



BISHOP PERRIN Church of England Primary School

**Meeting of the Board of Governors
Tuesday 11th September 2025, 6pm at the School
MINUTES**

LA – 1	PARENTS – 2	FOUNDATION - 7	EX OFFICIO-2	STAFF -1
VACANT	Catherine Reddin (CR)	Alwyn Williams (AW) (Chair)	Rachael Macklearn (RM) (HT)	Mary McAvoy (MM) DHT
	Wahida Alladin (WA)	Russell Nimmo (RN) (Co- Vice Chair)	Revd Helen Calnet (HC) St Augustine's	
		Lucy James (LJ)		
		Clare Melia (CM)		

Non-governor attendees

Lisa Lopez (LL) Clerk

Apologies

Kerry Doggett

Non attender

Clare Melia

	Item	ACTION
1.	<p>Opening Prayer The meeting opened at 6:00 pm with a prayer led by AW.</p> <p>Welcome to governors AW welcomed Rev Helen Calnet (HC) to the meeting as the new Ex Officio Governor, vicar at St Augustine. AW also welcomed Lisa Lopez (LL) as the new clerk to the governors appointed at the start of the autumn term. AW then welcomed the returning governors.</p> <p>Apologies & Declarations of interest Apologies were received from Kerry Doggett.</p> <p>There were no declarations of interest.</p> <p>Minutes & Matters Arising from 10th July meeting WA proposed and RN seconded, unanimously agreed. ACTION 1: AW to minutes mark as signed on Gov Hub</p>	AW
2.	<p>Governing Body Items</p> <p>Election of Chair and Vice Chair</p> <ul style="list-style-type: none"> • A nomination had been received by the HT for AW as chair. AW was asked by the governors if she was happy to continue. AW responded yes for one more year. It was noted that AW's term of office expires in March 2026 and a 	

<p>request was made to HC to propose to the St Augustine’s PCC that AW’s term could be extended to September 2026 to allow AW to accept the position as Chair. RN then nominated AW as chair which was seconded by LJ and the nomination was unanimously agreed.</p> <ul style="list-style-type: none"> • RN has put forward his desire to continue as a co vice chair. LJ nominated, WA seconded, and the nomination was unanimously agreed. <p>Vacancies</p> <ul style="list-style-type: none"> • AW informed the governors that KD has applied for a Foundation governor position through the LDBS. The application is progressing. • With the appointment of Rev HC as Ex Officio there is now two further places as Foundation Governor appointed by the LDBS and one LA Governor position to recruit. A discussion was had about ways to recruit for the LA post beyond the parish. The governors concluded: advertising through school social media and newsletter, reaching out to colleagues and friends, advertising on Governors for Schools. It was noted that a governor with skills in IT would be valuable. <p>ACTION 2: Clerk to advertise on Governors for Schools, HT to advise school office to post on social media. Clerk to send job description to Governor RN who will oversee recruitment.</p> <p><u>Question: The Governors asked, “Do you consult the Deanery for governor recruitment?”</u> Answer: Traditionally no but the governors would appreciate Rev HC’s help with this.</p> <p>A discussion was had about undertaking a Governing Body skills audit. It was noted that the governors had recently undertaken the Effectiveness Questionnaire on Gov Hub.</p> <p>Introduction to new academic year</p> <p>Last year the focus was on stability in the office team, then recruitment of the HT. A SIAMS inspection was also carried out with great success and no additional constructive criticism. The school will undertake work on embedding the concept of spirituality this academic year. This year a focus will be on governors visits with new governors to be included and to be given training in writing reports if necessary. SIP report : when conducting school visits Governors should have in mind any comments made in the SIP report.</p> <p>Roles</p> <p>DIG: Russell Nimmo (RN), Jo Sweeney (JS) Finance Group: Kerry Doggett (KD) Catherine Reddin (CR), Vacancy, RM, AM, SL GMF Treasurer - Catherine Reddin (CR), Admissions Panel: WA, RM RR/JC, Rev HC EYFA link: Catherine Reddin (CR), Mary McAvoy (M M)</p>	<p>Clerk</p>
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	<p>Safeguarding, all aspects: LJ, AW MM Health and Safety: LJ AW RM SEND, PPG and behaviour: WA MM HTPM: LJ KD RN, SIP HT Recruitment Panel co-ordinated as need arises RE and ethos: Rev Helen Calnett (HC) Equality, race and diversity: WA, RM Complaints panel: ad hoc – with coordinator approved as needed RM Pay panel: AW, KD, vacancy (from Finance) RM Curriculum: RN, RM and subject leaders Exclusions panel: ad hoc – with coordinator approved as needed RM School Development Plan: RN This year’s focus will be Reading and Maths Sustainability: AW Governor Training: Clerk IT: Vacancy (aim to recruit new governor with IT skills)</p> <p>FGB Year Planner and Meeting Dates Autumn 2 FGB will now take place on Wednesday 15th October at 6pm</p> <p>Dates for Finance Committee are TBC ACTION 3: Confirm Finance Committee meeting dates</p> <p>Dates for Data Impact Group Meeting: Wednesday 22nd October at 2pm</p> <p>Updates to Keeping Children Safe: (KCSiE Sept 2025) AW advises governors to read. Key Changes: Governor Hub offers good summary of key changes https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/safeguarding/keeping-children-safe-education-changes-september-2025/</p> <p>There may be further updates so please check</p>	<p>AW</p>
<p>3.</p>	<p>Leadership & Management</p> <p>HT Report</p> <ul style="list-style-type: none"> • HT shares two slides which will be uploaded to Gov Hub FGB Autumn 1 • Good start to term, reception class has had first full day of teaching. There is a new teacher in reception. • HT outlines staffing structure as shown in slide: HT covers school visions and strategy/DHT: pastoral, safeguarding and behaviour/ Jo: progress and assessment • HT outlines pay policy UPS 2/3. Curriculum leaders are two at UPS1 • Amanda’s role has been clarified, and her position can now be developed, she will have more responsibility including maths lead and will continue collective worship, general learning (displays) and CPD. School is now working with UNICEF program to become a rights respecting school, Amanda will take the lead. • Arts leader will combine Arts, Drama, Music 	

Question: The Governors asked “Will we be able to see who our respective teachers are for our linked roles”

Answer: Yes, I will upload this slide which will have that information

- HT shows a second slide with flow chart of all staff. A new Spanish teacher has been recruited, reception teacher and TLA. The school is recruiting for a TLA after a late resignation in the summer term and a second staff member on long term sick leave. This is a priority at present.
- Highlights of the year were:
 - a successful SIAMS inspection after autumn term staff and governor training and work on school vision
 - 93% SAT results in reading, all targets met, 83% in writing which is an increase

Question: The Governors asked, “Have the results been published?”

Answer: They are not yet on the website, but they will have been published by DfE

- Phonics check recorded 100% and is showing the positive impact of the Little Wandle programme
- 22.9 out of 25 for times tables results
- Building repairs: a new boiler installed, new oven, fireproofing.
- A new digital sign in is now installed.
- A medical online reporting platform is now in place.
- A new management system for building maintenance is now in place
- A digital assessment system is now effectively reducing workload for teachers preparing reports

The Governors noted that the cost of the digital assessment system was now being recouped in teacher efficiency

- DIG meeting: 22ND October 2pm is the next meeting
- The school is trying to increase the number of after school clubs due to parent demand but this is limited by available space and staff. New clubs in 2024/2025 were Dance, drama, Board Games and creative clubs. 2025 will include Basketball and cooking.
- The School Parent Association has had a great year and the working relationship with the school is good with more involvement by volunteers.
- Health and Safety: A pupil has joined the school with a severe dairy allergy. A robust risk assessment is in place for this child and teachers have had training in the use of EpiPens in the INSET day. It is not possible for the school to become a dairy free zone unlike the school policy of Nut Free.
- SIP: A new SIP will begin this term. He is a HT at a Kingston school. The first official visit will be in November.
- Smart phones: The school maintains a No Smart Phone in School policy which is not monitored rather taken on trust that parents will follow this. However, a year 4 pupil was found to have brought a smart phone to school. Parents were reminded of the school policy.

	<p><u>Question: The Governors asked, "How are parents reacting to this policy?"</u> Answer: We have only received one query regarding how this is policed. We explained that we do not search bags. We rely on parental cooperation. Parental workshops undertaken in the last academic year on use of smart devices was successful. This year the school will hold coffee mornings for parents so that they can discuss strategies together. Feedback from parents has been that they would like to work together building strength in numbers to resist the pressures to give children access to smart devices.</p> <ul style="list-style-type: none"> • Wellbeing: PV and Pupil Leadership: this year the school will develop more leadership and roles of responsibility in year 6. House leaders will be appointed. Roles have been created, and pupils are applying for these. There will be 30 positions available. • This year the school will work with the UNICEF UN Convention on Human Rights to become a Rights Respecting School. Amanda is taking the lead on this. • The school has been working with charity Action Breaks Silence to build positive role models for both boys and girls. Turing House 6th formers trained by the charity will undertake workshops with years 5 and 6 • There is a new EYFS framework • There is a new OFSTED framework • There will be a new curriculum at some point • The school has recruited a new teacher in Spanish • The school is working towards the Arts Mark award which is a two-year project • Community links continue with St Augustine's and St Philip and St James • Technology/AI: The HT will undertake a year long course in AI before implementing at BP • Sustainability: The school is working with the charity Let's Go Zero and now has an action plan after a visit to the school by the charity. It will be mandatory from this year for schools to have a sustainability action plan. • School vacancies: There are currently 5 pupil vacancies. • School budget: is currently on track 	
<p>4.</p>	<p>Statutory Policies and Tasks:</p> <p>The Governors were asked if they had any specific issues with these documents:</p> <p>Keeping Children Safe: Governors are advised to confirm on Gov Hub that they have read Parts 1 and 2 of KCSiE. The 2025 version is available on Gov Hub under confirmations.</p> <ul style="list-style-type: none"> • Governor Code Of Conduct: This was accepted without changes and Governors are advised to confirm on Gov Hub that they accept. • CP & Safeguarding • Online Safety : It was noted that this policy was set to be reviewed biennially but a decision was made to change this to an annual review. • Maintained School Governors Guide (Rev 2025 - update) 	

	<p>LJ proposed to accept these policies, RN seconded and the governors unanimously agreed,</p>	
<p>5.</p>	<p>AOB</p> <p>Pay Policy: The HT raised a discussion about the LDBS Pay Policy. This had been initially reviewed and discussed with chair AW and changes were proposed however on subsequent reading the HT observed that LDBS Hr policies have to be adopted without modifications or changes. A lengthy discussion was had about adopting a version for the school or adopting the LDBS policy. The main point of consultation was regarding recruitment of new teachers and negotiations of setting levels of pay within a scale as advertised. It was concluded that the LDBS would have prepared their pay policy in consultation with the trade unions and legal advice, and it would be in the best interest of the school and due diligence to adopt the unmodified LDBS Pay Policy.</p> <p>LW proposed to adopt the LDBS Pay Policy, CR seconded, and the governors voted unanimously to adopt.</p>	
<p>6.</p>	<p>Confidentiality Governors agreed anything confidential that was discussed at the meeting is not to be shared outside of the meeting. Confidential items will be recorded in separate minutes, these will be password protected prior to filing on Governor Hub; Governors will only be given access to the minutes if they were present at the actual meeting.</p> <p>There were no confidential matters discussed at this meeting.</p> <p>Newsletter Highlights</p> <ul style="list-style-type: none"> • Welcome to new staff and welcome back • Welcome to new governors and clerk • Re-appointment of AW as chair <p>Closing Prayer The meeting concluded at 19.21 pm with a prayer led by AW.</p> <p>The Next FGB meeting is Wednesday, 15th October at 6pm.</p>	

**Full GB Actions
As of 11th September 2025**

Minute	Action	Assigned	Update
11.9.25	AW to minutes of FGB 10 th July mark as signed on Gov Hub	AW	
11.9.25	Clerk to advertise on Governors for Schools, HT to advise school office to post on social media. Clerk to send job description to Governor RN who will oversee recruitment.	Clerk/RN	
11.9.25	Confirm Finance Committee meeting dates	AW	