



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors
Wednesday 15th October 2025, 6pm at the School
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 Calnet (HC) St Augustine's	
		Lucy James (LJ)		
		Clare Melia (CM)		
		Kerry Doggett (KD)		

Non-governor attendees

Lisa Lopez (LL) Clerk

Apologies

None

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 the governors.</p> <p>Apologies & Declarations of interest None were received. Clare Melia was a non attender</p> <p>There were no declarations of interest.</p> <p>Minutes & Matters Arising from 11th September meeting Amendments were given to the clerk.</p> <p>WA proposed and LJ seconded, unanimously agreed.</p> <p>ACTION 1: Clerk to upload amended minutes and AW to minutes mark as signed on Gov Hub</p>	AW/Clerk
2.	<p>Governing Body Items</p> <p>Vacancies</p> <ul style="list-style-type: none"> KD has been appointed by the LDBS as a foundation governor 	

	<p>Election of Co Vice Chair AW proposed KD as co vice chair. KD confirmed that she is willing to undertake the positions. RN proposed the nomination, this proposal was seconded by CR and the nomination was unanimously agreed.</p> <p>GB Year Planner/Meeting dates</p> <ul style="list-style-type: none"> An updated year planner is available on Governor Hub which now includes the dates of the finance committee meeting. AW requests that governors send any further dates for the year <p>KD informed the governors that a further finance meeting may be required for approval of the final version of the budget. To be advised.</p> <p>Roles</p> <ul style="list-style-type: none"> AW confirmed with the governing body that all were happy with the assigned link roles for this academic year <p>Training</p> <ul style="list-style-type: none"> Governors were asked if they had completed any training. LJ and RN confirmed they had completed a Safeguarding refresher through Gov Hub. KD has been exploring other options for Finance training having completed all the courses offered by AfC. LDBS training will be considered. The Governors noted that with the school's FO on maternity leave, support from the Link Governor for Finance will be important to support the school. <p>Clerk's Feedback</p> <ul style="list-style-type: none"> As a newly appointed clerk LL made an audit of details for Governors on Gov Hub. It was noted that two governors had DBS checks older than 4 years so these will be re checked. In general, going forward the GB will ensure DBS checks are reapplied for at the start of a new term of office as had been decided by the GB. It was noted that the school's SCR also recorded the DBS details of governors. The clerk has suggested that if able to do so Governors can produce their own committee agendas. Governors agreed to do so. The clerk will investigate administrative access to Gov Hub for relevant governors so that they can upload documents and approve minutes on this platform. KD will create agendas for Finance and RN for DIG. <p>ACTION 2: Investigate assigning governors as administrators on Gov Hub</p> <ul style="list-style-type: none"> It was noted that due to the timing of both the Finance and DIG committee meetings, a member of both committees will take minutes as the clerk will be unable to attend. CR will minute Finance and LJ will minute DIG 	<p>Clerk</p>
<p>3.</p>	<p>Leadership & Management</p> <ul style="list-style-type: none"> The HT thanked the governors for approving the school term dates for 2026/2027 and also commented that dates for the following year have also been drawn up <p>HT Report: The HT presented a report document which is also available to Governors on Governor Hub</p> <p><u>Question: The Governors asked for an explanation in the HT's report of the phrase "Home grown pupils"</u> Answer: This refers to pupils who joined the school in reception</p>	

	<ul style="list-style-type: none"> • Monitoring of reading has taken place this half term. Good standards have been observed which demonstrates that strategies developed over the past few years are now embedded. • A subject lead shuffle has taken place. These will be new permanent positions. Appraisals have been concluded with subject leadership targets • Swimming has restarted • Football tournaments have been scheduled • The school has joined a Park Run primary school scheme. • This year the school has developed leadership roles for pupils' personal development. These will be house captain roles. • School visits and club have begun this term or are scheduled • Two parents' evening have taken place with a positive atmosphere • Staff professional development in underway, with First Aid training • School association AGM takes place next week • HT continues to monitor the school budget. This year the decision has been made to recruit some of the vacant support staff positions and to fill the reminder requirements with existing staff to avoid possible redundancies in the future. • New staff include a new year 3 teacher, Spanish teacher, TLA and maternity cover in the school office for the FO • 2 staff members are on long term sick leave • Rev Helen led a worship in school <p>Safeguarding Update</p> <ul style="list-style-type: none"> • The Headteacher's report provided a comprehensive update on all issues relating to Safeguarding. Governor's expressed concern about the length of time taken to find a specialist place to ensure that the children gain the support needed to start their learning experience; and thanked teaching staff for all they are doing to support this child. <p>Health and Safety</p> <ul style="list-style-type: none"> • A fire drill has taken place • Safety training is up to date • H/S policy is due for renewal in 6 months • Pest Control has been commissioned to work on school perimeter to deter rats. They have not recorded a lot of evidence of rat activity • At a recent borough council meeting the BP school Association was commended for good H/S practice • There is a pupil with a severe dairy allergy. The school nurse carried out training for staff on the INSET day, and support staff will be trained next week. In depth risk assessments have been carried out and the whole school community is being vigilant as it is not possible to make the school a dairy free zone. <p><u>Question: The Governors asked, "The fire system maintenance checks are scheduled to be carried out every 6 months, has this been carried out?"</u></p> <p>Answer: The new alarm system was activated in March 2025, so the check has been booked for autumn half term</p>	
	<p>SDP</p> <ul style="list-style-type: none"> • The HT explained that the government is launching several new education initiatives including a white paper on SEND provision, a new curriculum and a new 	

	<p>OFSTED framework. Currently there are no scheduled dates for these releases, so it is difficult for the school to being to schedule the workload associated with these changes. Therefore, they are not central to the SDP planning at this stage.</p> <ul style="list-style-type: none"> • The SDP follows the old framework: keep SEF, evaluation and new targets • In the recent parent survey, it was noted that parents would like to understand the role of governors in the school <p>A discussion was had about assigning link governors to the targets in the SDP. AW had annotated a printed copy of the SDP. This will be formalized and circulated to GB.</p> <p>ACTION 3: AW to circulate annotated SDP to governors for assigned targets to Link Govs</p> <p>NOTE: A discussion was had about more part time school staff asking to cover more supply hours. It was concluded that they should be advertised as bank roles with a fixed pay rate according to the task within the role.</p> <ul style="list-style-type: none"> • Parent Forum: It was suggested that a governor should attend the Parent Forum meetings so that parents had a better understanding of the Governors' role 	AW
	<p>Safeguarding</p> <ul style="list-style-type: none"> • MM attended DSL forum: an update was given at this meeting about the impact in the drop in referrals during the summer holiday which implies the importance of schools in monitoring the welfare of children. During the school holidays referrals may be made by neighbours or families but the evidence in the drop in numbers reveals that these referrals are not as robust as school vigilance. There is a reported spike in referrals in September as the school terms resumes. • It was reported at this meeting that there will be a cut in safer schools police officers, as officers are now reassigned to front line duties. The police service will continue to support school where they can but presence on the streets will also impact children's welfare, an example was given of the gatherings of young people on Richmond Green. 	
4.	<p>Data Impact</p> <ul style="list-style-type: none"> • Gov RN emphasized the success of the school in the result that were presented at this meeting. The results where overwhelming positive for instance 100% in EYFS phonics, strong SATS which outperformed national results and within the LA of Richmond the school outperformed on many measures. SEND and PP performed strongly. The data is now showing the impact on financial decisions to implement interventions as successful. <p>Governors noted that the effects of the Covid Pandemic lockdown were still to be observed in the cohorts at BP. A PV recorded that year 6 pupils still vividly remember the effects of lockdown. Despite this they have been able to achieve strong results at SATS.</p> <ul style="list-style-type: none"> • The school will not be complacent on the back of these good results and governors will continue to monitor the effects of the SDP and review data at the next DIG committee meeting on 22nd October • The data systems at the school are now embedded which will provide strong data sets for teachers and reduce the time staff need to spend pulling data for review. 	
5.	<p>Finance</p> <ul style="list-style-type: none"> • Up to the end of September against the budget the school has been doing better, using reserves but less that forecasted. This means that the forecast for next year would not be in the negative in year 2. Year 3 does not look so good. Many schools are in a negative deficit already. The reduction in pupil numbers in Heathfield and 	

	<p>Nelson primary schools was discussed and the possible merger of schools within the borough.</p> <ul style="list-style-type: none"> HT RM has uploaded a letter from the LA explain a significant funding cut of upwards of 30 million from the government which will impact on services across the council. The letter advises schools to plan for budget cuts and to consider staff provision. Currently BP has an almost full role which protects the school financially. 203 pupils on role. The are pupils on waiting lists but not for year groups with spaces. The school would receive £20,000 less per year with 5 spaces on role. The school has received some money for staffing and some money to cover the rise in National Insurance. <p>A discussion was had about the position of church schools and the funding cuts and possible mergers of schools. The governors questioned whether the LA was formulating a plan for the future and when they would share this with school leaders.</p> <p>A discussion was had about the impact of funding SEND and EAL. <u>Question: The Governors asked, "Does the school still receive finding for EAL?"</u> Answer: It is not a significant amount</p> <ul style="list-style-type: none"> The Pay Panel met on 6th October. All reports excluding the HT were presented. All were agreed and signed off. <p><u>Question: The Governors asked, "Were the staff informed within 10 days?"</u> Answer: Yes</p> <ul style="list-style-type: none"> Pay Policies have been out for review for 4 weeks, no responses have been received, and they can now be adopted GMF (Governors Maintenance Fund) annual report: there are some allocation problems within Arbor, with donations not showing as received by the general fund. The year end accounts have been submitted. A discussion was had about ways to encourage parents to donate to the GMF. The value of a small monthly standing order. The fact that the scheme is voluntary and some parents do not like to be approached for payments. This year the GMF has asked for £40 and has had a 70% success rate. There are 12 families paying by standing order. <p><u>Question: The Governors asked, "How do you do direct marketing of the GMF to parents?"</u> Answer: We include articles in the school newsletter and try to highlight what the money is used for.</p> <p>A discussion was had about whether to change the name of the fund and how parents understood what the role of the Governors is.</p>	
<p>6.</p>	<p>Statutory Policies and Tasks:</p> <ul style="list-style-type: none"> The Governors handbook. AW drew the governors' attention to amendments shown in yellow highlighting. A question was raised about the location of the Trust Deed. It was agreed to leave the reference to hybrid meetings in place. TOR for all committees will be approved in the handbook at the first FGB. It was agreed to make no changes to the IOG (Instrument of Governance) GMF Policy will be approved with the agreed amendment to the annual suggested fee of £40 and the use of Arbor for monetary donations Acceptable Use Policy (AUP) was approved with no amendments 	

	<ul style="list-style-type: none"> • Anti Bullying Policy was approved – Note a short discussion was had about the case in which an allegation against a pupil was proved to be unfounded whether the parents of the child who had the allegation against them should be informed. RM will include this in the Policy. <p>For all policies above Gov KD proposed to approve them and Gov WA seconded the proposal. The Governing Body voted to approve these policies.</p>	
7.	<p>AOB</p> <ul style="list-style-type: none"> • Newsletter highlights school include BP has been given a challenging budget along with other local schools • Also to record the appointment of Gov KD as co vice chair • A call to contribute to the GMF should be included after Arbor is working effectively in the second half of the autumn term 	
8.	<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>Newsletter Highlights</p> <p>Closing Prayer The meeting concluded at 19.21 pm with a prayer led by Rev HC.</p> <p>The Next FGB meeting is: 11th December 2025 at 6pm, Bishop Perrin School</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	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

**Full GB Actions
As of 15th October 2025**

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	
15.10.25	AW to circulate annotated SDP to governors for assigned targets to Link Govs	AW	