



# BISHOP PERRIN

## Church of England Primary School

<p style="text-align: center;"><b>Full Governing Body Meeting</b> <b>3 October 2019 in the school at 6.30pm</b> <b>MINUTES</b></p>
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**Governor Attendees:**

Father David Cloake	(FrDC)	Chair
Aid Corke	(ACo)	Head Teacher
Amanda Crinall	(ACr)	
Rachael Macklearn	(RM)	Deputy Head, Associate Member
Russell Nimmo	(RN)	Vice Chair
Liz Poulter	(LP)	
Zoe Somolu	(ZS)	
Phil Storey	(PS)	
Alwyn Williams	(AW)	

**Non-governor attendees**

Jan Hopkins	(JH)	Acting Clerk
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**Apologies**

Charlotte Holder	(CH)	
Andrew Leach	(AL)	
Sati Panesar	(SP)	Associate Member

		<b>ACTION</b>
1.	<p><b>OPENING PRAYER</b></p> <p>The meeting opened at 6.30pm with a prayer led by FrDC.</p>	
2.	<p><b>WELCOME TO GOVERNORS/NEW GOVERNORS</b></p> <p>LP had been appointed by the Parochial Church Council of St Augustine's Church, Whitton. She has a child in Reception Class.</p> <p>ACr joins as the new Staff Governor.</p> <p>SP joins as an Associate Member to the full governing board and has agreed to join the School Association as an Associate Representative.</p> <p>The meeting noted that the governing board must review governor roles annually.</p> <p>JH was also welcomed as Acting Clerk. It was noted that the previous Clerk – Miranda Sikkens (MS) – had held the post for one year and that the post was currently being advertised.</p>	
3.	<p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b></p> <p>Apologies had been received from CH, AL and SP</p> <p>With regard to this meeting, FrDC declared that his wife worked for Ofsted, and LP is the new joint Chair of the School Association.</p>	

4.	<p><b>MINUTES OF LAST FULL GOVERNING BOARD MEETING</b></p> <p>In the absence of FrDC, RN had chaired the 11/7/19 meeting. FrDC had spoken to the Strategic Group yesterday and it had been decided to set aside all the actions from the 11/7/19 minutes and start afresh, which the meeting agreed with.</p> <p>Governors agreed that the draft minutes of the 11/7/19 meeting were an accurate record so FrDC signed them and they will be filed in the Minute Book held in school.</p>	ACo
5.	<p><b>UPDATE REGISTER OF INTERESTS, CONTACT DETAILS AND GET INFORMATION ABOUT SCHOOLS (GIAS)</b></p> <p>The meeting was advised that Governor Hub takes a while to get used to. There are various items on the hub, for example Declarations of Interest and <i>Keeping Children Safe in Education</i>, both of which require compulsory input from governors.</p> <p><i>Q: Who supports the hub?</i> FrDC will find out but it had been acquired by the Local Authority (LA) for governors.</p> <p>MS had completed the training log which will be transferred to governor hub. Copies of DBS certificates also need to be collated.</p> <p>It was noted that information about new governors was needed as it was a statutory requirement to publish some details on the school website, and it was also necessary to upload governor information onto GIAS.</p> <p>LP was also advised that she will receive a Bishop Perrin email address in due course. The London Grid for Learning (LGfL) website is a secure website and she will be registered on. Denise Forster (DF), the School Business Manager, will sort this out.</p>	FrDC  MS  DF
6.	<p><b>GOVERNING BODY ITEMS</b></p> <p><b>ELECTION OF CHAIR</b></p> <p>ACo took the chair and declared that FrDC was nominated for the role of Chair. He asked if there were any further nominations for this role and, there being none, declared that FrDC was elected unopposed as Chair for a one-year term of office.</p> <p><b>ELECTION OF VICE CHAIR</b></p> <p>ACo then declared that RN was nominated for the role of Vice Chair. He asked if there were any further nominations for this role and, there being none, declared that RN was elected unopposed as Vice Chair for a one-year term of office. FrDC then took the chair again.</p> <p><b>INTRODUCTION TO NEW ACADEMIC YEAR</b></p> <p>The meeting was advised that the model of governance which was about to be started had been tested by Ofsted in the last two weeks and works. There will be a full governing board meeting every half term, and issues will evolve from the requirements of the Governors' Handbook. Half of the business prior to this meeting</p>	

	<p>was not in the remit of the governing board, who must be critical friends, help deliver the curriculum, ensure financial probity, and ensure that the school was a safe environment. They must also oversee the provision of statutory policies. They must consider their specific roles and/or elements of the School Development Plan (SDP) identified at strategic group level which leads onto progress, for example ongoing visits. The first half of this term would be spent in preparation.</p> <p><b>SKILLS AUDIT/GOVERNOR TRAINING UPDATE</b></p> <p>CH had been preparing a skills audit which would be circulated soon. The meeting acknowledged that it will be good to know where the governing board stands in terms of strengths and weaknesses.</p> <p>Included in the papers circulated to governors were details of the scheme of training provided by the LA and governors were invited to consider what individual training each governor felt they would benefit from, bearing in mind that some training is statutory.</p> <p>At the next full governing board meeting CH will give an update on the skills audit and governor training. New governors will be inducted, and CH will liaise with them regarding this.</p> <p><b>REVIEW GOVERNING BOARD STRUCTURE, TERMS OF REFERENCE AND DECISION PLANNER, PANELS, LINK GOVERNORS, NAMED GOVERNOR ROLES, ROLE DESCRIPTIONS</b></p> <p>Governors were advised that some statutory panels require specific training. The first of this was Finance, where Financial Consultant Steve Llewellyn, ACo as Head Teacher, and DF as the School Business Manager (SBM) would also be members. Two governors were required to join this panel. ZS agreed to join and would be the convener. The meeting noted that AL had expressed an interest in joining this panel, but he was unfortunately not present at this meeting.</p> <p>The Pay Panel meet annually to agree the Head Teacher's recommendations for staff pay. This is the largest item on the school budget. FrDC will convene this meeting and ZS will join. Governors were advised that the panel must comprise of non-Staff Governors and that the Vice Chair cannot be a member as well as the Chair. A panel meeting would soon be needed as there was a need for the SBM to report to the LA. Again, it was noted that AL had expressed an interest in joining this panel, and that this panel could meet after the full governing board meeting.</p> <p>The Head Teacher Appraisal Panel required governors who had carried out the appropriate Performance Management training provided by the LA, which both FrDC and AW had received. FrDC advised he would be happy to convene this panel, and RN and PS agreed to also join this panel. The meeting noted that it might not be possible for PS to undertake the necessary training before the panel must convene on 23/10/19.</p> <p>The Admissions Panel meet formally once a year with a second meeting later in the year for review purposes. A governor was required to chair this panel, which would involve the SBM and</p>	<p>CH</p> <p>CH</p> <p>PS</p>
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clergy as advisers. It was not needed to change the policy, only ratify it, sign off applicants and acknowledge the process. AW agreed to convene this panel and LP would also join. RN noted that the governor meeting schedule indicated that the panel would meet later this month, but this will be updated as the panel do not need to meet until February/March 2020.

The Exclusions Panel is ad hoc, and any governor might be called to sit on this panel. Although this is a very rare occurrence the panel is nominally set. The Head Teacher cannot sit on this panel, nor can a parent with an interest. FrDC agreed to convene this panel if necessary and suggested that it would be best if the panel also comprised of a governor from another school along with two governors from Bishop Perrin.

The Head Teacher's Recruitment Panel was also ad hoc. As FrDC, had attended the LA safer recruitment training he would be a member. RN was attending the safer recruitment training soon, and AW would also investigate it. The meeting noted that if it was necessary to recruit a new Head Teacher then a third person would need to be trained in safer recruitment.

Whilst the above roles were compulsory, FrDC advised that there are also aspirational link governor roles that are connected to the SDP. The first is assigned by FrDC who felt that as a church school and connected to two foundations, and with the requirement by Ofsted to look at the community, the role of School Association link governor was important. It is not an arduous role and he had asked SP to carry out this role and she had agreed. She will report back to the full governing board, keeping them apprised of what is happening in outreach, ie impact for the benefit of students.

The Impact Group – the previous Data Management Group – was, according to the diocesan adviser, good practice. It usually comprises of Senior Leadership Team members who meet twice a year to consider data. There had been a very useful meeting in the past with Graham Marriner, Senior Adviser and Primary Adviser for Richmond at the London Diocesan Board for Schools (LDBS). CH had been a member of this group last year and was willing to continue. AW advised she would also be willing to join. RN suggested agreeing a nominal convener and extend the invitation to all governors who can attend. Governors noted that the last meeting had been in July and that this was a useful forum for them.

*Q What's happened to the Complaints Panel?*

That is also ad hoc, and like Exclusions, FrDC could not chair this panel.

## **REVIEW ASSOCIATE GOVERNOR ROLES FOR COMING YEAR**

The Safeguarding link governor is a statutory requirement, and it is preferred for two governors to hold this role. FrDC had carried out the role before but feels as though he is now Chair he should not lead but is happy to be the second Safeguarding link governor. LP advised that she would be happy to be the first.

CH will be the Training and Development Governor.

The Special Educational Needs & Disability (SEND) Governor will need to work with Fiona Twitcher (FT), the school's Inclusion Leader, and Jo Sweeney, the school's Pupil Premium Grant (PPG)

lead. It was agreed that AL would be asked to take on this role.

Regarding the health and safety governor role, the Strategic Group felt that this role could be expanded to also include personnel development, so the role going forward would be known as the Health and Wellbeing link governor. Two governors were required for the role, one being to cover the health and safety aspect and another to cover the wellbeing aspect, eg work/life balance, etc. PS said he would carry out the wellbeing aspect of the role, and FrDC would carry out the health and safety aspect, eg carry out the necessary health and safety walk etc.

Additionally, as a church school, governors were concerned with values and ethos so FrDC felt that having two link governors with an interest in this was important. This also connects with the Statutory Inspection of Anglican and Methodist Schools (SIAMS) which looks at the ethos, and the development of the RE curriculum. It is like Ofsted but works in a different cycle, ie the inspection is carried out every five years, with the last one being two years ago. ACr had already started work on this. FrDC also felt that the roles should be filled by Foundation Governors as they are accountable on this. One governor would cover the behaviour aspect and another would cover the aspects of attitude/citizenship. The commitment would require a governor to come in during the school day approximately once a half term. RN and AW agreed to fill these roles.

Three link governor roles were required regarding the SDP, which involved taking content from the SIP report and bringing it to whoever leads that subject, then observing, challenging and reporting back to the governing board. It was based on Ofsted requirements and usually required a one-hour visit every half term. The first was a Curriculum Intent link governor. When Ofsted do a 'deep dive' they look at the curriculum content to make sure it looks good, both up and down, and across. RN agreed to take on the role as he is often in school. A Reading and Phonics link governor was needed which PS agreed to do. Finally, LP agreed to be the Early Years Foundation Stage (EYFS) Governor.

### **GOVERNING BOARD YEAR PLANNER AND MEETING DATES**

The proposed dates for everything this year were circulated to those present, including the week in which reports are expected to be passed back to the Clerk. With regard to this half term, link visit governors need to find out their link staff member and get to know them. All these dates are subject to negotiation.

*Q Who are the members of the Strategic Group?*

The Chair of Governors, the Vice Chair, the Head Teacher and the Deputy Head Teacher.

FrDC circulated to those present an example of a visit report he had carried out for another school. The meeting was reminded that all visits need to be targeted and intentional. Using the SDP governors need to work out with their link staff member who they are going to meet and see over the course of a year in order to form key focusses. It was also useful to add in anything you did not expect to see, eg someone you observed. It is a link piece of work of governors and it should be clear about what the SIP wants governors to do.

	<p><i>Q Who populates it?</i> Governors do in collaboration with their link staff member, so governors need to use the SDP and the SIP report to work out what is being considered, and the frequency.</p>	
7.	<p><b>STATUTORY POLICIES AND TASKS</b></p> <p><b>ADMISSIONS POLICY</b> <b>SAFEGUARDING POLICY</b> <b>GOVERNOR ALLOWANCE POLICY</b> <b>COMPLAINTS POLICY</b> <b>HEALTH &amp; SAFETY POLICY</b> <b>INSTRUMENT OF GOVERNMENT</b></p> <p>The policies had all been received in advance for pre-reading before the meeting. The SEND Policy had not been sent out but added to the governor hub two days ago. There were no changes to these policies except Safeguarding and Complaints. CH and AW were thanked for their work on the Complaints Policy. All policies were approved.</p> <p><b>CONFIRM ADVISORY RIGHTS OF THE DIOCESE</b></p> <p>Governors were asked if they were happy to be advised by the LDBS and all agreed.</p>	
8.	<p><b>LEADERSHIP AND MANAGEMENT</b></p> <p><b>SCHOOL DEVELOPMENT PLAN</b></p> <p>The SDP was RAG-rated over the school year, then the headlines were finalised with objectives before updating into the Head Teacher’s report. These objectives will be added to with action points. A large piece of work for the school this year was to ensure they were compliant and in line with the new Ofsted framework 2019. It was very much about the curriculum, with RM leading. There had been a very productive staff meeting last night where the expectations had been shared with the teachers, ie what they would need to be doing in terms of being ready, eg action plans, subject leader files, all linked to other aspects of the curriculum, and intertwined with aspects about what we do best. The headings are the new ones linked to the Ofsted framework. “Impact” was not on there as it was not about setting targets. However, behaviour and attitudes linked to online safety is one aspect that came out of last year’s parent questionnaire, as peer-on-peer abuse does occur but parents are not necessarily aware of it so there is a need to demonstrate its impact. The online system will be used to record behaviour with “poor” and “good” records being recorded on the management information system, Integris, when this has previously been recorded on paper. Personal, Social and Health Education (PSHE) will become statutory next year, however unlike some schools, Bishop Perrin already teaches Relationship and Sex Education (RSE) from Reception to Year 6, and ACr has worked hard on this scheme of work to ensure that it is compliant. A further aspect is preparing the children for the adult work, ie looking at what we can do with regard to enterprise work, apprenticeships, etc. Regarding PSHE, the school had been doing well on sustainability, with initiatives such as plogging, and were going to</p>	

apply for an Eco-School award. Effectiveness of leadership management was also an important part, an example of which included the involvement with maths mastery last year where Mary McAvoy (MM) and Steven Crinall looked at the model and started embedding.

Last year's budget allowed for an additional eight hours of administrative support which has not yet been fully utilised this year, so the school is looking to employ someone to cover these additional eight hours. One option would be to train someone to pay invoices whilst another member of staff mans the office. Jill May, the school's Administrative Officer, goes home at 2pm on Mondays so DF has to come out of the office to cover so someone could be trained to process invoices other than DF.

*Q How do we reduce the workload of the administrative staff?*

This will be explored.

A governor mentioned that the school uniform details are not very clear on the website, eg, the colour of tights that girls can wear. It was acknowledged that the Uniform Policy is not online but the form for ordering items is. Governors considered that a communicator app which a lot of schools now have might be a good idea to prompt reading of emails.

## **HEAD TEACHER'S REPORT**

The Head Teacher's report had been circulated by ACo prior to the meeting. There were a couple of additions, for example the SEND update which had been written by FT and will be scrutinized termly rather than every meeting in order to see the depth of what she is achieving. Governors noted her expertise in this area.

*Q Is the school still funding the Child Wellbeing Practitioner out of the maintenance fund?*

It has been funded out of the school budget this year as it was considered better to fund other items out of the maintenance Fund. It was noted that the cost had been kept down. RM was carrying out outreach work at Queen's Manor Primary School in Fulham, which was earning the school a proper income. Outreach income focused on teaching and learning rather than proposing other things. It had cost the school £2000 to get Davina Holmes, the play therapist, back.

*Q Is there a likelihood of vacancies being filled as a roll of 202 applications is low?*

The meeting noted that there had been 130 applicants when there was normally around 150 per year, and DF has had a waiting list of applicants in the past. Today was census day, and the low roll represented £20,000 lost income.

*Q Do people know they can go on a waiting list?*

Families are telephoned to ask if they still want to stay on the waiting list. It was noted that six children had moved out of the area last year, and the Y6 roll was currently 27.

For the first time in memory there was one child who qualified under Children Looked After. A lot of work has gone into this, and the funding was considerable. ACo had attended training, and the child's social worker will attend regular meetings. The school received Pupil Premium Plus finances in order to support her.

With regard to complaints, ACo will keep governors up to date.

**ACo**

	<p>As of today there is a new door fob entry system. It has been a long drawn out process and there remains a problem with the sensor which it is hoped would soon be solved.</p> <p>Attendance at the workshop on 20/11/19 represented a good opportunity to raise governors' profiles as it was usually a well-attended evening.</p> <p><i>Q Does the school receive additional support for children with English as an Additional Language (EAL)?</i></p> <p>The school does not have anyone who struggles with English. The information form indicates that another language might be spoken at home, but all children are perfect English speakers in class. Other schools might have a greater number of EAL children, but it is not the case at Bishop Perrin.</p> <p><b>IMPACT GROUP MINUTES</b></p> <p>The group had last met in July but nothing needed to be raised. The group sets targets and looks at the achievements that are needed. The document shows what teachers should aim for in classes compared to last year. One element in the SDP is to ensure that published data is not only above the national average but also trying to keep up with the Richmond averages. The deprivation level is within the top 6/7 out of all primary schools across Richmond and Kingston. It is a good benchmark for Bishop Perrin to show that they have aspirations, faith and trust in their children. Last year's Y6 was up to the expected standard in Richmond but less so with regard to greater depth.</p> <p><i>Q What are deprivation leaders?</i></p> <p>There are five of them: child poverty, income, housing, employment, and local average earnings when compared to national earnings. Kathy Clark, the school's SIP and an ex Head Teacher, supports and advises the school. She generates the SIP report and at the bottom of each section she scrutinises the SDP and adds questions for governors.</p>	
9.	<p><b>FINANCE</b></p> <p><b>FINANCIAL DELEGATION</b></p> <p>This will be sent across to the meeting of the Finance Panel.</p> <p><b>'GOVERNOR'S ACCOUNT' UPDATE</b></p> <p>Going forward this will be known as the Governors' Maintenance Fund. AW was thanked for her work on this as she had taken over the role in difficult circumstances. There had been real growth with all gift aid forms now gone. As mentioned above the Fund had provided the necessary £2000 to retain Leah, the CWP. The school was looking at ways to engage the new Reception class parents and MM is going to email them to invite them to spend longer in the class next Friday – from 3.15pm to 4.15pm for a Parent Carousel Workshop. Parents had been invited to sign up at the new parents meeting. It was acknowledged that it was important to flesh out what the Fund pays for to show that it directly benefits the children. The letter sent out by AW at the end of July had done this and CH had said that several parents had commented positively on how it demonstrated what the money had been spent on.</p>	MM



	<p><i>Q How do you capture working parents?</i>  This was achieved last year at the Nativity which most people attended. It was also hoped to do so at the Parent Carousel Workshop mentioned above. After half term a letter was being sent out to say where things currently were with the Fund in order to keep the momentum going.</p> <p>It was also noted that governors would soon benefit from The Key at a discounted subscription of £250 which was available from the diocese and would be paid for out of the Fund. Governors will be advised login details via the Governor Hub.</p> <p>ACo advised that there was expenditure coming up in the form of two dining tables needing to be decommissioned which had not been budgeted for and would cost £800 each to replace. Additionally, the diocesan surveyor had visited yesterday and noted that the girls' infant toilets should be refurbished to bring them up to par with the boys' toilets that were refurbished last year. Governors also noted that the end of the corridor could be separated off with a stud wall to make a small learning environment at a cost of approximately £3-4,000 although the diocese might not see this as a priority. FrDC advised that if ACo felt it was appropriate then the governing board should support this project then they could as it was important to ensure that the Fund was well spent and it was something that parents, especially infant parents, would be able to see the value of. What really mattered was that parents were rounding up their donations from £40 to £120 which is something that the school had not seen before. It was noted that parents paying £10 per month by standing order was a big difference when the school was only requesting £40, and some parents had even donated £500.</p>	<p><b>AW</b></p> <p><b>FrDC</b></p>
<p>10.</p>	<p><b>CONFIDENTIALITY</b></p> <p>Governors agreed that nothing discussed at tonight's meeting should be classed as confidential.</p> <p><b>NEWSLETTER HIGHLIGHTS</b></p> <p>Governors had a very productive meeting last night, during which three new governors were welcomed to the governing board. Amanda Crinall, our Year 5 teacher, who has joined the governing board as the new Staff Governor, Liz Poulter is a newly appointed Foundation Governor who has a child in Reception Class, and Sata Panesar joins the governing board as an Associate Member. Amongst other discussions, governors established new ways of working that are both inspiring and invigorating, assigning key roles for individual governors so that they can best support our school, as well as establishing the specific panels that the governing board must have as a statutory requirement. Governors were delighted to note that so many parents had responded to their request to contribute to our Governors' Maintenance Fund, which as you know makes such a tangible impact on the high quality of education we are able to deliver for your children. If you have not yet had the opportunity to contribute to the Governors' Maintenance Fund, please do not hesitate to contact the school office for further details. Finally, governors expressed particular praise to Mr Corke and his team of exceptionally talented staff, both in the classroom, as well as in the school office and on the school site, for our ability to attract so many families to our school,</p>	

	and to the successes we have been able to celebrate as a school so far this year.	
11.	<b>ANY OTHER BUSINESS</b>  There was none.	
12.	The meeting concluded at 8.10pm with prayers led by FrDC.	

Signed: .....

Date: .....

**Full GB Actions**  
As of 4 October 2019

<b>Minute</b>	<b>Action</b>	<b>Assigned</b>	<b>Update</b>
3.10.19 3	File signed minutes of last meeting	ACo	
3.10.19 5	Find out who supports governor hub	FrDC	
3.10.19 5	Transfer training details to governor hub	MS	
3.10.19 5	Organise LGfL email address for LP	DF	
3.10.19 6	Circulate skills audit	CH	
3.10.19 6	Update skills audit and governor training details to next full governing board meeting	CH	
3.10.19 6	Attend Performance Management training	RN/PS	
3.10.19 8	Keep governors appraised of complaints	ACo	
3.10.19 9	Email Reception parents about Parent Carousel Workshop	MM	
3.10.19 9	Send letter about Governors' Maintenance Fund to parents after half term	AW	
3.10.19 9	Advised The Key login details to governor via governor hub	FrDC	