



BISHOP PERRIN

Church of England Primary School

Full Governing Body Meeting
5 December 2019 in the school at 6.30pm
MINUTES

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)	
Phil Storey	(PS)	
Alwyn Williams	(AW)	
Charlotte Holder	(CH)	
Andrew Leach	(AL)	
Sati Panesar	(SP)	Associate Member

Non-governor attendees

Graham Mariner	(GM)	
Jackie Sandell	(JS)	Acting Clerk

Apologies

Zoe Somolu	(ZS)	
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		ACTION
1.	<p>OPENING PRAYER</p> <p>The meeting opened at 6.30pm with a prayer led by FrDC.</p>	
2.	<p>WELCOME TO GOVERNORS/NEW GOVERNORS</p> <p>SP was welcomed as the Community Link Governor. She is a parent of children in Year 2, 4 and 6.</p> <p>GM was also welcomed as the Diocesan Advisor. Graham gave a presentation about the new Ofstead Inspection framework. FrDC thanked GM for his very informative presentation.</p> <p>JS was also welcomed as Acting Clerk. Helen Bott is the new Clerk who is currently doing her Clerk training. She has clerked a few finance meetings. AC thanked JS for agreeing to minute the meeting.</p>	
3.	<p>APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>Apologies had been received from ZS.</p>	

<p>4.</p>	<p>MINUTES OF LAST FULL GOVERNING BOARD MEETING</p> <p>Helen will maintain the Governor Hub and keep it updated with any relevant information, reports and items of interest. It is still in the early stages and will evolve gradually. Governors felt it is clear to use. FrDC encouraged Governors to ask any questions.</p> <p>The actions from the last meeting were discussed and agreed.</p> <p>Governors agreed that the draft minutes of the 3/10/19 meeting were an accurate record. RN proposed and AL seconded. FrDC signed the minutes and they will be filed in the Minute Book held in school.</p>	<p>HB</p> <p>ACo</p>
<p>5.</p>	<p>GOVERNING BODY ITEMS</p> <p>SKILLS AUDIT/GOVERNORS TRAINING UPDATE</p> <p>CH had circulated the Skills Audit. She thanked Governors for their responses and these have been put in a summary sheet. There were no areas of concern. The levels of knowledge were fine, the lowest being 3 or above which are acceptable. CH has put together an action plan for training. Some will be essential and others can be reviewed at a later date. In some areas Governors are at level 4 or 5 but others can be developed throughout the year. Stakeholders will progress naturally. Safeguarding training is essential and needs to be kept updated. She will look to get a presentation on SEND and FGM.</p> <p>CH explained that there is no mandatory training for Governors but she will highlight courses that would be relevant. There is LDBS training available too. FrDC hopes to bring to each Governing Body meeting, items that constitute training which will meet the CPD responsibility. SEND will be discussed at the February meeting.</p> <p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>FrDC reported about the SDP. This will be loaded onto the Governor Hub. The aim of the SDP is to be a strategic plan for improvement in the school. It should show the school priorities and how it will aim to raise standards and achieve targets. FrDC explained that the report has been split into various sections/panels to make it clear. As Governors, their role is to support teachers by being Link Governors with named roles. Governors will need to make a certain number of visits to the school during the school academic year and meet with the subject leader/co-ordinator or teacher. Governors were encouraged to use the online form from the SDP for visits and to ask questions while in school to gain full understanding and be observant while in school. By the end of the academic year, the aim is to have an SDP form for every target in the SDP. The aim is to capture the learning of the observed lesson, and note the intended outcomes. There are suggested questions from the school improvement partner in the SIP report that will best suit each visit. Once completed, the form should be shown to the teacher for their ratification and once agreed, given to Helen to put on the Governor Hub. Governors have agreed to take on the role of specific roles as a link to panels. CH will direct Governors with regard to training. FrDC encouraged Governors to do any training they feel will be</p>	<p>CH</p> <p>FrDC</p> <p>CH</p>

	<p>necessary in their role. FrDC will do a January staff inset to cover this with a view to starting this in the Spring Term. FrDC offered to accompany Governors on the first visit if they need. He also pointed out that this model of Governance has been inspected this term successfully at another local school.</p> <p>Autumn SIP Report – taken as read</p> <p>Review Governor Action Plan – a meeting will be arranged for this.</p>	<p>FrDC/ AC/RM/ RN</p>
<p>6.</p>	<p>STATUTORY POLICIES AND TASKS</p> <p>The Attendance Policy was taken as read The SEND policy was taken as read. A small amendment needs to be made to the RSE policy on p.5 with regard to the committee.</p> <p>All 5 policies were ratified. AW proposed and RN seconded the motion.</p> <p>AC updated Governors on the Attendance Policy, we have received guidance from AFC from the EWO who have updated their policy with regard to children missing school. Most of our families are very good at notifying the school. The guidance is that we make contact with parents/carer after 3-4 days but at our school we felt it more pertinent to contact the parent/carer on the first day. This has been amended in the attendance policy.</p> <p><i>What steps are being taken for staff wellbeing?</i> A question was raised about staff wellbeing as to whether there has been a questionnaire done for this. AC explained that there is an independent survey form available from the Diocesan Board and report which would give a more formal feedback but this has not yet been done. Governors are aware of the heavy demand there are for staff.</p> <p><i>What are the curriculum leadership responsibilities and wider curriculum and how are they monitored?</i> All teaching staff, other than Newly Qualified Teachers (NQTs) have a subject leader responsibility, which is part of their pay and conditions. The school has facilitated release time for subject leaders to help them develop and work on their action plans for their subject area/s. There is no legal requirement to do this (as opposed to teachers being legally entitled to their Planning, Preparation and Assessment time which equates to 10% of their teaching timetable per week). Teachers have been given 30 minutes extra per subject, per week (as some more experienced teachers have two subject areas to lead on). This subject release time is normally only given for the Autumn and Spring Terms, but the aim is to keep this going for the whole academic year due to the increased emphasis on subject leaders under the new Ofsted Framework. They report to RM. AC is mindful that the subject leaders have enough time and space to be able to prepare. Opportunities for training are utilised wherever possible. RM is guiding staff during staff meetings on the changes and expectations of the new framework.</p> <p>We are focusing on the SDP and doing learning walks. RM will</p>	<p>ACr</p>

	<p>accompany Helen Dovey on a learning walk next week. This will enable us to assess any need for training and subject knowledge. It will show any areas of strength or weakness. We are mindful not to have too many learning walks as it puts further pressure on staff. Release time will be built into timetabling to allow for this. The budget will be set in April 2020 to enable staff time for training where necessary.</p> <p>Governors were encouraged to ask any questions of the subject leaders on the learning walk.</p> <p><i>Will the new framework be brought in over the next 12-18 months? Outstanding schools need to be working at the new framework level as the expectation is high.</i></p> <p>RM's outreach work will help pay for any additional release time.</p> <p>7. HEADTEACHER'S REPORT</p> <p>The Headteacher's report had been circulated by AC prior to the meeting. This was taken as read.</p> <p><i>What are the plans where it say 'no progress to date' for the objectives for the SDP?</i></p> <p>There are some timescales but not on all areas. However, there are more timescales on the main document. Progress may not show until June/July 2020. We are also looking to get some parents onto the parent board but at present, there has been no response. The Eco plan is taking time to get information in place and we have given ourselves a year to do this. It will then be shared with staff.</p> <p>A suggestion was made that if an objective is not met, it could be put in red in order that all know we will need to plan a date in the future. It was noted that at this stage of the academic year, progress may not be showing.</p>	
<p>8.</p>	<p>FINANCE</p> <p>The minutes of the first meeting of the Pay Panel and the meeting of the Finance Group were circulated. The Pay Panel meets once a year to discuss any recommendation from the Headteacher and movement in teachers' salaries. This is done anonymously in order to find out if the recommendations are acceptable. This is then ratified and minuted.</p> <p>The Finance Group has some statutory work and ZS is taking the Chair of this board. We are fortunate to be able to bring Steve Llewelyn to those meetings. ZS felt she had learnt a lot from this meeting when the accounts were received. In the future, it would be good if more of the Governing Body got a financial knowledge and understanding.</p> <p>The Finance Group reported that they felt the school was doing well. They looked at benchmarking compared to other schools and we are where we should be. Governors were encouraged to read the report.</p>	<p>All</p>

	February. RN will do safer recruitment training.	
11.	ANY OTHER BUSINESS There was none.	
12.	The meeting concluded at 8.30pm with prayers led by FrDC.	

Signed:

Date:

Full GB Actions
As of 5 December 2019

Minute	Action	Assigned	Update
5.12.19 3	File signed minutes of last meeting	ACo	
5.12.19 9	Send letter about Governors' Maintenance Fund to parents after half term	AW	Defer to Spring Term