



BISHOP PERRIN
Church of England Primary School

Meeting of the Board of Governors
Thursday 5th February 2026, 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 Rev Helen Calner

Papers issued for review:

- Minutes of FGB meeting 11th December 2025 Parts I and II confidential
- HR SLA Price comparison: Action HR Judicium LDBS price comparison, HR Employee Relations Pre-Qualification Checklist for suppliers
- Annual Planner
- Behaviour and Performing Arts Focussed visit by AW Dec 2025
- GMF Update February 2026
- Governor Visit Dec 2025
- H & S Report to Governors February 2026
- Headteacher’s Report January 2026
- Memo Link Governors visit recorded on the annual planner methodology
- Proposed dates for FGB meetings 26
- Use of AI

	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 Rev Helen Calner has sent apologies. There were no declarations of interest.</p>	
2.	<p>AI – information update</p> <ul style="list-style-type: none"> • The HT presented a PowerPoint summary of the key elements that she had learned from the ongoing training for HT in AI. The key points were: 	

	<ul style="list-style-type: none"> ➤ Across the teaching staff there will be a range of awareness, use of and attitudes towards AI therefore it is necessary to consider this when engaging in training and the use of AI in school. The key being to work towards simplifying a complex concept. ➤ The school will need a robust “Use of AI” policy before staff embrace this new technology. The policy must ensure that AI in school is used safely with no compromise on data protection. The HT explained that AI uses pattern recognition building a picture from a myriad of sources therefore just one piece of data provided to a large language model AI such as ChatGPT could enable the source of the information and identity to be revealed. ➤ If AI is to be used to assist teachers in planning lessons training must be given to ensure that the information they use is accurate. The HT gave an example of AI misinformation ➤ The HT reminded governors of the importance of communicating only through school emails which keeps all information within the school IT system. ➤ The school will migrate to the Google platform for all administration office software and will use Google’s Gemini AI platform which is not an open-source platform. ➤ The HT discussed the use of AI in letter of complaints from parents. A discussion was had about adding an amendment to the school’s complaint policy to refuse any letter of complaint generated by AI. It was concluded that this should be discussed with Governor Support. <p>ACTION 1: Consult with AfC about adding a clause in the school’s complaint policy to refuse any letter of complaint sent to the school that is generated by AI.</p>	<p>AW</p>
<p>3.</p>	<p>Governing Body Items</p> <p>Minutes</p> <ul style="list-style-type: none"> • Amendments were given to the clerk. <p>NOTE: A discussion which reflected minutes taken in the part II confidential minutes for 11th December has been recorded at this meeting in the Part II confidential minutes. KD proposed to accept the minutes, WA seconded and the governors voted to agree that the minutes from the FGB meeting of 11th December 2025 were an accurate reflection of the meeting and were authorised for signature by the Chair.</p> <p>Matters Arising from December meeting: are covered by the agenda</p> <p>Gov training update: Governors confirmed that they have uploaded training completed on this academic year to Gov Hub</p> <p>Annual Planner – planning Link Governor visits: it was generally concluded that the governors would send dates of Link Governor visits to the clerk who would update the annual planner accordingly</p> <p>NOTE: The COG AW requested that the date of the next FGB be changed to allow her to attend the AfC Directors termly briefing. The proposed date needs to be confirmed.</p> <p>ACTION 2: Confirm the new date for the Sumer 2 FGB</p> <p>Membership and Vacancies</p>	<p>Clerk</p>

	<ul style="list-style-type: none"> • AW has been re-elected by for another 4-year term of office as a Foundation Governor for St Augustine PCC. • The clerk will now advertise to recruit an LA governor 	
4.	<p>Admissions: Consultation and Policy</p> <ul style="list-style-type: none"> • The school consultation period has now come to an end, and the changes have been updated in the school’s admissions policy which will be submitted to the LDBS and published on the LDBS website for consultation. <p><u>Question: The Governors asked, “Were any emails for comment received during the consultation process?”</u></p> <p>Answer: One from a member of the teaching staff which was a positive comment</p> <ul style="list-style-type: none"> • It was noted that a change in the Supplementary Information Form (SIF) was required to clarify who prospective parents should apply to. <p>The adoption of the new Admissions Policy was proposed by RN and seconded by LJ and the GB agreed to ratify the policy.</p>	
5.	<p>HR and Capability Contract</p> <ul style="list-style-type: none"> • The HT has uploaded documents for the Governor to compare the prices of HR contracts with Action HR, Judicium and LDBS. <p>A lengthy discussion was had once the HT had explained that the current provider Action HR was increasing prices by more than 150%, added to this are problems with reliable and timely service. At a recent borough HT meeting other schools were also shown to have similar concerns with Action HR. The HT talked through the alternative providers: pros and cons for each. Although the LDBS provided services for a lower overall charge, there was a concern that they may not have the scope to provide services to more schools who may look to move away from Action HR. The provider Judicium was considered to be the best option especially in light of the 24-month break clause in the contract. The inclusive training offered by Judicium was also considered to be a valuable resource for the staff.</p> <p>The Governors noted that the LDBS would have to provide HR support in HT recruitment. The HT explained that the school would stay with Action HR for recruitment as the package of £1000 per year was considered good value when compared with the individual charge of £450 for an advert with E Teach.</p> <p>The Strategy Group has discussed this proposal to move Employment Law &HR Advisory Services, Occupational Health & Health and Safety to Judicium. Payroll, Pensions and Recruitment will remain with Action HR. This proposal was put to the FGB and the governors agreed with this recommendation.</p>	
6.	<p>Statutory Documents & Policies</p> <ul style="list-style-type: none"> • <u>Attendance policy:</u> This was ratified with the following note: A Link Governor will be created – this must be added to the school’s governance handbook. KD volunteered to undertake this role. <p>ACTION 3: Amended the Governance Handbook to add a Link Governor for Attendance</p> <p><u>Assessment policy:</u> this policy was ratified with minor clerical changes; a discussion was had about what exceptional circumstances could mean. It was concluded that the school should take a hard-line consistent approach to holiday requests following the terms of the policy.</p>	Clerk/AW

	<ul style="list-style-type: none"> • <u>Positive Health & Wellbeing Policy</u>: One note to put full wording for SEMH on first reference on page 6 • <u>Communications Policy</u>: This was ratified with notes as below <ul style="list-style-type: none"> ➢ This policy was agreed with a note that once the HR services had been moved to Judicium the reference to Action HR would be changed ➢ For pupils in years 5/6 who walk to school independently the policy should refer to this as “walking independently” ➢ A discussion was had about the clause highlighted on page 5: Governors concerned that this is too strong – suggest “We would like to remind parents that where bullying and harassment in social media occurs, we will reserve the right to seek legal advice” <p>After a lengthy discussion it was decided that for now the HT would prefer to leave the clause unchanged.</p> <ul style="list-style-type: none"> • <u>Lettings policy</u>: The governors enquired whether the school could be a dairy free school. This is not possible. The school declares in this policy that it is “nut aware”. The Governors were informed that the rate for lettings had been increased but were still in line with church halls in the local area. • <u>Health and Safety policy</u>: approved • <u>Managing Unsatisfactory Performance and Capability Policy and Procedure</u>: RM advised that this Policy was devised by LDBS, and has been agreed by all parties including TU’s. It is available for use by schools on the understanding that no changes are made, to avoid negating the agreements made. The Governors recommended that it should be sent out to the staff for comments and questions and these should be presented at the Spring II FGB along with Governors questions. <p>ACTION 4: Send Managing Unsatisfactory Performance and Capability Policy and Procedure out to all staff</p> <p>ACTION 5: Governors questions regarding the Capability policy and any feedback from staff in writing for presentation at next meeting</p> <ul style="list-style-type: none"> • <u>Staff Appraisal Policy</u>: <ul style="list-style-type: none"> ➢ <u>Page 5</u>: remove 2nd paragraph but leave the sentence “It may for teachers whose performance is unsatisfactory..” ➢ <u>Page 10</u>: a discussion was had about the defined period whether it should be 4-6 weeks or an agreed individual time i.e. “a defined period” ➢ The Governors would like to be signposted to any training available for appraisals in light of their duty to have 3 governors on the HT Appraisal committee <p>ACTION 6: Research available training in HT appraisals by governors; RM asked that this policy be submitted for approval alongside the Capability Policy and it was agreed that it would be resubmitted for Spring 2 meeting.</p> <ul style="list-style-type: none"> • <u>Positive Mental Health and Wellness Policy</u>: This was ratified with minor clerical changes <p>When asked to vote to ratify all the policies, except Capability and Appraisal, CR proposed, WA seconded and the governors voted to accept the policies.</p>	<p>HT</p> <p>Clerk</p> <p>CLERK</p>
7.	Governor Visit Reports	

	<ul style="list-style-type: none"> • A Link Governor visit by AW to look at Behaviour and Performing Arts has been uploaded to Gov Hub 	
8.	<p>Leadership and Management HT Report (incl. Safeguarding):</p> <ul style="list-style-type: none"> • There have been in year admission but also 2 pupils will be leaving the school • Attendance is improving and the school is working with parents • School trips have taken place: Year 1 to Windsor Castle and Year 4 to Hampton Court • Reception admissions for September 2026: the school has received 23 first choice in borough applications. 2 pupils have an EHCP. Out of borough applications will be received on 6th February. • Road safety: a letter has gone out to parents about road safety and in general this has improved however there was a near miss recently. The HT has contacted the council and police to monitor road traffic during school drop off and pick up. The issue of road safety has also been included in the school newsletter. • The HT has dealt with a concern from a parent which will now not result in a complaint to the governors. Staff training has taken place - all staff have completed Data Protection training, and training on the ISET day focussed on Developing Spirituality; AI; New Ofsted Framework; Curriculum Review (a full list of staff training is available to read in the HT report) • The PTA will stage a quiz and curry fundraiser. • The HT has uploaded a Safeguarding report for governors to read on Gov Hub • The HT is working with an SRMA (School Resource Management Advisor) on school finance • Staff absence: JP is on long term sick leave • The Health and Safety report is available on Gov Hub • The hot water boiler which is 20 years old needs to be replaced at a cost of around £10,000. This comes under the remit of the LDBS, but the school will have to contribute • No date of repair for the incorrectly installed safety glass windows has yet been arranged. As a safety precaution these windows are not currently being opened, and the classrooms blinds are down to cover them. It is not clear to the HT the level of safety risk. One LDBS advisor has recommended replacement as a high priority and yet the work still hasn't been scheduled by the LDBS. These windows have been in place for many years. The COG has agreed to write to the LDBS and surveyor. <p>ACTION 7: Send a letter from the Chair of Governors to the surveyor for LDBS to determine when the windows will be replaced and the level of health and safety risk at present. HT would like a letter in writing to say whether the windows are safe to be used or uncovered</p> <ul style="list-style-type: none"> • Legionella report has incorrect date, the main report is correctly dated November 2025, and the interim report should be dated January 2026. • BP pupils displayed excellent behaviour at the recent swimming gala. 	AW
9.	<p>Finance</p> <ul style="list-style-type: none"> • GMF: letters have been sent out to parents to contribute by setting up a direct debit with funds being received on the Arbor platform. £600 has already been received but final results will need one further month for the data to be accurate. <p>ACTION 8: Add a GMF report to the Spring 2 FGB</p>	Clerk

	<ul style="list-style-type: none"> Update on Finance Meeting and bench marking: the finances for the end of the school year are better than predicted, + £4000 for the end of the next year, and negative by year 3. Gov KD had enquired about the excel sheet that the LA provide for budgeting, but it has been decided that this will remain as the template for the time being. The LA FO will add a line to show baseline changes throughout the year. The Schools Financial Value Standard (SFVS) will be signed off at the next Spring 2 FGB, falling rolls will influence this report AfC are planning to schedule a training session in Finance for Governors: “Although not yet advertised, we are planning a session with the finance team on Managing school budgets for Governors on Tuesday, 19 May 2026, from 6:30 to 8:00 p.m. (virtual), in response to the recent Headteacher and SMB session delivered in January. As soon as the course outline is confirmed we will advertise and promote the booking link via the weekly eNews and our next version of the CPD Schedule. Please feel free to ask your governors to save the date.” 	
8.	<p>AOB</p> <ul style="list-style-type: none"> The items in AOB will be covered in the next meeting due to time restraints of the full agenda at this meeting 	
11.	<p>Newsletter Highlights</p> <ul style="list-style-type: none"> Include that the governors have ratified the new admissions policy. The school’s attendance policy has been reviewed and approved. The swimming gala was a great success and the pupils’ behavior was exemplary Reminder of the GMF <p>Gov WA left the meeting at 19.50hrs The meeting concluded at 20.00hrs</p> <p>The Next FGB meeting is: TBA 19th March at 6.00pm Future dates: Thursday 14th May, Wednesday 8th July</p>	

FGB Actions
Spring 1: 5th February 2026

Minute	Action	Assigned	Update
5.2.26 Item 2 A1 – information update	ACTION 1: Consult with AfC about adding a clause in the school’s complaint policy to refuse any letter of complaint sent to the school that is generated by A1.	AW	
5.2.26 Item 3 Governing Body	ACTION 2: Confirm the new date for the Summer 2 FGB	CLERK	
5.2.26 Item 6 Statutory Documents & Policies	ACTION 3: Amend the Governance Handbook to add a Link Governor for Attendance	CLERK AW	
5.2.26 Item 6 Statutory Documents & Policies	ACTION 4: Send Managing Unsatisfactory Performance and Capability Policy and Procedure out to all staff	HT	
5.2.26 Item 6 Statutory Documents & Policies	ACTION 5: Governors questions regarding the Capability policy and any feedback from staff in writing for presentation at next meeting	CLERK	
5.2.26 Item 6 Statutory Documents & Policies	ACTION 6: Research available training in HT appraisals by governors; resubmit policy for approval at Spring 2 meeting.	CLERK	
5.2.26 Item 8	ACTION 7: Send a letter from the Chair of Governors to the surveyor for LDBS to determine when the windows will be	AW	

Minutes of Full Governing Body Meeting 5th February 2026

Leadership	replaced and the level of health and safety risk at present. HT would like a letter in writing to say whether the windows are safe to be used or uncovered		
5.2.26 Item 9: Finance	ACTION 8: Add a GMF report to the Spring 2 FGB	CLERK	