



# BISHOP PERRIN

## Church of England Primary School

### Meeting of the Board of Governors 7<sup>th</sup> February 2023 held in School And via Google meet 6.00pm MINUTES

#### Governor Attendees:

Fr David Cloake	(FrDC)	Chair
Wahida Alladin	(WA)	
Adrian Corke	(AC)	Head Teacher
Kerry Doggett	(KD)	<i>Online</i>
Fr John Kafwanka	(FrJK)	<i>Online</i>
Lucy James	(LJ)	
Russell Nimmo	(RN)	Co Vice-Chair
Rachael Macklearn	(RM)	Deputy HT, Associate
Harsha McArdle	(HM)	
Satty Panesar	(SP)	Associate <i>Online</i>
Alwyn Williams	(AW)	Co Vice-Chair

#### Non-governor attendees

Helen Bott	(HB)	Clerk
Sarah Asher		Observer

#### Apologies:

Ankur Pruthi	(AP)	
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#### Absent without apologies:

None

	ITEM	ACTION
1.	<p><b>OPENING PRAYER</b> The meeting opened at 6.00pm with a prayer led by FrDC</p> <p><b>WELCOME TO GOVERNORS</b> FrDC welcomed everyone to the meeting, welcoming Sarah Asher to the meeting as an observer, observing the Clerk.</p> <p><b>APOLOGIES &amp; DECLARATIONS OF INTEREST</b> Apologies were received from AP</p> <p>There were declarations of interest</p>	
2.	<p><b>OFSTED DISCUSSION</b> The Chair lead a discussion on the Governors being ready for an Ofsted in inspection.</p> <p>The Chair asked RM how can the Governors help teachers to prepare?</p> <p>RM explained that she would like Governors to ask teachers challenging questions regarding the curriculum, asking how they know if what they are doing is covering all areas on the</p>	

	<p>curriculum. If they don't know, that will help them discover the areas that they need to improve on going forward.</p> <p>LJ suggested everyone to use the helpful questions that can be found on <i>Governor Hub Knowledge</i> (formally know as <i>The Key</i>) Here is the link: <a href="#">Knowledge – Inspection Before, during &amp; after</a></p> <p>The Head also reminded Governors to look at the SIP reports and look at the areas the SIP has mentioned in their report and ask those questions when attending Link Visits.</p> <p>The Head explained that the school are planning to have a SEN review with AfC on Wednesday 29th March. FRJK agreed to attend part of that that review as the SEN Governor and will arrange to meet with Mary MacAvoy beforehand to discuss what will be required.</p> <p>Governors were pleased to hear that two other primary schools in the borough have recently retained their Outstanding status.</p> <p>Governors also found the learning review that took place last year very helpful with the SIP.</p> <p>SP reported that her school had recently had their Ofsted and the school found the new format a very positive experience. The focus seemed to be on attendance and SEN.</p> <p>Governors who have attended <i>Being Ready for Ofsted</i> training sessions, found that Ofsted still has Safeguarding high on its agenda.</p> <p>Governors asked that when the school do get 'The Call' from Ofsted that is would be really helpful if all the Governors can be told as early as possible, so they get together before the inspection and have a quick briefing on who can answer what questions if asked.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>FRJK</p> <p>AC</p>												
<p>3.</p>	<p><b>GOVERNING BODY ITEMS</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes &amp; Matters Arising</b></li> </ul> <p>LJ proposed and WA seconded: all governors agreed that the Minutes were a true and accurate record of the meeting held on 7<sup>th</sup> December 2022. FrDC signed the minutes at the meeting.</p> <p>There was one spelling correction to the minutes under: Item 2, second paragraph after the action grid, it should read ...end of the <u>Spring Term</u> 2023.... and not <i>Sprint term</i>.</p> <p>Actions updated from the last meeting held on 7<sup>th</sup> December 2022</p> <table border="1" data-bbox="327 1816 1155 2112"> <thead> <tr> <th>Minute</th> <th>Action</th> <th>Assigned</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>01.11.22 2</td> <td><u>Staff Governor vacancy</u> – revisit advertising in Spring Term 2023</td> <td>FrDC / HB</td> <td><b>Ongoing</b></td> </tr> <tr> <td>7.12.22 2</td> <td>Receive <u>future absence dates</u> from Governors</td> <td>All Govs / HB</td> <td><b>Ongoing</b></td> </tr> </tbody> </table>	Minute	Action	Assigned	Update	01.11.22 2	<u>Staff Governor vacancy</u> – revisit advertising in Spring Term 2023	FrDC / HB	<b>Ongoing</b>	7.12.22 2	Receive <u>future absence dates</u> from Governors	All Govs / HB	<b>Ongoing</b>	
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		and re-consider meeting date scheduled for October 2023			
01.11.22 3		<u>Statutory Policies</u> FrDC and HB to finalise final date allocation	FrDC / HB	<b>To do</b>	
7.12.22 3		<u>Policies</u> to be amended as discussed and final copies to be signed	AC / DC	<b>Done</b>	
7.12.22 3		The following <u>policies</u> will be presented at future FGBs <u>Teachers' Pay</u> - <i>tbc</i> <u>Admissions</u> – <i>March 2023</i> <u>Data Retention</u> – <i>March 2023</i> <u>Premises Management Docs</u> – <i>March 2023</i>		<b>To follow</b> <b>To follow</b> <b>To follow</b> <b>Done</b>	
7.12.22		<u>Parent Questionnaire</u> – governors to discuss its future and format	FrDC / HB	<b>Ongoing</b>	
<p>• <b>Gov Training Updates</b> The Clerk thanked everyone who has attended trainings over the last few months. She explained if anyone is having any problems with booking on trainings, please let her know and she will do her best to sort it out for you.</p> <p>There was discussion regarding how up to date Governors DBS checks were and when they last did their Safeguarding training. HB will check which Governors need to renew which trainings and also speak with the Business Manager regarding the DBS checks.</p> <p>Training attended by Governors since our last meeting in December: RN - Is Your Governance Ready for Ofsted?- Better Governor. - Primary Curriculum: An Overview for Governors (AfC online) HB – Clerks Termly Briefing</p> <p>• <b>GB Year Planner</b> The Clerk informed the meeting that the Summer 1 meeting in May has been moved to <b>Tuesday 16<sup>th</sup> May</b> instead of the planned date of 18<sup>th</sup> as that is Accession Day. Also, the meeting on 5<sup>th</sup> July, FrDC will not be able to Chair that meeting. RN &amp; AW agreed to chair the meeting on 5<sup>th</sup> July.</p>					
					HB
					All
					RN/AW

	<p>The Clerk informed that the Data Impact meeting that was to be held on 26<sup>th</sup> January had to be cancelled at short notice. It was agreed by The Head and Chair of the Data Impact group to re arrange a meeting ready for after the Easter holidays.</p>	<p>HB</p>
<p>4.</p>	<p><b>STATUORY POLICIES &amp; TASKS</b></p> <ul style="list-style-type: none"> <li> <p><b>Attendance</b></p> <p>The draft policy was circulated to Governors prior to the meeting</p> <p>The Head explained that attendance at the school is very good overall, and they have regular meetings with EWO who looks at the school's overall attendance. A suggestion was for the school to look at giving parents fix penalty fines of £60 each (which goes to the LA and not the school) if they chose to take the child out for unauthorised absences like going on holidays. The Head felt that they haven't needed or wanted to do this as they want to keep an honest and good relationship with parents, however they also don't want some families to take advantage of the fact they don't do this. So, in turn the policy has been updated to reflect this.</p> <p>Governors asked what is the impact on a child's education if they are taken out for school for 2 weeks every year?</p> <p>The Head said it is significant impact for the child and also to the teacher's workload as if it is at the end of term as the teacher then has to catch up the next term with the child's assessments.</p> <p>Governors suggested that the school make the impact on a child's education clear to parents and that the school can't provide extra work for them while the child is away.</p> <p>The Chair suggested the school make it clear children taking time off at the end of term can affect their academic assessments. A list could be held within the school for each family who takes their child out for unauthorised absences, so it can be tracked back.</p> <p>The Chair proposed that the policy read that: <i>Bishop Perrin Primary School reserves the right to applying a fix penalty notices to parents for children taken out of school for unauthorised absences.</i></p> <p>HM seconded the motion, and all Governors were in favour.</p> <p>Action: AC to make the changes to the draft and for then the draft to be signed off by The Chair once updated.</p> </li> <li> <p><b>Extra-Curricular Clubs</b></p> <p>The draft policy was circulated to Governors prior to the meeting.</p> <p>Governors asked if the ECCC could be named within the document for the start.</p> <p>Action: To name ECCC within the policy.</p> </li> </ul> <p>The Governor thanked The Head and his team for the handling</p>	<p>AC</p> <p>AC</p>

	<p>the safeguarding concerns swiftly regarding the former extra-curricular club in question and for raising it with the Governors.</p> <ul style="list-style-type: none"> <li>• <b>Premises Management Handbook</b> The policy was circulated to Governors prior to the meeting. LJ proposed, RN seconded and all were in favour of the Premises Management Handbook. FrDC signed the document at the meeting.</li> <li>• <b>Policies to follow</b> <u>Teachers' Pay</u> - <i>tbc</i> <u>Admissions</u> – <i>tbc</i> <u>Data Retention</u> – <i>March 2023</i></li> </ul>	
5.	<p><b>GOVERNOR VISIT REPORTS</b> Written reports were received prior the meeting from LJ</p> <ul style="list-style-type: none"> <li>• Safeguarding Report</li> <li>• PE Report</li> </ul> <p>The Chair thanked LJ for the reports.</p>	
6.	<p><b>LEADERSHIP &amp; MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• <b>HT Report</b> The Headteachers' Report was circulated prior to the meeting.</li> </ul> <p>Governors said it was good to see progress in the report, however wondered if The Head could give some indication of the sections that were overdue but is still in progress and how far along, they were?</p> <p>The Head explained that it is quite hard to show that in the report but was happy to answer any questions on areas of interest.</p> <p>RM explained that the website for example has been started that they hope for it to ne launched soon however the website company have not returned messages and have now missed their deadlines, so it out of the schools' hands.</p> <p>The Chair asked if the company has not completed its contract, should a discount be requested? Is this something the Business Manager could ask for?</p> <p>The Head highlighted that Governors own tasks need to be completed. The Chair agreed to take this to the Strategic Group to be reviewed.</p> <p>Governors asked if the Swimming Gala plans for the next academic year are in place already?</p> <p>The Head assured Governors that plans are in place for the next academic year so the children will be able to take part again.</p> <p>The Chair thanked The Head for the report.</p>	<p><b>SLT</b></p> <p><b>Str Grp</b></p>
7.	<p><b>ADMISSIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Criteria</b> The proposed Admission 2024-25 policy was circulated to Governors prior to the meeting.</li> </ul>	

WA reported to the FGB that the consultation period for the 2024 Admissions Policy was now over and that they had only one written concern. This process needs to happen at least every 7 years. The Admissions Panel had met, and the next stage was for the Criteria to be agreed by the FGB.

The main change to the policy is that there will be a maximum of 7 places for each of the two churches, St Augustine of Canterbury and Ss Philip & James, Whitton. Therefore, having a maximum total of 14 Foundation (Church supported) places on offer. If those places are not taken, they will then be filled by members of the community on distance places.

The reasons for this change were to help the school serve local families within the community and help the staff with administration of applications.

Governors had some questions around how the 14 places were going to be distributed and they felt it wasn't clear.

It was agreed that the wording needed to be clear to say something along the line of:

*....those remaining places will be allocated to applicants of the other church (either St Augustine of Canterbury or Ss Philip & James, Whitton) up to but not exceeding the total of fourteen. If those places are not fulfilled they will then be distributed by distance to the school.*

The Head informed the meeting that he had had some time to reflect on the proposed changes and he had some concerns. Those being local Christian families would not be able to necessarily get their children into the school unless they attend either of the two CofE churches. This would then mean that a family who had been associated with another local church, maybe for many years, other than St Augustine's or St P & St J, would be faced with the decision of having to move their place of Worship to secure a place at Bishop Perrin School by taking up a Foundation Place via St Augustine's and St P & St J. In addition to this, he mentioned that some Catholic families, who attend St Edmund's Church, and who live very close to Bishop Perrin School, would not be able to apply for a Foundation Place as they would be excluded by not attending either St Augustine's or St P & St J. By naming just two churches that families must attend in order to secure a Foundation Place makes the application process non-inclusive. He also had concerns that if there were less children from Christian families within the school, then the Christian ethos of the school would be put into question.

Lastly having spoken with staff at the school, they were unaware of the consultation taking place and said they would have wanted to have contributed their thoughts and opinions if they had been made aware.

Some Governors did feel that not allowing other Christian dominations to apply, may be an issue.

Governors did not feel that by having less children from Christian backgrounds would not affect the ethos of the school as the school is open to everyone and goes back to its original purpose when first opened, which was to educate the children

of the local area. It was also noted that the school don't currently expect teachers to be practicing Christians to teach at the school.

Governors questioned why staff felt that they had not be consulted on this, as it had been sent around to the local parishes and was in the school newsletter.

After much discussion The Chair noted that there were many lessons learnt from this process and it would be good to keep a note of the areas of concern, so this doesn't happen again in the future. He also noted that it can go out for consultation again for another academic year before the 7yr cycle is up if the Governing Board feel it needs too.

FrDC

The areas of concern were:

- Was the consultation at fault and if so, where?
- Who, how and where should the consultation have been sent out within the school/community for all to see?
- Why did teachers feel they had been missed during the consultation period?

FrDC agreed to look in that process of the recent consultation and see if it was indeed at fault.

AW and RN both agreed that they felt the consultation was done properly, so put the proposed policy to vote. RN proposed to the Board that the proposed Admission 2024 policy, with one the clarification along the lines of:  
*...those remaining places will be allocated to applicants of the other church (either St Augustine of Canterbury or Ss Philip & James, Whitton) up to but not exceeding the total of fourteen. If those places are not fulfilled they will then be distributed by distance to the school.*

RN asked for a vote for all in favour of the Policy.  
5 in favour, 2 not in favour and 2 abstained.

#### ***Post-Meeting Note from the Chair***

Following comments made by a number of parties, the Chair and vice-Chairs considered the validity of the Consultation. Whilst lessons need to be learned, and a wider consultation model considered, the presence of the Consultation on the school website meant that it was sufficiently available to all stakeholders. They concluded that a further meeting of the Admissions Panel would be helpful to consign this process to the knowledge-base on Governor Hub. The Consultation will, therefore, pass to its next stage in the process in its form published in the original consultation, with opportunity for governors to give consideration to its form in future years.

#### ***HT response to post-meeting note***

The Head had informed the Chair of Admissions and Fr D via an email that notification of the consultation had not gone in the school newsletter as he had originally reported at the FGB meeting, so neither parents, or staff who read the school newsletter had any knowledge of the proposed changes to the admissions criteria. The Head proposed that in light of two key stakeholders (parents and staff) within the school community not being formally notified of the consultation that the

	<p>consultation be put back out as there was time before the deadline in May for it to be finalised.</p> <ul style="list-style-type: none"> <li>• <b>Minutes of last meeting</b></li> </ul> <p>The Minutes of the meeting held on 30.01.23 will be presented at the next FGB.</p>	<b>HB</b>
8.	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes of last meeting</b></li> </ul> <p>The Minutes of the meeting held on 23.01.23 will be presented at the next FGB.</p>	<b>HB</b>
9.	<p><b>AOB</b></p> <p>No items were received</p>	
10.	<p><b>CONFIDENTIALITY</b></p> <p>Governors agreed that the only item that was confidential was the discussion around the Attendance policy and families potentially wanting to take their children out of school for holidays.</p> <p><b>NEWSLETTER HIGHLIGHT</b></p> <p>Governors met for a Full Governing Board meeting on Tuesday 7<sup>th</sup> February.</p> <p>The Governors discussed its ongoing preparations for readiness for an Ofsted inspection.</p> <p>They were delighted to hear about the recent visits by Years 5 &amp; 6 pupils to Ss Philip &amp; James Church.</p> <p>Governors were also please pleased to hear such positive feedback from the Safeguarding Link Governor, on the school's processes that are in place.</p> <p>The meeting concluded at 8.30pm with prayers led by FrDC</p>	

Signed .....

Date .....

**Full GB Actions**  
As of 7<sup>th</sup> February 2023

<b>Minute</b>	<b>Action</b>	<b>Assigned</b>	<b>Update</b>
01.11.22 Item 2	<u>Staff Governor vacancy</u> – revisit advertising in Spring Term 2023	FrDC / HB	<b>Ongoing</b>
7.12.22 Item 2	Receive <u>future absence dates</u> from Governors and re-consider meeting date scheduled for October 2023	All Govs / HB	<b>Ongoing</b>
01.11.22 Item 3	<u>Statutory Policies</u> FrDC and HB to finalise final date allocation	FrDC / HB	<b>To do</b>
7.12.22	The following <u>policies</u> will be		<b>To follow</b>



Item 3	presented at future FGBs <u>Teachers' Pay - tbc</u> <u>Admissions – March 2023</u> <u>Data Retention – March 2023</u>		
7.12.22	<u>Parent Questionnaire</u> – governors to discuss its future and format	FrDC / HB	<b>Ongoing</b>
7.02.23 Item 2	Ofsted readiness Ask teachers challenging questions regarding the curriculum.  Use the helpful questions that can be found on <i>Governor Hub</i> <i>Knowledge</i> ( <a href="#"><u>Knowledge –</u></a> <a href="#"><u>Inspection Before, during &amp; after</u></a>  Governors to look at the SIP reports.	ALL	
7.02.23 Item 2	SEN Link to contact SENCO regarding AfC review day in March	FrJK	
7.02.23 Item 2	The Head to inform Governors early of an Ofsted inspection	AC	
7.02.23 Item 3	New date for May meeting is Tuesday 16 <sup>th</sup> May	ALL	
7.02.23 Item 3	RN/AW will Chair the FGB on 5 <sup>th</sup> July/	RN/AW	
7.02.23 Item 3	Data Impact meeting will be after Easter. Clerk to arrange new date.	HB	
7.02.23 Item 4	Attendance Policy Changes to wording and final draft to be sent over for sign off.	AC	
7.02.23 Item 4	Extra- Curricular Policy Changes to wording as suggested.	AC	
7.02.23 Item 6	Request discount re website	SLT	
7.02.23 Item 6	SDP – Governor tasks	Str Grp	
7.02.23 Item 7	Admissions Policy Look into the recent consultation process.	FrDC	
7.02.23 Item 7	Admissions mtg Minutes to next FGB	HB	
7.02.23 Item 7	Finance mtg Minutes to next FGB	HB	