



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors

13th September'2023 held in school and via Google Meet at
06:00pm

Minutes

Governor Attendees:

Wahida Alladin	(WA)
Father David Cloake	(FrDC)
Kerry Doggett	(KD)
Lucy James	(LJ)
John Kafwanka	(JK)
Rachael Macklearn	(RM)
Harsha McArdle	(HM)
Mary McAvoy	(MM)
Russell Nimmo	(RN)
Satbir Panesar	(SP)
Ankur Pruthi	(AP)
Father Alywn Williams	(FrAW)

Non-Governor Attendees:

Sarah Asher	(SA) Clerk
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	ITEM	ACTION
FG1	<p>Welcome The meeting opened at 07:04pm with prayers given by Fr David. The Minutes of the Meeting 5th July were received and agreed by governors (proposed RN and seconded WA)</p> <p>Apologies There were none.</p> <p>Declarations of Interest There were none.</p>	
FG2	<p>Governing Body Items</p> <p>Election of Chair – Fr David Cloake was proposed by LJ, seconded by RN. Governors voted unanimously that Fr DC become the Chair of governors for the academic year 2023-2024. FrDC commented that this would be his last year acting in the role as Chair given his move to the parish of Teddington and the governance obligations placed upon him there.</p> <p>Election of Vice-Chair – FrDC proposed that RN and AW be appointed as co-Vice Chairs for the next academic year. Seconded by SP, governors agreed unanimously.</p> <p>Review of Associate Governors</p> <ul style="list-style-type: none"> • SP was confirmed by governors for the next academic year • MMc was confirmed by governors in her new interim role as DHT • RMc, formerly an associate governor, is now recognised as an ex-officio governor by virtue of her role as interim HT <p>Review Current Vacancies – vacancies exist for a Foundation Governor (Ss Philip & James) and for a Staff Governor. LJ (also Hon PCC Secretary at Ss Philip & James agreed to bring the matter to the next PCC meeting). RMc agreed to raise the matter of the staff vacancy at the next opportunity.</p>	

	<p>Introduction of the new academic year – FrDC reminded governors that the previous focus had been on the processes of school life, which had yielded some helpful opportunities for general learning during the last academic year. With the year-long secondment of AC and the interim corresponding secondments within the school of RMc, MMc and JSw it was felt that the attitude of the FGB be towards maintaining stability and support during this next year, and to resolve issues of ‘process’ in light of the changes now manifest in the administrative team.</p> <p>Roles for the Coming Year – in line with the aspiration of the FGB to maintain stability over the next year, many link roles remained in the care of the existing governors, plus the following changes:</p> <ul style="list-style-type: none"> • Safeguarding – LJ (lead), FrDC (support) also Health Safety • Wellbeing – HM • Pay – AP <p>Governor Planner – the meeting shown on 18th October is in fact booked for 17th. Group chairs were asked to fix dates for their respective entities and let the clerk know. The Planner will be populated accordingly.</p> <p>Keeping Children Safe in Education – governors were asked to read the revised document, with regard to the summarised changes given on p176ff. Once done, members will update their GovHub profile.</p>	
FG3	<p>1. Leadership & Management</p> <p>RMc shared a selection of slides (these are available through GovHub, by following this link – link to add)</p> <p>Governors asked the element referred to as ‘stressed at work’. Was this the first time they had been asked about this? This is a first wellbeing survey at the school and was spoken about at the Inset Day at the start of term.</p> <p>Governors asked is some stress was acceptable. Some forms of stress can be beneficial, the school</p>	

seeks to avoid persistent stress (the survey yielded a 25% response of 'no stress' and this acceptable level could have been caught here).

(6.55 - SA joined the meeting)

The SLT have a list of suggestions arising from the questionnaire.

Governors asked when this survey will take place again. Summer term (a year on from the last)

Regarding PE, governors asked whether there was a review and/or rationale for the PE syllabus. Yes, PE as a subject is currently carried by all staff rather than as a subject lead by a single member of staff.

Governors asked what opportunities there were for pupils to take part in competitive activities.

Fixtures have been secured and teams are being called together (for tournaments, not leagues at this point)

To be able to manage stress well.

RM, vacancy available for care taker (since September)

Two positions to recruit for; business manager (redeploy) and care taker. Enhance the roles, make the role attractive and review the budget.

Already have finance and administration officer, HR officer and marketing and admissions officer.

Facility and site manager to be put in role, 5 hours extra maybe? Same hours to be reduced for the business manager role.

FrDC, 2 roles holders' vacancy. The Governing Body hasn't agreed, shift in the overarching role and business manager role to be utilised. Needs consultation with HR. If agreed, budget tested and if business manager is out. There should be an equal opportunity.

It was suggested an internal person should be given a chance for the role. FrDC commented to take a job and to split it in 3 job roles.

Good model, Finance admin has experience. FrDC, mitigating if we are taking a risk, to manage 3 people, it should be reviewed and refresh knowledge. HM, having one person to look after all roles, rather than splitting the roles will be viewed as beneficial.

FrDC, to keep the review ongoing, 3 existing role holders who can help us. People who are capable according to the role. However, a governor questioned; what is the given time frame? FrDC, we need a site manager, strategic group has asked for a site manager within 2 weeks. Facet, launching by half-term and there is period discernment. The legal side, if the person is unable (redundant) Strategic group forwards the removal of Business school manager.

Governing Body needs to approve for whether the frame-work changes? In terms of legal governance. Approved by RM.

FrDC, to talk to HR for budget testing. Statutory policies are not to be rectified from the Diocese of the England. The school will follow the policy for staff, give them a week or two to read. Although there is a lot of repetition, the policy itself is thorough. The Policy has been there for several years. The Safeguarding policy hinges for DSL or DDSI. RM, time was available to read for the policy and is happy to propose the policy, VOTES Accepted.

The Council Service Award, people who have been here for 25 years or plus service. Cash is taxable and inviable. Choose a gift of (£250) Proposal of 400, cash and national insurance number. It cannot be vouchers or be reimbursed. Can be given to the 3 recipients. VOTES in favour-?

SP, If this was presented 2/3 years ago, if it is in the budget then it should be distributed maximum. Not agreed upon previously.

KD, policy placed as a request.

Would you consider it for the school? The Governing Board discussed it has to be in borough.

	Confidentiality Paper handed separately on a different coloured paper, to the governors. Governors agreed anything confidential that was discussed at this meeting is not to be shared outside of this meeting	
FG5	Dates of future meetings To be arranged.	