



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors
Tuesday 6th February 2024
in School and online at 6pm
meet.google.com/cni-txuk-uyq
MINUTES

Governor attendees:

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

Non-Governor Attendees:
Sarah Asher (SA) Clerk

Apologies:
Harsha McArdle (HM)

	Task	Action
1.	Opening Prayer The meeting opened at 7:00pm with prayers given by Fr David. Welcome to governors Apologies and Declarations of Interest None	
3.	Governing Body Items <ul style="list-style-type: none">• Minutes & Matters Arising• Gov Training Update• Safeguarding training is up-to-date FrD confirmed. Training carried out in-house• GB Year Planner and Meeting Dates agreed and reviewed• Membership and vacancies – opportunity for LDBS governor to be recruited, possible for SP to take on this role – something for consideration in the near future.	
4.	Statutory Tasks <ul style="list-style-type: none">• Update on new staffing arrangements – RM shared updates about Ah, RL, ABC, recent sickness amongst the staff, increase in roles for JdB and JC, TM has started as the new site manager, HR officer checks pending, advert out for Breakfast Club therefore no club running currently• FrD – changes in changes in the structure of staffing are significant which RM has managed incredibly well alongside more routine staffing challenges and unforeseen circumstances Policies to Ratify <ul style="list-style-type: none">• Health & Safety Policy: AP asked – who is trained to administer Epipens? RM – all staff have annual training• Emergency Action Plan	

	<ul style="list-style-type: none"> • Fire Safety Policy – AP asked: what legal responsibility to governors have? Discussed - Do Action HR or AfC offer the training? Governors do have legal responsibility which is delegated to the HT / appointed governors but need to know the questions to ask • Accessibility – AP asked: has any money been set aside for actions to be completed for training this will be required at some point? RM – this will be factored into the three year plan and at this point is something that can be achieved with little cost in terms of starting the journey towards wider awareness of the deaf community Suggestion to remove hearing loop action - would be considered case by case Money for the ramp to the hall doors would need to be allocated in the next budget or review of the reality of a ramp in that location Wheelchair users to be accompanied by someone who can manage their evacuation Look at how Makaton can sit alongside BSL Culture of inclusivity - increasing culture ongoing rather than a fixed timescale LDBS will always have a chaplain to the deaf, Royal Association for the Deaf will be able to send people to support and help • Data Retention • EYFS – suggestion to remove reference to SA • Looked-after Children – RM clarified - LAC and PLAC are given equal priority but are also top priority in our admissions criteria - equal and first priority in our admissions policy • Lettings - new version is very different to the existing one Discussion about refunds if lettings are cancelled - no refund if cancelled within 14 days Reserve the right to invoice where loss or damage has occurred Deposit taken to retain booking (not currently used but wise to leave in case of future need) • FrD - The Key policies are entirely secular. Is it worth adding a clause around organisations that are not in line with the ethos and values of the school • (<i>Policies from previous meeting</i>) <p>Policies proposed: LJ Seconded: RN All voted for</p>	
5.	<p>Governor Visit Reports</p> <ul style="list-style-type: none"> • Art Learning Walk <p>Learning walks to be added to governor hub for Spring 2 meeting Governors to keep an eye on documents added</p>	
6.	<p>Leadership & Management</p> <ul style="list-style-type: none"> • HT Report & SEDP <p>1. One incident of attendance as low as 80% - RM explained strategies 2. What is the current thinking around children missing education etc? 3. Are there any particular areas that you are worried about? FrD H&S grateful for support but good to acknowledge how much has already been completed 4. What does the context look like for sporting / competitive sporting events? Could we look at additional coaching and staffing to facilitate some additional opportunities? Could this be funded by the SA? Approach local secondary schools for possible coaching?</p>	

	<ul style="list-style-type: none"> • H&S – Audit and Report Fire safety risk assessment Asbestos check carried out – Jan 2024 Legionella report is imminent and most of other reports obtained Fire risk assessment is booked for this month to enhance own interim one. Every five years a professional inspection is required. Report will be provided at every meeting • Safeguarding MM gave update including information about filtering and monitoring and update on new digital systems for recording. Shared quotes for electronic entry systems. Proposal: based on quote from Entry Sign: £3.5k added to budget LJ propose, KD seconded carried • SIP Report 	
8.	<p>Finance</p> <ul style="list-style-type: none"> • GMF Bank Mandate AW locked out at the moment and trouble with HSBC Fire safety check to be paid for by GMF - are governors happy to fund this? <p>AW will step down this year as the treasurer of the GMF - ask AW if any questions / interested about taking it over</p> <p>KD: budget looks good Training with JdB Monday - start of budget process (with SL) JdB to ask if she needs help - KD available on Monday afternoons First draft due 11/3 JdB to send to gobs 3 days ahead of meeting SL very helpful and KD/AW very supportive No notes in cells - start again JdB will feel more confident when she is working with a budget that she has created (collaboratively) Better that more people are involved and have better understanding of what it means</p>	
9.	<p>AOB</p> <ul style="list-style-type: none"> • School Association – Update (<i>and presentation of the new Constitution</i>) Activity suspended since last meeting Two meetings to report on Some recent progress - more listening and understanding • Swimming Pop up swimming pool discussion - lots of positives to support facilitating this Very expensive option Governors to consider ahead of the next meeting 	
10.	<p>Confidentiality Newsletter Highlights Closing Prayer by Fr David</p>	