



## BISHOP PERRIN Church of England Primary School

**Meeting of the Board of Governors  
Thursday 19<sup>th</sup> March 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 |
|        | <b>Wahida Alladin (WA)</b> | Russell Nimmo (RN) (Co- Vice Chair) | Revd Helen Calner (HC)<br>Ex Officio St Augustine's |                      |
|        |                            | Lucy James (LJ)                     |   |                      |
|        |                            | Kerry Doggett (KD) (Co- Vice Chair) |   |                      |
|        |                            |                                     |   |                      |

**Non-governor attendees** Lisa Lopez (LL) Clerk, Denzil DSouza

**Apologies** Wahida Alladin

### Minutes

|    | ITEM   | ACTION |
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| 1. | <p><b>Opening Prayer</b><br/>The meeting opened at 6:00 pm with a prayer led by AW.</p> <p><b>Welcome to governors</b><br/>AW welcomed the governors. AW introduced the governors to Denzil Dsouza who will join the GB in March once the St Augustine's PCC has voted to approve his appointment on 25<sup>th</sup> March.</p> <p><b>Apologies &amp; Declarations of interest</b><br/>Wahida Alladin has sent apologies.<br/>There were no declarations of interest.</p>  |        |
| 2. | <p><b>Governing Body Items</b><br/><b>Minutes</b></p> <ul style="list-style-type: none"> <li>Amendments were given to the clerk. KD proposed to accept the minutes, LJ seconded and the GB voted to approve. AW will mark as signed on Gov Hub.</li> </ul> <p><b>Matters Arising from 5<sup>th</sup> February meeting:</b> are covered by the agenda</p> <p>Action 7 was briefly discussed at this point: the building survey is scheduled but has not yet taken place which is holding up the remedial work to the windows.</p> <p><b>Gov training update:</b> Governors confirmed that they have uploaded training completed on this academic year to Gov Hub and a report has been sent to the COG.</p> <p><b>Annual Planner – AW</b> will post an updated annual planner now that the Summer 2 FGB date has been agreed as Wednesday 8<sup>th</sup> July</p> |        |



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|           | <p>Answer: At the moment the school has not compared attendance across the terms however the new comms platform ARBOR provides really useful tracking data. For instance, last year's attendance at the Swimming Gala was 92% and this year 98%. For any pupil whose absence is a cause for concern the school follows up with a letter sent home.</p> <ul style="list-style-type: none"> <li>• School trips have taken place: Year 1 to Windsor Castle and Year 4 to Hampton Court</li> <li>• The school has completed a project entitled "Action Breaks Silence " in conjunction with pupils from Turing House Secondary school. This was a great success. This will be followed up next year as the pupils move into year 6</li> <li>• The HT has received one Stage 1 complaint</li> <li>• The school PTA has been hard at work with fundraising events such as 2<sup>nd</sup> hand uniform sales, Mother's Day gift table and the summer fete is planned for 28<sup>th</sup> June.</li> <li>• The Safeguarding report is available on governor hub. COG AW noted the number of filtering and monitoring reports that were successfully recorded.</li> <li>• There will be changes to the RSE curriculum and DHT MM has recently attended a training course</li> <li>• The HT has met with a school management resources advisor and should receive a report in 8 weeks</li> <li>• All midyear staff reviews have taken place including the HT</li> <li>• The facilities and site manager has overseen the replacement of the kitchen hob. Works are planned for easter including the replacement of the hot water boiler and a deep clean.</li> <li>• Charice Penfold, head of Education Services has visited the school</li> </ul> <p>SIAMS</p> <ul style="list-style-type: none"> <li>• Nothing to report at this meeting</li> </ul>   |  |
| <p>6.</p> | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• SVFS: This draft document was presented to governors. There are no major changes other than the number of reports on finance that the school requested from the LA and also the insurance provider</li> <li>• Budget: Gov KD and the HT have thoroughly analysed the proposed budget line by line to make sure all calculations are correct and reasonable. A discussion was had about the predicted pupil numbers across years 2 and 3 and although there is some uncertainty it was agreed that the estimated on roll figure of 202 for the outer years was a reasonable prediction. Gov KD has asked for advice from the LA FO regarding what measures school are putting in place for budgets in the light of falling pupils numbers however the only advice given was to consider classroom mergers. BP is one form entry, so this does not necessarily apply unless mergers were across years as in rural primary schools.</li> <li>• There are two pupils who will join the schools with a care plan but this is fully costed in the proposed budget</li> <li>• The school will move data storage to Google Drive</li> </ul> <p><u>Question: The Governors asked, "What measures will the school take to ensure you have sufficient back up of school data in the light of this move?"</u></p> <p>Answer: The school will adopt the three, two, one method of data back up and will incorporate a standard server alongside the Google cloud and Click on It.</p> <ul style="list-style-type: none"> <li>• The draft budget includes the income raised by the hall lettings and also the reduced pension contributions for support staff</li> <li>• The draft budget shows years 1 and 2 not in deficit, year 3 is shown in deficit. A discussion was had about the fact that schools are likely to be expected to explain and work on a</li> </ul> |  |

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|    | <p>deficit projection for year 3 budgets, to demonstrate measures to avoid the deficit. Recent advice suggested that schools with a 75% staff cost will go into deficit however it was noted that BP is under 70%.</p> <ul style="list-style-type: none"> <li>Gov KD observed that the Governments Financial benchmarking report of schools of a comparable size did not give enough detail of measures taken to economize to make this document a practical guide for the school.</li> </ul> <p>It was concluded that a meeting of the Strategic Group would assess the draft budget and it would be presented to the FGB for approval in the summer term. The committee would take advice from the HT as to what is possible and not possible to change.</p> <ul style="list-style-type: none"> <li>The school is scheduled to have a visit by Mark Newton from the LDBS</li> <li>GMF: There are two current issues with the GMF that Gov CR is trying to resolve             <ul style="list-style-type: none"> <li>The new comms platform ARBOR currently does not produce a report which allows the Governors to trace which parents have paid into the fund. Gov CR receives an aggregate statement of the total amount paid in. CR is working with the school office to resolve this.</li> <li>In transferring the name of the administrator from AW to CR for the GMF the HMRC have raised a problem and are requiring the school to register with the Charities Commission as the total amount is over £5,000. At present the school is unable to apply for gift aid.</li> </ul> </li> </ul> <p><b>ACTION 4: Research how other church schools manage the school fund and whether they have registered the fund with the charity commission.</b></p> | KD/Clerk |
| 7. | <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Finance panel agreed spend on new kitchen hob £3.5k</li> <li>Finance limits haven't been changed for many years. The current HT limit is £3k, larger spends are to be agreed by either the Finance Committee or FGB. A discussion was had about raising that limit: if already listed in budget spend the cutoff could be £5k, if not included in the budget spend then anything above £3 would have to be approved</li> </ul> <p><b>ACTION 5: FGB decided that the limits should not be changed at this point. It was also recommended that the school looks at developing a Finance policy, a likely recommendation in the SMRA report. This will need to be considered in depth by the Finance committee.</b></p> <ul style="list-style-type: none"> <li>DIG group: there is a meeting planned with subject leaders and Gov RN and a planned maths walk. DIG minutes are available on Gov Hub. It was suggested to include a column for summer born pupils when assessing data, this would add an extra insight</li> </ul>  | AW       |
| 8. | <p><b>Newsletter Highlights</b></p> <ul style="list-style-type: none"> <li>This term the school has been involved in most borough sports tournaments</li> <li>The swimming gala has taken place</li> <li>Parents should be notified that an amendment has been made to the complaints policy</li> <li>The vacancy for an LA Governor should be advertised</li> <li>The school was visited by Charice Penfold from AfC who congratulated the HT on the standards of behaviour, the quality of teaching by staff and the tidy presentation of the school buildings and ground. A special mention should be made of the school facilities manager Tom.</li> </ul> <p><b>The Next FGB meeting is Thursday 14<sup>th</sup> May at 6.00pm</b></p>   |          |

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| <b>Future dates:</b> Wednesday 8 <sup>th</sup> July                   |  |
| <b>Note:</b> There is a Part II confidential minutes for this meeting |  |

**FGB Actions**  
**Spring 2: 19<sup>th</sup> May 2026**

| <b>Minute</b>      | <b>Action</b>  | <b>Assigned</b> | <b>Update</b> |
|--------------------|--|-----------------|---------------|
| 19.3.26<br>Point 4 | 1: Upload a Visits template to the folder “ Templates 2025/2026”   | AW/Clerk        |               |
| 19.3.26<br>Point 5 | 2: HT will seek out the HR Sick leave and Absence Policy and upload for next FGB   | HT              |               |
| 19.3.26<br>Point 5 | 3: HT to notify the school office that the policies have been approved   | HT              |               |
| 19.3.26<br>Point 7 | 4: Research how other church schools manage the school fund and whether they have registered the fund with the charity commission. | KD/CLERK        |               |