



BISHOP PERRIN Church of England Primary School

**Meeting of the Board of Governors
Thursday, 24, October, 2024, 6pm at the School
& Online meet.google.com
MINUTES**

Governor Attendees:

Alwyn Williams (AW) Chair
Rachael Macklearn (RM) Head Teacher
Mary McAvoy (MM) Dep Head Teacher/Staff Governor
Russell Nimmo (RN) Co -Vice Chair
Kerry Doggett (KD) Co -Vice Chair
Lucy James (LJ)
Wahida Alladin (WA)
Harsha McArdle (HM)

Non-governor attendees

Ivy Sy (IS)

Apologies

None

Non attender

None

	ITEM	ACTION
1.	<p>Opening Prayer The meeting opened at 6:05 pm with a prayer led by AW. It is suggested to take it in turns to say the prayer at subsequent meetings.</p> <p>Welcome to governors AW welcomed everyone to the meeting.</p> <p>Apologies & Declarations of interest All governors present tonight. SP has decided to step back. AW has thanked her for her time.</p> <p>There were no declarations of interest.</p>	
2.	<p>GOVERNING BODY ITEMS</p> <p>Minutes & Matters Arising from 16 July 2024 meeting and 11 September 2024 meeting</p> <p>Minutes 16 /07/24: KD proposed and RN seconded, unanimously passed</p> <p>Minutes 11/09/24: Minor corrections were noted on Paragraph 1, it should be 'clerk to the governors', not school clerk. RN proposed and WA seconded, unanimously agreed.</p>	

	<p>Updating of declarations on Guv Hub AW asked all governors to update their profile in Governor Hub; Ask IS if not sure how to do this. Once the link roles are agreed IS will update Gov Hub to reflect current roles, and avoid any confusion.</p> <p>Gov training update AW asked all governors to complete within the next fortnight and update training records asap. IS will follow up in two weeks. LJ asked if all governors have completed online PREVENT training. She will share link with IS to share with all governors.</p> <p>Current & upcoming Board vacancies</p> <p>It is recognised that there are a number of vacancies and the first vacancy will be filled by a parent governor and the rest will follow on.</p> <p>Election for parent governor is coming up in November. HM to fill in application form for re-election.</p> <p>KD's governor role will expire in February 2025. AW suggests KD to move out of foundation for St Augustine's and into LA role. In this case, KD will need to apply for LA role. AW has spoken with Lynne Barnes at AfC to approve it, two references are required. AW believes there is a parent in the congregation who may be willing to be the St. Augustine's foundation governor. If KD removes herself from the role at St Augustine's an alternative would be the LDBS post. RN suggests KD filling the LDBS role could be helpful. KD will wait until November to make any changes to see what happens with the parent governor election.</p> <p>Governing board formally thanked SP for her contribution over the years to school life and acknowledged the value of the time she has invested in supporting the school.</p> <p>GB Year Planner and Meeting Date Finance meeting date changed to 12/5/24 because the budget to be approved in May which is the reason for close dates. RN will chair next DIG meeting on 25/11/24. RN will set date for subsequent DIG meeting and let AW know to add to year planner.</p> <p>Link Roles for coming year All governors are happy with assigned link roles for the coming year. School staff are happy for MM to be staff governor. RM MM and JS(observe) will attend at DIG meeting. IS will update GIAS, governor hub and website. Also check governor handbook reflects the current status of the governing board.</p>	
3.	<p>LEADERSHIP & MANAGEMENT</p> <p>HT Report</p>	

	<p>RM met AC for a KIT meeting. RM updated AC about school news - staff, site, governors. AC will come to a nativity performance in December. RM said that it was a positive experience and AC asked lots of questions.</p> <p>New committee appointed at SA AGM last night (23 Oct 2024). Thanks to HM and Hannah Taylor who ensured the meeting was a success. There are lots of ideas for new events and more structured roles to share the workload. Thank you to the outgoing School Association committee for their work to date.</p> <p>SIP report has been received by AW (just yesterday), it will be added to the agenda for next meeting.</p> <p>Governors are very welcome to come to the pantomime (The Exchange in Twickenham) on Wednesday 18th December.</p> <p>H&S Report Safety drill, fire drill and maintenance are up to date. TM and IS are doing very well with the new software (Statlog) which is a great investment in keeping track of daily, weekly, monthly checks and inspections. Phase 3 building work is taking place during October half term. Actions from Legionella report is taking place at half term. Legionella Training for TM will take place after half term. LJ asked for confirmation on whether March 2024 is the review date for the maternity review. RM will add this review.</p> <p>SEDP 24/25 This has been finalised for the year. Changes will be identified in the RAG rating section when the document is uploaded each time so no need to read it all every time - it's a heavy document. Updates are in green text for ease of identification.</p> <p>HM asked if swimming provision will continue at Isleworth after Christmas. RM is monitoring provision to reduce concerns they have identified; no change is likely this year as other pools are fully booked.</p> <p>AW highlighted the targets for governors this year focussing on the board's record keeping and publication of information on the school website to make sure parents and families are updated regularly.</p> <p>Safeguarding LJ and MM met for a half termly safeguarding meeting. Governor DBS checks being renewed every four years (in line with term of office). It is suggested to check governor's handbook for consistency in information. Staff DBS checks are moving to a rolling programme for 3 yearly checks.</p>	
4.	<p>FINANCE</p> <p>Budget report Finances looking good at the moment, grant received to cover the salary award. There are no concerns. Some adjustments made, including the cost of updating computers; this brings the school budget within the 8% limit for carry over.</p>	

	<p>shows very strong evidence base in place - probably evidenced more through documentation rather than interview and questioning.</p> <p>4. Visitors from other faiths do not count as collective worship (something to be mindful of)</p> <p>Questions to consider AW has shared questions with governors for them to have time to consider how they will respond if they are interviewed.</p> <p>RN shared learning about questions and tips for governors when talking about the vision. Advised governors to look at questions and unpicking them ahead of time to consider places and times when evidence has been seen in the life of the school. Never underestimate the value of anecdotal evidence and that which governors have seen for themselves.</p> <p>Use 'Nimmo box' in governor reports to gather anecdotal evidence from school visits and interactions with school to reflect the impact of the vision on school life. ABC will attend FGB in the spring to support governors to feel more comfortable in answering questions for inspection. Five days' notice will be given for the inspection. A panel of governors will be supportive when the time comes, as in the recent Ofsted inspection.</p> <p>RM to make a folder on governor hub - add SIAMS vision slides and AW to share slides from recent online training</p>	RM
6.	<p>Statutory Documents & Policies:</p> <ul style="list-style-type: none"> • Charging and Remissions policy • AUP SEND; AUP KS1; AUP KS2, AUP Year R • Behaviour- p11, final bullet point are/aren't? - to be reworded for clarity • Early Years and Foundation Stage • Governor Visits • Governor Maintenance Fund - carrying forward • Staff capability • Whistleblowing Procedures • Review Instrument of Governance - rename as Instrument of Government (signed off my Local Authority) <p>All policies signed off, except GMF (it will be carried forward to next meeting) RN proposed, LJ seconded. Unanimously accepted.</p>	
7.	<p>AOB</p> <p>Term dates Proposed dates were shared, RM suggested staff to work twilights and longer staff meetings to compensate for Monday 20th July inset day so that term finishes for all on Friday 17th July. Agreed by all and to be added to the website.</p>	
8.	<p>Confidentiality A discussion about the charging and remissions policy and hardship payments took place: names not recorded.</p>	

Newsletter highlights

Governors revisited the school vision and discussion about SIAMS took place. We feel we are in a positive position. We reviewed the SEDP for the year and are pleased to welcome so many parents and families to the recent parent consultations that all took place in person. Thanks to the outgoing SA committee and welcome to the new representatives - we are looking forward to seeing what they have in store for fundraising in the coming months. AW to send a note for the next newsletter.

Closing Prayer

The meeting concluded at 19:45 pm with a prayer led by AW.

The Next FGB meeting is Thursday, 12/12 at 6pm.