



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors Thursday 13th February 2025, 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)
Catherine Reddin (CR)

Non-governor attendees

Ivy Sy (IS)

Apologies

None

Non attender

None

	ITEM
1.	<p>Opening Prayer The meeting opened at 6:00 pm with a prayer led by AW.</p> <p>Welcome to governors AW welcomed everyone to the meeting.</p> <p>Apologies & Declarations of interest There were no apologies or declarations of interest.</p>
2.	<p>GOVERNING BODY ITEMS</p> <p>Minutes & Matters Arising from 12 December 2024 meeting</p> <ul style="list-style-type: none">• GMF approved at December meeting (not carried forward).• Pay policy to be completed by September, a small group (KD, WA, RM and MM) formed to work with. Information to be prepared to share with governors at next FGB then meet after FGB once governors have decided to go with or without performance-related pay. Government documentation is available for all to read.• Staff wellbeing: Discussion around continued funding of access to 'Educational supervision' for next year; Finance Group to consider if funds can be made available in next years budget.• SEN policy completed - governors to email Ivy to confirm that it is approved.• Boilers and timing panel discussed in HT report.• Strategic minutes to be shared by AW <p>WA proposed and LJ seconded, unanimously agreed.</p>

	<p>Gov Training Update</p> <ul style="list-style-type: none"> • Governors are required to take around three courses per year and record their trainings in GovHub. • AW and IS will create a comprehensive record using Governor Hub. • Are there any gaps in the wider training of the board? There is an effectiveness tool which shows where there are gaps in knowledge. All Governors are suggested to go to GovHub to complete the effectiveness tool questionnaire. <p>FGB Year Planner and Meeting Dates</p> <ul style="list-style-type: none"> • AC invited to next FGB meeting (Spring 2) but he is not available on Thursday 27th March. RM requested to change the date to Wednesday 26th March. All governors agreed that this date change is a possibility. RM to offer to AC and confirm with governors. <p>Governor Membership</p> <ul style="list-style-type: none"> • KD is applying for LDBS vacancy. She has requested reference and her term of office finishes in a week. • WA is reappointed, congratulations to her. • St Augustine's PCC secretary actively looking for governors. • AW to write to Lynn Barnes to inform her that we need an LA governor. • Newly installed vicar at St Philip and St James, she will be an associate governor. AW to approach for a meeting.
3.	<p>Statutory Policies and Tasks</p> <ul style="list-style-type: none"> • RSE • Data Protection Policy Data Protection Policy is no longer a statutory policy. The Data Protection privacy notice is the statutory part and should be reviewed every year. This can be adopted from Satswana DPO company. RM proposes that template policies from Satswana are adopted at the next FGB. • Health and Safety – there is typo on p15 • Fire Safety Management Plan • Staff Capability and Discipline and grievance procedures • Collective Worship policy – there is typo on p5 <p>All above policies were approved. RN proposed and KD seconded, unanimously agreed.</p> <ul style="list-style-type: none"> • Communications Policy The policy was approved. WA proposed and CR seconded, unanimously agreed. <p>Governors have reviewed or signed off 39 policies / meaningful documents this year. There are 20 statutory policies in existence for annual review. AW and IS to review the list of policies and map these out with an annual timetable.</p>
4.	<p>Governor Visit Reports</p> <p>AW thanked everyone who had submitted reports. No questions were raised.</p>
5.	<p>Leadership & Management</p> <p>HT Report – February 2024</p> <ul style="list-style-type: none"> • There were no concern raised. • It has been great that there are a lot of the sporting events reinstated this year that School wasn't able to do last year. Children are enjoying these events. • Governors are happy to see more SA activity

	<ul style="list-style-type: none"> Governors welcomed the news that ABC is going to be doing NPQSL. <p>BP SEDP 2024-2025</p> <ul style="list-style-type: none"> The document was recently updated for SIAMs. School making really good progress for this stage in the year. A lot of actions have been completed and most of them are in progress. A few are yet to be started. One of them the Rights Respecting School work is scheduled for Summer term. <p>Health & Safety Report</p> <ul style="list-style-type: none"> The report is reviewed once every term. Fire drill was carried out. AW was present. The drill time got down from the previous one. A stay-inside drill is scheduled for the next half term. New fire alarm system was installed. The school will transfer to the new system after half term break with new maintenance service provider. Boiler in reception class is out of action, air conditioners are being used in the affected rooms to provide heat. Main boiler - TM working out how it is working and how to make it more effective. He is making progress but it is step-by-step. Control panels were replaced and radiators were bled to get air out, all these help to make the heating system more effective. There is an issue of overheating, a recommendation to move the thermostat to a different place might remove the problem. TM is liaising with the building surveyor to sort these issues out. <p>SIP Report – Spring Term 2025</p> <ul style="list-style-type: none"> The report is very positive. Strategic Group to review questions asked by MN in the report, at their next meeting. Governors need to be aware when they are doing a learning walk, those questions for governors have been asked and they are seeing evidence of those things happening. <p>Safeguarding</p> <ul style="list-style-type: none"> See HT report
6.	<p>Finance</p> <p>GMF</p> <ul style="list-style-type: none"> It is being handed over to CR. All governors agreed. FGB asked to approve amendment to bank mandate, to approve the following: CR to be lead officer on mandate, AW as chair, RM as headteacher. AW confirmed that Jason Laye-Sion to continue auditing the account. <p>Update on the Finance meeting and benchmarking</p> <ul style="list-style-type: none"> It is very healthy. Excess income at the end of the year is above the level. On 10/3/25, Steve will come and spend some time with Jess and governors to start the budget process CR is going to join the finance group. <p>KD will send out SFVS before next FGB meeting after checking submission date.</p>
7.	<p>AOB</p> <p>DIG Feedback</p> <ul style="list-style-type: none"> Minutes have been approved. <p>Complaint Policy</p>

	KD proposed and RN seconded, unanimously agreed.
8.	<p>Confidentiality Governors agreed anything confidential that was discussed at the meeting is not to be shared outside of the meeting.</p> <p>Newsletter Highlights</p> <ul style="list-style-type: none"> • Governors met this week to review the progress school is making this academic year. • Congratulations to WA who has been elected to her second term of office as a parent governor. • Thank you to everyone especially Mrs Crinall for their work leading up to and during the SIAMs inspection. • Congratulations to RM and MM on obtaining the qualifications. • Thank Miss Holloway for her support in arranging recent sports events. <p>Closing Prayer The meeting concluded at 19:46 pm with a prayer led by AW.</p> <p>The Next FGB meeting is Wednesday, 26th March at 6pm.</p>