



BISHOP PERRIN

Church of England Primary School

Full Governing Body Meeting 16th July 2020 held virtually at 4.30pm 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)	
Andrew Leach	(AL)	

Non-governor attendees

Helen Bott	(HB)	Clerk
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Apologies

Charlotte Holder	(CH)	
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No apologies sent

Sati Panesar	(SP)	Associate Member
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	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 4.30pm with a prayer led by FrDC.</p> <p>WELCOME TO GOVERNORS/NEW GOVERNORS The Chair welcomed everyone to the first virtual meeting and hoped everyone one was well in these unusual times. All papers for this meeting were made available on Governor Hub.</p> <p>DECLARATIONS OF INTEREST No declarations of interest.</p>	
2.	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none">• Apologies Apologies had been received from CH. No apologies received from SP.• Minutes & Matters Arising from last FGB The Chair explained that these amended minutes had already been agreed by email. The Governors agreed that the minutes were an accurate record of the meeting held on 13th February 2020. Governors asked when the Governor Maintenance Fund changes would be discussed and agreed at some point? The Chair explained that this would be done in the new academic year once it has been finished it will be circulated for comment and	FrDC/AW

	<p>agreed at the FGB.</p> <ul style="list-style-type: none"> • Notes of actions taken during COVID-19 <p>The Chair explained that the Clerk had kept a running record of all emailed actions that took place from March to now. It was agreed that this was a good reflection of all the actions that have taken place over the last few months.</p> <ul style="list-style-type: none"> • Gov Training Update – online offers <p>The Clerk explained AfC will be sending out their CPD dates for Sept 2020 onwards, next week. All training will be held virtually. AfC also encourage everyone to look at the e-learning provision by NGA. The Chair reminded everyone that the Dioceses also hold many e-learning programmes as well.</p> <p>RN had attended the Joint Governors’ partnerships meeting in June online and PS had attended the Performance Management of the Headteacher, in June online as well. Both sessions worked well virtually.</p>	All
3.	<p>GOVERNOR VISIT REPORTS FROM MARCH 2020</p> <ul style="list-style-type: none"> • Phil Story & Charlotte Holder’s report • Russell Nimmo’s reports • Liz Poulter’s report <p>The Chair thanked the Governors for putting these reports together and explained he that he was very impressed with them, especially as two of the Governors were new to the board.</p> <p>Governors asked would it be possible to collate actions resulting from these meetings into the SDP so they can be more easily monitored?</p> <p>The Head answered: The intention, with our new format SDP, was to use evidence from Governor visits (and other sources, such as visits from Cathy Clarke and Graham Marriner) to validate our work towards achieving objectives. This will help also show the work that the Governors are doing to both support and challenge the school.</p> <p>Governors asked if the action points raised would be followed up on in the next academic year?</p> <p>The Chair explained yes a soon as the school gets back to some sort of normality in the new academic year, any action points will need to be followed up.</p>	Link Visit Gov
4.	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • Head Teacher’s Report <p>The Head Teacher’s last 3 reports had been circulated prior to the meeting. The Head updated the Governors on the following: All children at the school have been given the opportunity to come into school over the last few weeks and those that wanted to come have all been able to attend school. The staff have been very encouraged with how well the children have adapted with regards to the changes that have had to take place in the school and how very quickly they adapted to those changes. The staff have been brilliant. At first there was some anxiety over</p>	

some elements, but after some discussion and changes made i.e. extra cleaning, looking at government changes and guidance from the Unions – the staff always found a sensible solution.

The Head wanted to thank the staff for their willingness, support and encouragement in this very difficult time. The Head also personally thanked Racheal Macklearn and Mary McAvoy for all their planning to help re open the school which was invaluable. The Head went on to thanked AW in advance for welcoming the Year 6 to the leavers service at St Augustine's next week. The Year 6 are to have 3 days of fun socially distanced activities ahead to make sure they get a great send off that they deserve.

The Chair thanked the Head and the SLT for their proactive response to the last few months. The Chair asked that his thanks and gratitude on behalf of the Governors, be passed onto all members of staff at the school for their continued dedication and resilience through this extremely difficult period.

Governors asked: How does the school plan to catch up children who have had a low engagement with home learning and have fallen behind their peers?

The Head answered: Teachers will undertake assessments of children on their return to establish the gaps in their knowledge. I suspect that we will use, where appropriate, assessment material from their current year now (ie: in September, children in Yr 4 will do some Year 3 assessments). This will help establish an overall picture of the class and where the need for support is greatest. Once the teachers have established what gaps need filling in, they will tailor their planning and teaching to support those children. Attached teaching assistants will be used to help and support these children with targeted support.

Governors asked: I am sure there will be an element of catching up for all pupils at the start of the term in September. How does the school plan to address this without disadvantaging the pupils who might already be at the expected knowledge level?

The Head answered: Although we haven't received the finer details yet, the Government have promised additional funding for schools to use to help those children who are significantly behind catch up and close the gap with their peers. The funding can be used to pay for tutors to deliver additional teaching time. Once we have the data through from the assessments, we can look to deploy additional teaching to support those who need it most, whilst still maintaining the delivery of the curriculum for that particular year group.

Governors asked: I noticed teachers have evaluated how engaged pupils were with the home learning. Have they evaluated if the resources / set lessons provided achieved the desired learning outcomes? In other words, are the children learning what they need to from the work provided?

The Head answered: Until we are able to assess the children formally, against National Curriculum objectives for their year group, we won't really be able to judge the impact of the home learning and how much the children have learnt. Where feasible and appropriate on Mathletics and Purple Mash, teachers have given feedback on the work the children have completed and they have monitored levels of engagement. Government guidance was

	<p>not to have books or paper transferred between home and school, so other than seeing the work the children have done online, there has been no other formal way of providing feedback to children and seeing the impact of their learning.</p> <p>Governors asked: Has the school made plans for a possible second wave? If schools are closed for an extended period time, will the same support provided now be in place, or will you do anything differently? Have you looked into online teaching? The Head answered: The Government have asked schools to make plans in case of a second lockdown. They have also, for the first time, laid out national expectations around what home learning should look like, so it is consistent across the country. We have sent out a questionnaire to BP parents to get their feedback on our home learning model. We will use this feedback to inform us and help adapt our home learning model, in line with the Government guidance. We will look to continue to use resources such as White Rose Maths, Oak Academy Literacy and BBC Bitesize, and where appropriate and feasible, supplement it with our own resources. The Government have asked schools to have a plan in place by September to address their home learning provision. We will receive support and guidance on these plans from AfC in September.</p> <p>Governors asked if the annual survey feedback will be made available to the FGB? The Head explained yes as soon as it has been collated in a summary will be given to the FGB.</p> <ul style="list-style-type: none"> • Summer SIP Report <p>The Chair noted that this was a positive report, especially with all the current changes having to take place in the last few months. The Governors asked if the actions would be addressed at some point. The Chair explained in September the report would be looked at when the school is fully open again.</p>	<p>ACo</p> <p>FrDC</p>
5.	<p>COVID-19 UPDATE</p> <ul style="list-style-type: none"> • Safeguarding <p>The updated policy was circulated prior to the meeting.</p> <ul style="list-style-type: none"> • Risk Assessment <p>The updated assessment was circulated prior to the meeting. The Head noted that the Risk Assessment is continually being reviewed and updated at present.</p> <ul style="list-style-type: none"> • School attendance • Online/remote learning (levels of engagement) • Staff recruitment/retention • Free School Meals • SEND <p>The above were answered in the Head's report.</p> <ul style="list-style-type: none"> • Proposed Opening Plan Sept 2020 <p>This was circulated and commented on prior to the meeting. The Head explained he had just discovered that to achieve 100%</p>	

	<p>attendance the children must attend 190 days of the academic year and attend 380 sessions (morning and afternoon registration.) Therefore on the proposed half-day on Friday's the children will have their lunch (no break) and then register directly after lunch and before they are then dismissed, otherwise the children will miss out on afternoon registration.</p> <p>Governors asked if this was the same for the Reception children? The Head explained no as the Reception children do not have to be in school legally until after term after their 5th birthday.</p> <p>The Head explained that the proposed Reception phased starting will start the week beginning 14th Sept and all children should be in full time school by the week of 19th October. This is to be sent in writing to the new children shortly.</p> <p>Governors agreed this was a good balance.</p>	
6.	<p>FINANCE</p> <ul style="list-style-type: none"> <p>Receive report of the Finance Group from February</p> <p>The Chair noted that we do not have Chair for the Finance group at present. The minutes of the last meeting were circulated prior to the meeting.</p> <p>Finance Update</p> <p>The budgets were circulated prior to the meeting. The Head thanked Denise Forster the Business Manager for her hard work for putting the budgets together. He noted that the income the school would have normally received has decreased due to their being no breakfast and after school provision this last term. They have also had to return trip money for trips that didn't take place. The Head explained he is in touch with the Local MP Munira Wilson with questions regarding the DfE extra money that is currently available to schools.</p> <p>The Chair explained despite all the issues over the last few months the budget is still balanced and has been for 3 years in a row, which is unheard of in many schools. Well done to everyone for keeping the budget on track.</p> <p>Governor Maintenance Fund</p> <p>AW circulated the Pre Year End update and report prior to the meeting. AW thanked Denise and Jill in the office for all their hard work of getting the letters of correspondence out to all the families. The Chair thanked AW for all her hard work looking after the fund and if it weren't for her the fund wouldn't look as healthy as it does currently. He also explained the constitution still needs to be finalised and agreed which will be done at the start of the next academic year.</p> <p>Governors agreed with a soft approach going forward with parents to future contributions to the fund, as many people's circumstances will have dramatically have changed by the end of October this year.</p> <p>Clerk to Governors</p> <p>The Chair explained that the Clerk is currently paid in arrears using timesheets. To bring the role in line with the rest of the staff at the school it is therefore proposed that the Clerk is paid a monthly salary and then they can claim when needed for extra hours on particular projects using the timesheets.</p> <p>All Governors agreed to the motion.</p> 	

7.	<p>THANK YOU The Chair thanked ACr and for her time on the FGB and sent his best wishes and prayer to her and her new baby.</p> <p>CONFIDENTIALITY Governors agreed that anything confidential regarding staff is not to be discussed outside of this meeting and should be classed as confidential.</p> <p>NEWSLETTER HIGHLIGHTS Governors had a very productive meeting on 16th July, The Governors would like to take this opportunity to thank all the staff for their ability to adapt and change at such short notice. We would also like to thank the parents for your continued support and understanding in these unprecedented times. The school has had a very good attendance in the last few weeks and this could not have been done with out the support of the parents. We thank those how have continued to sort the Governors Maintenance Fund during this time of uncertainly. Finally we wish to thank the children for their understanding and resilience and we praise them for how well they have coped in such difficult and strange circumstances. We wish Year 6 all the best for the future and hope they can make some positive memories in their last few days at school.</p> <p>NEXT MEETING An extraordinary FGB meeting will be held virtually on Thursday 10th September at 4.30pm.</p> <p>CLOSING PRAYER The meeting concluded at 5.36pm with prayers led by FrDC.</p>	
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Signed:

Date:

Full GB Actions
As of 16 July 2020

Minute	Action	Assigned	Update
16.07.20 2	GMF constitution – to be finished, circulated and agreed by FGB in the Autumn term 2020	FrDC/AW	
16.07.20 2	Training - Look out for CPD dates from AfC. Look at online trainings offers on NGA and the Dioceses.	All	
16.07.20 3	Link Visits – Action form reports to ne followed up in Autumn term 2020	Link Visit Gov's	
16.07.20 4	The annual survey feedback will be made available to the FGB as soon as it is collated.	ACo	
16.07.20 4	SIP Report –will be reviewed again in the Autumn term 2020.	ACo/FrDC	