW/DF	Will be done next week.
7.2.19 33.2(ii)	Install internal lock mechanism into school hall doors.	AC	Done
7.2.19 33.4(ii)	All Governors invited to attend DMG. Next meeting: Monday 15 <sup>th</sup> July 2019 8:30-10:00	Govs	Done
7.2.19 34.2(i)	Paul Saunders needs to visit a local HSBC Bank to sign transfer papers enabling the mandated signatories to be updated.	Paul Saunders	Alternative plan actioned. See item 55 above.
7.2.19 34.3(i)	Inform HMRC of new Gift Aid contact person for Governor’s Fund	PS / AW	Done
7.2.19 42.1	Book St P&P for 6.6.19 Staff/Governor Social	FrDC	Done
7.2.19 42.3	Canvas attendance for staff/gov social 6.6.19	AC	Staff have been notified
7.2.19 43.1	Circulate updated Spring 2 meeting dates	MS	Done.
7.2.19	Write FGB highlights for school newsletter	MS	Done

43.3			
20.9.18 12e	Offer School Association a Chair at each FGB. Confidentiality form for signing to be created.	AC / FrDC	(on-going) Forms part of macro conversation, particularly around role of Treasurer. AC & FrDC continued this conversation today.
6.12.18 16.2	Explore options for recruitment of LDBS Governor	MS	On-Going. To be applied once Parent and LA Governors in place.
6.12.18 18.2(iii)	(on-going) Policy reviews to FGB: only cascade any <i>changes</i> within statutory policies to the FGB for discussion.	FGB MS	Will form part of future Governance discussion
6.12.18 18.3(i)	New Terms of Reference and Plan of Work to be written for CA once changes in GB Operations have been confirmed.	CA	Will form part of future Governance discussion.
6.12.18 18.4	Terms of Reference and Annual Plan of Work to be written for DGM once changes in GB Operations have been confirmed.	DGM	To be done at DMG. Forms part of future Governance discussion
6.12.18 18.5	Establish who within the CTBI group can sign the Church Supplementary Form.	FrDC	FrDC still awaiting response.
6.12.18 21.2	RM & MM to deliver a presentation offering an overview of Foundation Curriculum and Assessment in Summer 1		
7.2.19 31.4	LDBS Governor recruitment	FrDC / MS/CH	To be actioned in Summer term based on Parent and LA Govs skills.
7.2.19 32.2	Log all Learning Walk reports	AC/MS	On-going.
7.2.19 32.8	Guide Governors as to how they planned to incorporate OfSTED's new Education Inspection Framework 2019	AC	On-going
7.2.19 34.1(vii)	Include Governor Funds update in communications to parents	AW	Some 'snazzy' communications to be circulated with further appeal for donations.
7.2.19 34.2(ii)	(linked to Agenda Item 55) The following four people need to visit a HSBC branch to become mandated signatories for the Governor's Fund account: <ul style="list-style-type: none"> <li>• Adrian Corke</li> <li>• Mark Styles-Winfield</li> <li>• Alwyn Williams (as temporary Treasurer)</li> <li>• Father David Cloake</li> </ul>	AC MSW  AW FrDC	To be actioned in Summer 1.
7.2.19 34.3(ii)& (iii)	Make decision on how to best store Gift Aid information, ensuring GDPR compliant	AW	AW
7.2.19 34.6(i)	Governor Fund thank you flyering in playground	CH/ZS	Consolidate efforts with 34.6(ii)
7.2.19 34.6(ii)	Write personal thank you emails to all parents donating to Governor's Fund	AW	AW has a list of names and letter template

			ready for distribution.
7.2.19 37	All Governor Visits to be recorded on proforma reports and discussed at relevant Committee	FrDC	FrDC developing this.
7.2.19 38	Update Training Log	MS	Done.
7.2.19 39.1	(& 57) Undertake AfC training 27.6.19: The Performance Management of the Headteacher	AW/ MSW / FrDC	MS to check MSW and FrDC training status.
7.2.19 42.2	Determine per head food budget for staff/gov social 6.6.19	ZS	
7.2.19 43.2	Draft letter of gratitude to Paul Saunders	FrDC	Outstanding
21.3.19 50.1	use of post-it notes to address and facilitate post-meeting feedback for SDP objective <i>Introduce reflection time to briefing meeting – what has gone well this week.</i>	AC	
21.3.19 50.3	Learning Walks feedback to be based upon CRIB feedback	FrDC	
21.3.19 50.4	9.6.19 School Fair, School Association sweet stall	FrSC	
21.3.19 51.1	Re-align writing criteria to ensure comparability to other schools.	SLT	
21.3.19 51.2	Work towards addressing SIP 'Questions for governors to consider' in all governors' work from here on	FrDC	
21.3.19 53.1(iii)	Governor's Fund to pay £1.5K for completion of security fence around the school.	AW	
21.3.19 53.1(iv)	continue re-drafting 3-year budget to address and plan for predicted deficit by year 3.	AC/DF	
21.3.19 53.2	School to plan ahead for and address Accessibility requirements within the school.	AC	
21.3.19 53.3	Ensure that each PPG pupil's learning journey can be comprehensively accounted for.	SLT	
21.3.19 54.6	Create a 'Pay Panel'	AC/ FrDC	
21.3.19 54.7	Create a 'Complaints Panel'	AC/ FrDC	
21.3.19 54.iii	Check where Parent Questionnaires is covered in the proposed governance model	CFC	
21.3.19 54.iv	Check where ethos is covered in the proposed governance model	CFC	
21.3.19 54.xii	Explain where: compliance, policies, PPG are covered in the proposed governance model.	FrDC	
21.3.19 54.12	(&54.ii) Committees to develop FrDC's Proposal in Summer Term by ensuring that all GB obligations, duties and responsibilities are clearly mapped to the new governance model.	Com- mittees	
21.3.19 54.13	Develop Governance Proposal	FrDC	
21.3.19	Consider the final new Governance Model	FGB	

54.14	and take a vote on implementation in Summer 2		
21.3.19 57.5	ZS to complete and pass online NGA Safeguarding Training	ZS	
21.3.19 57.5	Check validity of MSW and FrDC The Performance Management of the HT Training	MS	
21.3.19 58.1	Transfer £230 from Governor Fund Gift Aid to school for Hardship request (tbc)	AW	
21.3.19 58.3	MS write highlights of FGB meeting for school newsletter	MS	