



# BISHOP PERRIN

## Church of England Primary School

### Meeting of the Board of Governors Thursday 12th December 2024, 6pm at the School 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)

Guest: Catherine Reddin (RD)

#### Non-governor attendees

Ivy Sy (IS)

#### Apologies

None

#### Non attender

None

	ITEM
1.	<p><b>Opening Prayer</b> The meeting opened at 6:00 pm with a prayer led by AW.</p> <p><b>Welcome to governors</b> AW welcomed everyone to the meeting.</p> <p><b>Apologies &amp; Declarations of interest</b> There were no apologies or declarations of interest.</p>
2.	<p><b>GOVERNING BODY ITEMS</b></p> <p><b>Minutes &amp; Matters Arising from 24 October 2024 meeting</b></p> <ul style="list-style-type: none"><li>Minor corrections were noted on Item 4 paragraph 2, add a sentence in the payment for the secondment. "Any decision would have to be approved by HR after consultation with all parties."</li><li>A website link of PREVENT training will be shared with governors later. Only course one "Awareness" needs to be completed.</li><li>Parent governor election was completed.</li><li>Audited GMF account to be added to the website.</li><li>WA proposed and LJ seconded, unanimously agreed.</li></ul> <p><b>FGB Year Planner and Meeting Dates</b> DIG meeting dates to be added to Year Planner and send out with agenda for next meeting.</p>

**Gov Training Update**

All governors' profiles and training updated in Governor Hub.

**Feedback from Strategic Group**

The Strategic Group meeting did not take place; however, AW met with Mark Newton (MN) from LDBS. During the meeting, we had the opportunity to learn more about MN's role and discuss the importance of raising the issue of secondment sooner to ensure better planning capacity.

Governor explained to him that the Strategic group is now looking at better strategic planning. MN gave positive feedback about the school, leadership of the school and the governors support to school.

He mentioned that when a school is looking to appoint a headteacher the first thing they do is consider if an executive head. This might be a cost saving measure, but it would remain the decision of the governors.

**Governor Membership**

- Welcomed to new parent governor-Catherine Reddin. Attending this evening as a Guest whilst we complete necessary paperwork.
- HM has stepped down for personal reason. Governors thanked for her service.
- We now have vacancies for two LDBS governors and one LA governor.
- Andy Watkins is willing to help out as a temporary vicar. He is considering applying for an LDBS governor role.
- KD to move aside from St Augustine PCC foundation governor to LDBS or Local Authority governor.
- New vicar of St Philip & James to be brought on board as an associate in the interim.

**Staff Wellbeing**

- DfE Staff Wellbeing Charter document was shared. The charter is for all staff working in education settings in England. Schools are invited to sign up to the charter voluntarily as a shared commitment to protect, promote and enhance the wellbeing of their staff.
- Our school has done a lot of work around wellbeing in recent times including flexible working arrangements.
- As long as managing the staff timetable well with no overlapping on the working days, there should not be financial impact on the school.
- However, with the new Pay Policy that PPA time can be taken from home which is going to be difficult to implement.
- The recent employment law changes may have impact on this and we need to consider.
- Wellbeing survey was done at the end of last academic year. The results were very positive.
- Wellbeing survey results to be added to Governor Hub to share.
- The value of the educational supervision that has been accessed this year via Education Support (DfE funding) was shared. This would be incredibly beneficial if it could be carried on next year.

3.

**Statutory Policies and Tasks****Teachers' Pay Policy**

The policy has been signed off in order for pay award to be processed in time for 2/12/24. Pay Policy does need to be reviewed ASAP.

**Medical Needs First Aid and Intimate Care Policy**

The new software "Medical Tracker" to keep record and communicate with parents is reflected in the policy. Parents and staff have positive feedback on this new software. Nut free school come up with better wording.

	<p><b>EYFS Policy</b> No significant changes and no issues were raised.</p> <p><b>Collective Worship</b> No issues were raised.</p> <p><b>Religious Education Policy</b> It was discussed to review the wording in item 7, 'other Eastern religions,' to assess its appropriateness in the current context.</p> <p><b>Spiritual Development Policy</b> It is a new policy. With SIAM in mind, we were recommended to have this policy. Governors commented that there a few amendments to change on page 3, page 5-6 and page 8.</p> <p><b>Amendment to Section 5 of Attendance Policy</b> Not for a full review, but a small change was made to update the excellent attendance percentage to 98% to ensure the fairness for children who are sick and unable to attend school.</p> <p><b>GMF Policy</b> Added ScoPay information and remove possibility to pay via office. Also amended the amount per child.</p> <p><b>SEND Policy</b> SEND policy and SEND information report to be reviewed virtually and signed off so that it is in date on the website.</p> <p>Except SEND Policy, other policies were approved. KD proposed and RN seconded, unanimously agreed.</p> <p>Governors suggested to spread the policies to review throughout the year rather than have too many at certain meetings. The large number of policies requiring review this time was due to SIAMS recommendation that certain policies need to have the ratification level changed to FGB. The number of policies has increased a lot over recent years. The list of policies will be reviewed to determine which are definitely needed and which can be guidance.</p>
4.	<p><b>Leadership &amp; Management</b></p> <p><b>HT Report – Dec 2024</b></p> <ul style="list-style-type: none"> <li>• SEF written for SIAMS was sent off to the LDBS and obtained good feedback from LDBS.</li> <li>• The school vision was revisited and completed re-articulated how the vision is lived out in the school community and it's theological roots.</li> <li>• ABC has carried out a vision walk with faith ambassadors and lots of evidence being gathered.</li> <li>• Other monitoring has been going on and positive feedback reported.</li> <li>• PE and sport - the school had boys and girls football tournaments. Thank you LJ for accompanying them. There will be some more participation in sporting tournaments coming up.</li> <li>• Sharing the responsibility for sporting events was discussed. Time off in lieu is given for sporting events that happen outside of the school day. Staffing structure is still a bit vulnerable so for now this is the best solution to make sure it can happen.</li> <li>• Staffing - A new year 5 teacher, Sarah English, has been recruited and will start working on Mondays from January 2025. This adds more capacity to the staff team,</li> </ul>

	<p>and also fills the Sustainability and Environmental Lead role, which must be in place by 2025.</p> <ul style="list-style-type: none"> <li>• School Council - are focusing on how to spend SA funds to improve the playground.</li> <li>• Filtering and Monitoring – this has been shared with AfC</li> <li>• Safeguarding policies in SCR are close to signed off.</li> <li>• Positive work with SA - new committee in place and Christmas Fair planned for next week.</li> </ul> <p>Governors were invited to come along. The Christmas Fair has been designed to give the children what they want without the safeguarding pressures and challenges that were present before. Virtual Santa will be visiting all the children in their classrooms before the start of the event.</p> <ul style="list-style-type: none"> <li>• Some issues with the boilers and the timing panel - Tom has done a brilliant job of working out what is happening with the heating system. The school is looking to talk with LDBS and Richard the surveyor about this.</li> <li>• Governors thank you for adding in the additional information, this reduces the number of questions that need to be asked.</li> </ul> <p><b>Autumn SIP Report</b> In the report, questions for governors to consider are observed. Areas highlighted like communication, supporting staff on development and etc. Governors agreed to include questions in link visits and then report back to governors and document in minutes. Some of the questions can be reviewed at strategic meeting and then feedback at governors.</p> <p><b>BP SEDP 2024-25</b> A lot of progress, updated rag rating for governors to review.</p> <p><b>Monitoring &amp; SE Cycle</b> RM explained the document for governors to understand the schedule for the year. Governors section is helpful to keep track of monitoring responsibilities.</p>
5.	<p><b>Finance</b> Finance and Pay Panel Minutes from last meeting to be shared with the clerk to governors. No further actions</p>
6.	<p><b>Visit Report</b> LJ to submit reports for Autumn 1 safeguarding and football tournament visits. A governor report for Christmas service would be a great contribution. Reports to be written :</p> <ul style="list-style-type: none"> <li>• RN : Pantomine</li> <li>• LJ : Nativity</li> <li>• AW: Christmas service</li> </ul>
7.	<p><b>AOB</b></p> <p><b>Data Impact Group – Minutes to follow</b> DIG meeting minutes to be signed off at next DIG meeting</p> <p><b>Inclusion of governor's initials in minutes</b> Going forward minutes written anonymously and an action sheet with initials to be created and shared amongst governors. Actions not to be shared on website.</p> <p><b>Paper Minutes / Electronic Minutes</b> Governors happy to store minutes electronically and sign off on Governor Hub.</p>

	<p><b>Communications review on Tuesday 10/12/24</b></p> <p>Report has been shared with positives and actions.  It was to inform a communication policy and review complaints policy.  MN is leading training around managing difficult conversation on 22/1/25. Governors are welcome to attend.</p>
8.	<p><b>Confidentiality</b></p> <p>No confidential items discussed.</p> <p><b>Newsletter Highlights</b></p> <p>Thank you to Harsha for her time as a school governor...</p> <p>Pleased to see the work on the school vision and ABC has done to prepare for SIAMS.</p> <p>Good progress is being made on the SEDP.  Welcomed MN to look at the work that is happening on communications and the Governors are pleased to be working with the school on a new Communications Policy.</p> <p>We welcome CR as our new Parent governor.</p> <p>We're looking forward to the Christmas events and wish everyone a very happy Christmas.</p> <p><b>Closing Prayer</b></p> <p>The meeting concluded at 19:28 pm with a prayer led by AW.</p> <p><b>The Next FGB meeting is Thursday, 13/2 at 6pm.</b></p>