



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors 5th December 2023 held in School And via Google meet 6.00pm MINUTES

Governor Attendees:

Fr David Cloake	(FrDC)	Chair
Rachael Macklearn	(RM)	Head Teacher
Mary McAvoy	(MMc)	Deputy HT
Kerry Doggett	(KD)	
Lucy James	(LJ)	
Alwyn Williams	(AW)	Co Vice-Chair
Russell Nimmo	(RN)	Co Vice-Chair
Satty Panesar	(SP)	Associate
Harsha McArdle	(HM)	
Ankur Pruthi	(AP)	

Non-governor attendees

Sarah Asher	(SA)	Clerk
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Apologies:

Wahida Alladin	(WA)
Harsha McArdle	(HM)
Fr John Kafwanka	(FrJK)

	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.03pm with a prayer led by FrDC</p> <p>WELCOME TO GOVERNORS FrDC welcomed everyone to the meeting.</p> <p>APOLOGIES & DECLARATIONS OF INTEREST Apologies were received from FrJK, WA and HM (Google Meets failure)</p> <p>There were no declarations of interest</p>	
2.	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none"> • <u>Minutes & Matters Arising</u> – LJ noted that there was no vacancy for a SsPJ Foundation Governor as FrDC was an LDBS Governor. FrDC concurred. Minutes agreed unanimously • <u>FGB Year Planner</u> – updated form issued to governors with meeting papers; any changed to be communicated to SA • <u>Governor Training Updates</u> – governors were reminded to update their GovHub profiles when training is carried out, with thanks to those who already do 	

	<ul style="list-style-type: none"> • <u>Update from the Chair</u> – a tough half term, when considering the death of a staff member’s child. Govs reminded that FrDC fully intends to step aside as a governor and Chair of Govs at the end of the academic year, with thought to be given to successors. This year continues in the light of the ongoing secondments, with govts encouraged to offer ongoing support to the interim SLT. <p>Are we meeting the expected timeframe for the replacement for the caretaker and SBM roles? Yes, things were progressing according to plan.</p>	
3.	<p>STATUTORY POLICIES AND TASKS</p> <p>FrDC explained that there was a high number of policies that have already been offered to govts for their review, and as such, there is no immediate need to rehearse each policy individually. Questions would be received on a case-by-case basis, but otherwise they would be ratified <i>en bloc</i>.</p> <p>There being no questions, all policies were accepted and ratified with thanks.</p> <p>Three visit reports were received with thanks.</p>	
4.	<p>LEADERSHIP & MANAGEMENT</p> <p>FrDC thanked RM for her Reports and asked govts for any questions.</p> <p>Can govts help with the need for improved communication identified in the Questionnaire? Yes, the PQ was in fact a governor document and all help, guidance and ideas are valuable to the school.</p> <p>How is the transition from the old to the new Administration Team model progressing? Well, with the new role-holders adapting well to their new duties. We look forward to recruiting the third member of the team</p> <p>How will the changes in admin staff be measured against the needs of the school? It is felt that the sum of the duties being held by more than 1.5FTE employees creates greater flexibility and invites greater levels of development and accountability.</p> <p>Are non-teaching staff appraised in the same way as teachers? Historically not consistently but this will change with the new team in post</p> <p>Govts expressed gratitude for receipt of the new SEDP so soon into the academic year</p> <p>FrDC expressed gratitude, on behalf of the FGB, to the interim SLT for their work in the year to date, and their proactive approach to the news of the recent death. Ongoing support remains on offer</p>	
5.	<p>FINANCE</p>	

	<ul style="list-style-type: none"> • <u>Governor Fund TAR</u> – Govs gratefully received the Annual Report of the Governor Maintenance Fund. Have letters of thanks been sent to all donors? Yes, all sent FrDC expressed gratitude to AW on behalf of FGB for her diligence and good work. • <u>Pay Panel</u> – Minutes to follow, but the HT recommendation for pay awards was approved by the Panel. The Pay Policy will need further work and this will follow 	
6.	<p>AOB</p> <p>FrDC explained the unfolding situation with the School Association following a number of years of failing governance. It was felt, by the Strategic Group, that the current SA (with its constitution and lack of policies) may not be fit for purpose, and at the least a new Constitution was needed followed up with appropriate policies and statutory compliances. It was recommended that govs suspended its relationship with the SA until these measures were taken (and if they are taken). Govs agreed to suspending dealings with the SA on this basis, though it was noted that no individual member of the SA committee should be regarded as ‘at fault’, but more an ongoing collapse of best practice.</p> <p>Govs discussed a broad range of possibilities in how they could help, actions that they could take otherwise, and possible outcomes in the event of a full breakdown in relations.</p>	
7.	<p>CONFIDENTIALITY</p> <p>NEWSLETTER HIGHLIGHTS</p> <p>Meeting concluded at 8.12pm with prayers led by FrDC</p>	

Signed

Date