



BISHOP PERRIN Church of England Primary School

**Meeting of the Board of Governors
Thursday 11th December 2025, 6pm at the School
Part I MINUTES**

LA – 1	PARENTS – 2	FOUNDATION – 6	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 Calner (HC) Ex Officio St Augustine's	
		Lucy James (LJ)		
		Kerry Doggett (KD)		

Non-governor attendees Lisa Lopez (LL) Clerk

Apologies None

Minute	Action	Assigned	Update
15.10.25	Clerk to upload amended minutes for 11.9.25 and AW to minutes mark as signed on Gov Hub	Clerk/AW	Complete
15.10.25	Investigate assigning governors as administrators on Gov Hub	Clerk	Complete
15.10.25	AW to circulate annotated SDP to governors for assigned targets to Link Govs	AW	

Papers issued for review:
<ul style="list-style-type: none"> Minutes of FGB meeting 15th October 2025 Parts I and II confidential Admissions policy 2027-28 DRAFT Sif 2027 Falling Roles Guidance – latest draft RBK and LRB Managing falling rolls – Autumn 2025 Headteacher's report December 2025 Monitoring and Self Evaluation Cycle 2025-26 Primary School Attendance Summary Half Autumn term Allegations Against Staff Policy Dec 2025 Safer Recruitment and Selection Policy- Sept 2025 including SCR Staff Code of Conduct and Safe Working Practice Agreement December 2025 BP H&S Governor Visit 26.11.25 BP Governor Visit Safeguarding 04.12.25 2025-2026 SIP Report Bishop Perrin Annual Planner 25_26 DIG Minutes2025-10-22 Governor Visit 1 (93)

	ITEM	ACTION
1.	Opening Prayer The meeting opened at 6:00 pm with a prayer led by AW.	

	<p>Welcome to governors AW welcomed the governors.</p> <p>Apologies & Declarations of interest None were received. There were no declarations of interest. COG AW informed the governors that CM has decided to stand down as a governor at BP and recruitment for a replacement foundation governor will begin.</p>	
2.	<p>Governing Body Items</p> <p>Minutes</p> <ul style="list-style-type: none"> Amendments were given to the clerk. RN proposed to accept the minutes, KD seconded and the governors voted to agree that the minutes from the FGB meeting of 15th October were an accurate reflection of the meeting and were authorised for signature by the Chair. <p>Matters Arising from 15th October meeting</p> <ul style="list-style-type: none"> It was agreed that the clerk should organise a workshop for governors on using Gov Hub, in the New Year. HT will circulate annotated SDP <p>ACTION 1: Clerk to organise workshop for Governors on using Gov Hub in spring term ACTION 2: HT to circulate annotated SDP to governors</p> <p>FGB Year Planner/Meeting dates</p> <ul style="list-style-type: none"> Finance meeting dates need to be added to annual planner (19th January 2nd March – budget prep, and 27th April) COG AW will check all dates in planner and look to create a better template Clerk will add dates to Gov Hub calendar <p>Training</p> <ul style="list-style-type: none"> The clerk has requested that governors send details of any training that has been completed this term. Govs AW and RN have sent details. Govs HC and LJ are in the process of completing the AfC Safeguarding Training. Gov WA has completed this and has been advised how to retrieve the certificate. Governors were reminded that to receive the training certificates they need to review the course using the link sent to them by email <p>Governor Membership</p> <ul style="list-style-type: none"> Govs AW and RN attended a recent AfC Directors Termly Briefing where it was discussed that governors are not advised to sit on the Pay Panel, Finance and Headteachers Performance Panel at the same time. Govs HC and WA agreed to sit on the Pay Panel. Gov KD will leave the Pay Panel as they sit on Finance. Once a new governor is recruited Gov HC can step down from the Pay Panel committee. Governor recruitment: Clerk and AW will prepare an application and induction pack in the New Year and begin to recruit governors. Currently there are vacancies for one LA Governor and 2 Foundation Governors. <p>Staff Wellbeing</p> <ul style="list-style-type: none"> HT is actively working to give teachers more time to prepare and mark work. The recent INSET day incorporated time for wellbeing. Other hours include extra Twilight sessions 	Clerk HT

	<p>and an extra long weekend. The HT has looked carefully at how to reduce extra time including moving the nativity performances to during school hours rather than evenings. Using a directed hours calculator from the National Education Union (NEU) the HT has been able to calculate that the directed hours are under the recommended maximum.</p>	
<p>3.</p>	<p>Governor Visit Reports</p> <ul style="list-style-type: none"> • Gov RN conducted a visit to join the SIP on 19th November and has filed a report on Gov Hub • Gov LJ conducted a Health and Safety visit on 26th November 2025, the report is uploaded to Gov Hub • Gov LJ also conducted a Safeguarding visit on 4th December, the report is uploaded to Gov Hub • Gov CR is planning an EY monitoring visit • Gov WA is planning an SEND monitoring visit 	
<p>4.</p>	<p>Statutory policies and Tasks</p> <ul style="list-style-type: none"> • Single Central Record: this will be removed and incorporated into the Safer recruitment Policy • Allegations Against Staff: This has been approved with the addition of the LADO contact which is missing on page 1 • Safer Recruitment: Approved, this will be put on the school website • Staff Code of Conduct and Safe Working Practice Agreement December 2025: approved <p><i>Question: the Governors asked, “Do the staff have to attest that they have read these policies?”</i> Answer: yes, this is recorded on CPOMS</p> <p><i>Question: The Governors asked, “In the staff Code of Conduct Policy are under 16’s given specific restrictions while working at school?”</i> Answer: yes, they must be accompanied at all times, they are too young to carry out a DBS check.</p> <p><i>Question: The Governors further enquired “Should Governors phone contact details be included on the Allegations Against Staff policy?”</i> Answer: It has been previously agreed that this would be the case.</p> <p>Gov WA prosed to approve these policies, LJ seconded and the governors voted to agree.</p>	
<p>5.</p>	<p>Admissions (inc. Falling Roles)</p> <ul style="list-style-type: none"> • Feedback from Chairs Network: It was discussed that potential school closures are not as far into the future as is being presented by the LA. The actual drop in numbers predicted is 8% between 2023/2024 and 2027/2028. Neighbouring schools: Nelson primary has reduced to one form entry and Stanley Primary has reduced from 4 forms to 2 form entry. <p>A lengthy discussion was had about the falling number of reception children, the need for the school to actively advertise in local nurseries and community hubs. The school has begun to use social media to advertise to parents. School tours are well underway. At a recent meeting between governors and Mark Newton, Mark indicated he believed that the LA was behind the curve of the fall in numbers and the risks to schools. Gov RN emphasised that this is a serious concern for the school. The HT has requested a financial audit with SRSA DfE but has been told that at present the school is not in the range of deficit needed for this to take place. The HT has actively sought for financial training in how to manage a school deficit ahead of this</p>	

	<p>being the case at BP, anticipating that falling roles will eventually mean lower pupil funding and budget revisions. Finance link Governor KD would prefer to have a rolling snapshot of the school budget in line with commercial practices. The Governors questioned whether the existing Excel format for school budgeting was efficient in practice and they would like to ask the question to see if another format could be used for better accuracy.</p> <p>ACTION 3: Add these topics to the Finance agenda for the Spring meeting</p> <ul style="list-style-type: none"> • Investigate alternatives to the current Excel accounting programme • Is a rolling snapshot or interim accounting of the budget available to the school • The LA strategy for working with a deficit budget, are there samples that the school can see <ul style="list-style-type: none"> • Feedback from Governors: It was noted that local MP Munira Wilson has recently held a surgery for school governors. BP was unaware of this. Gov CR will contact MP's office for a future invitation. • Admissions Policy/ Consultation: Having discussed the importance of maintaining pupil numbers the governors agreed to the proposal to change the admissions policy, and it was unanimously agreed to begin the consultation. The HT and clerk will take advice on the procedure. 	<p>KD</p>
<p>6.</p>	<p>Leadership and Management</p> <ul style="list-style-type: none"> • HT report- this has been uploaded for Governors on Gov Hub. 202 pupils on role. • Swimming lessons have now finished. Children will attend the borough swimming gala. A discussion was had about how pupils will be selected. The Safeguarding Link governor LJ was keen to impress the importance of sending children who had demonstrated their ability to swim the lengths required. In previous galas some pupils had struggled which is a S/G concern. The SLT will look carefully at the selection process. If swim certificates are available, they will request them. Letters will be sent to parents to confirm that their children have been tested at the swim lengths required for the competition. • Autumn SIP report: The HT elaborated on the recent monitoring visit by the school improvement partner (SIP) Dave Tan. This was his first visit to the school, and the focus was on writing. The school is now incorporating the DfE new writing framework. The pupils behaved extremely well, and the first visit was a great success. The report shows that the school is continuing to build on the progress from the previous year and although the school has a new SIP the advice given by Dave Tan built on the previous advice. The Governors noted that the format of the SIP report was easy to understand. • Attendance: The school has now received the first AI generated ABIE Attendance report Summary from the DfE which sets the target at a 0.2% increase on the current attendance rate. The school has implemented measures to encourage regular attendance. This includes moving the year start date back by one week to allow parents more time to complete holidays as often absences can be parents taking children on holiday at the end of the summer. <p>A discussion was had about whether to implement school fines for unauthorised absences. The HT has looked at this but at the moment the approach is to try and encourage regular attendance rather than implement fines. Actions have been taken such as spreading key events across several weeks such as the Christmas celebrations, assessments and school assemblies etc. to try and keep parents to regular attendance for their children.</p>	

Question: The Governors asked “If the school’s target in 96.5% with a roll of 202 pupils, each child is a single value of 4.2% which means if one child is away every single day the school can’t reach this target?”

Answer: Yes, that is correct. The AI generated ABIE can look at raw data and trends but doesn’t show the real-world picture of children with complex needs who fail to attend regularly.

NOTE: The Governors noted that in the new Ofsted framework attendance is a marked criteria for grading. The HT acknowledged this and agreed that more parental communication about how attendance could affect an Ofsted outcome needs to be communicated. The plan is to send letters to parents and to issue certificates for good attendance. A lunchtime finish at the end of term was discussed. This could be a proactive measure, but the school must ensure that it has complied with the 32.5 hours of weekly teaching in that week.

A conversation was had about changing the pattern of holidays to create a two week half term break. This is in fact a consultation at borough level. It could not be a decision made by the school individually. It may be something that changes borough wide in the future.

- Use of AI in schools: At recent training in AI the HT received advice that Open-Source AI should not be used as it is not guaranteed that information will not be shared even in date is entered anonymously. Governors were advised that only school emails should be used for communication to reduce the risk of hacking using AI tools.
- Parent meetings have taken place successfully
- No complaints have been received by the school to date
- The school PTA has made a great start to the year with a very successful family disco
- The PTA didn’t agree to all suggestions made by the HT for school improvements. The governors asked for clarification and the list included replacing the information signs in the playground £600, joining the Arts Mark £500, a contribution towards residential trips.

The governors suggested local print company Five Fishes in Whitton might sponsor the signs. Also, the school is looking into a grant from Tesco.

A proposal was also made to use the second fund which was a donation by a previous head teacher to fund some of these items.

- The school has just received a Rights Respecting award.
- The filtering and monitoring report is available on Gov Hub
- The school is looking to change insurance provider and also considering changing HR and Payroll support.

The governors heard a story from the COG of a governor being taken to a tribunal over a complaint by a parent. The HT reassured the governors that they are indemnified against court action in their roles as governors.

- There are no issues to report on staffing
- H/S link gov LJ has conducted a walk around with LDBS building and maintenance advisor Andrew. This has revealed that cracked windows previously advised to be safe and not in need of replacement, should in fact be replaced as they have been installed incorrectly by contractors arranged by British Airways as a measure to reduce noise pollution. The LDBS will rectify this problem. Until then the windows will remain closed and covered by curtains.

	<ul style="list-style-type: none"> • Fireproofing is almost finished. • Staff accessibility to the first-floor staff room is being assessed. • The HT has been advised by LDBS that a future project to create a nursery on site would be possible. 	
7.	<p>Safeguarding</p> <ul style="list-style-type: none"> • The Safeguarding and Vulnerable Pupils report has been uploaded as part of the Hed Teacher’s report for current statistics on referrals. 	
8.	<p>Data Impact</p> <ul style="list-style-type: none"> • Receive report of the Data Impact Group – targets have been circulated, and the report and targets are available in the paperwork on Gov Hub <p>Gov CR suggested that the schools good result should be linked on the school’s website to the admissions page. It was noted that it takes along time for these latest results to be publish on the government website page.</p>	
9.	<p>Finance</p> <ul style="list-style-type: none"> • Update on GMF: the issue with payments and standing orders being paid into the main school account has now ben resolved. New payment request letters will be sent out in the New Year. These letters will be to each individual parent either to request that an existing standing order is increased, to thank parents for their regular payments or to request that they set up a standing order. The standing order form on the school website will be removed. <p><i>Question: The Governors asked, “Has the money that accidentally went into the school bank account been retrieved for the school fund?”</i></p> <p>Answer: Yes £680 will be retrieved and the GMF has sent an invoice to the school accountant.</p> <ul style="list-style-type: none"> • The GMP has not yet received the invoice from the school or contractors for the 10% payment for remedial works. This is being chased by Gov CR • Gift Aid forms will be sent out with the request. 	
10.	<p>AOB</p> <ul style="list-style-type: none"> • Gov CR has responded to councillors who are looking at a proposal to install traffic calming infrastructure on Ashley Drive. The Govs are keen that this does not translate into CPZ zones as the parking in the aera is essential to teaching staff. A letter will be sent to the council in January. 	
11.	<p>Confidentiality</p> <p>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>One confidential matters was disclosed at this meeting and is recorded in Part II Minutes</p> <p>Newsletter Highlights</p> <ul style="list-style-type: none"> • A thank you to the teachers and to Gov LJ for their time and help in supporting the school football teams attending tournaments. • Governors have received a very good SIP report • A thank you to all the teachers in giving time to prepare this year’s Christmas activities <p>Closing Prayer</p> <p>The meeting concluded at 7.53pm with a prayer led by AW.</p> <p>The Next FGB meeting is: Thursday 5th February 2026 at 6pm, Bishop Perrin School</p> <p>Future dates: Thursday 19th March, Thursday 14th May, Thursday 9th July 2026</p>	

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

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11.12.2025	HT to circulate annotated SDP to governors	HT	
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**Full GB Actions
As of 15th October 2025**

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15.10.25	Investigate assigning governors as administrators on Gov Hub	Clerk	Complete
15.10.25	AW to circulate annotated SDP to governors for assigned targets to Link Govs	AW	HT to complete

**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	complete
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	On school website, still need to advertise on Governors for schools
11.9.25	Confirm Finance Committee meeting dates	AW	complete