



BISHOP PERRIN

Church of England Primary School

Full Governing Body Meeting
11th July 2019 in the school at 7pm
MINUTES

Governor Attendees:

Aid Corke	(AC)	Head Teacher
Stephen Crinall	(SC)	
Russell Nimmo	(RN)	Vice Chair/Acting Chair
Alwyn Williams	(AW)	
Mark Stiles-Winfield	(MSW)	
Phil Storey	(PS)	
Andrew Leach	(AL)	

Non-governor attendees

Miranda Sikkens	(MS)	Clerk, Governing Board
-----------------	------	------------------------

Apologies

Charlotte Holder	(CH)	
Rachael Macklearn	(RM)	Deputy Head, Associate Governor
Father David Cloake	(FrDC)	Chair
Zoe Somolu	(ZS)	

		ACTION
	The meeting opened with prayers at 7.03pm	
74.	<p>APOLOGIES FOR ABSENCE</p> <p>Father David Cloake – his daughters had a last minute invite to perform in front of a 1000 people tonight.</p> <p>Charlotte Holder – sincere apologies, childcare issues due to travelling husband.</p>	
75.	<p>DECLARATIONS OF INTEREST</p> <p>SC declared a potential interest in item 9a’s discussion around the Pay Policy.</p>	
76.	<p>MEMBERSHIP AND SUCCESSION PLANNING</p> <p>RN extended his warmest welcome to Phil Storey, our new Parent Governor, wishing him a long and fruitful association.</p> <p>A request from CH, please can all Governors complete the Skills Audit. A couple of Governors promised to complete this asap.</p> <p>Governor Vacancies: The Skills Audit will aid with recruitment of the following Governor vacancies:</p> <ul style="list-style-type: none"> - St Augustine’s Foundation Governor: NB AW is addressing this - LDBS Governor <p>Governor Vacancies: With Father Stephen Caple’s retirement, St Augustine’s Ex Officio post is vacant. Please note this may take some time to fill.</p>	

77.	<p>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING ON 23rd MAY 2019</p> <p>RN checked with Governors that the Minutes for 23.5.19 were a true and accurate record of this meeting. All agreed. RN signed the Minutes accordingly.</p> <p>In FrDC's absence, RN addresses the Actions relating that Father David Cloake had requested to convey his intention to wrap up the transition to the new GB structure in September and requestion to draw a line under all of this year's business. RN noted that a number of Actions will need to be relayed back to FrDC. RN invited all Governors to raise any issues as they saw fit.</p> <p>See Actions and comments below. All shaded Actions are complete.</p>	
-----	--	--

Minute	Action	Assign- ed	Update
20.9.18 12e	Offer School Association a Chair at each FGB. Confidentiality form for signing to be created.	AC / FrDC	(on-going) Forms part of macro conversation, particularly around role of Treasurer. AC & FrDC continued this conversation today.
6.12.18 16.2	Explore options for recruitment of LDBS Governor	MS	On-Going. To be applied once Parent and LA Governors in place.
6.12.18 18.2(iii)	(on-going) Policy reviews to FGB: only cascade any <i>changes</i> within statutory policies to the FGB for discussion.	FGB MS	Will form part of future Governance discussion
6.12.18 18.3(i)	New Terms of Reference and Plan of Work to be written for CA once changes in GB Operations have been confirmed.	CA	Will form part of future Governance discussion.
6.12.18 18.4	Terms of Reference and Annual Plan of Work to be written for DGM once changes in GB Operations have been confirmed.	DGM	To be done at DMG. Forms part of future Governance discussion
6.12.18 18.5	Establish who within the CTBI group can sign the Church Supplementary Form.	FrDC	FrDC still awaiting response.
6.12.18 21.2	RM & MM to deliver a presentation offering an overview of Foundation Curriculum and Assessment in Summer 1	RM & MM	Defer to Autumn 2019/20
7.2.19 31.4	LDBS Governor recruitment	FrDC / MS/CH	To be actioned in Summer term based on Parent and LA Govs skills.
7.2.19 32.2	Log all Learning Walk reports	AC/MS	On-going.
7.2.19 32.8	Guide Governors as to how they planned to incorporate OfSTED's new Education Inspection Framework 2019	AC	On-going
7.2.19 34.1(vii)	Include Governor Funds update in communications to parents	AW	Some 'snazzy' communications to be circulated with further appeal for donations.
7.2.19 34.2(ii)	(linked to Agenda Item 55) The following four people need to visit a HSBC branch to		To be actioned in Summer 1.

	become mandated signatories for the Governor's Fund account: <ul style="list-style-type: none"> • Adrian Corke • Mark Styles-Winfield • Alwyn Williams (as temporary Treasurer) • Father David Cloake 	AC MSW AW FrDC	23.5.19 – done 23.5.19 – need to find replacement for MSW 23.5.19 – done 23.5.19 – still needs to do this
7.2.19 34.3(ii)& (iii)	Make decision on how to best store Gift Aid information, ensuring GDPR compliant	AW	Done.
7.2.19 34.6(i)	Governor Fund thank you flyering in playground	CH/ZS	Consolidate efforts with 34.6(ii)
7.2.19 34.6(ii)	Write personal thank you emails to all parents donating to Governor's Fund	AW	AW has a list of names and letter template ready for distribution.
7.2.19 37	All Governor Visits to be recorded on proforma reports and discussed at relevant Committee	FrDC	FrDC developing this.
7.2.19 38	Update Training Log	MS	Done.
7.2.19 39.1	(& 57) Undertake AfC training 27.6.19: The Performance Management of the Headteacher	AW/ MSW / FrDC	Done
7.2.19 42.2	Determine per head food budget for staff/gov social 6.6.19	ZS	AC completed this.
7.2.19 43.2	Draft letter of gratitude to Paul Saunders	FrDC	Outstanding
21.3.19 50.1	use of post-it notes to address and facilitate post-meeting feedback for SDP objective <i>Introduce reflection time to briefing meeting – what has gone well this week.</i>	AC	Agreed.
21.3.19 50.3	Learning Walks feedback to be based upon CRIB feedback	FrDC	TBC
21.3.19 50.4	9.6.19 School Fair, School Association sweet stall	FrSC	Done. £6.8k raised. Many thanks for the School Association for their efforts in managing the Fair. CH has drafted two thank you letters to the SA Chairs.
21.3.19 51.1	Re-align writing criteria to ensure comparability to other schools.	SLT	Done with successful outcomes.
21.3.19 51.2	Work towards addressing SIP 'Questions for governors to consider' in all governors' work from here on	FrDC	On-going.
21.3.19 53.1(iii)	Governor's Fund to pay £1.5K for completion of security fence around the school.	AW	Done
21.3.19 53.1(iv)	continue re-drafting 3-year budget to address and plan for predicted deficit by year 3.	AC/DF	Done
21.3.19 53.2	School to plan ahead for and address Accessibility requirements within the	AC	On-going

	school.		
21.3.19 53.3	Ensure that each PPG pupil's learning journey can be comprehensively accounted for.	SLT	Done
21.3.19 54.6	Create a 'Pay Panel'	AC/ FrDC	Done
21.3.19 54.7	Create a 'Complaints Panel'	AC/ FrDC	On-going. Part of the new organisation
21.3.19 54.iii	Check where Parent Questionnaires is covered in the proposed governance model	CFC	On-going
21.3.19 54.iv	Check where ethos is covered in the proposed governance model	CFC	Will be covered by Vision & Ethos Link Governor
21.3.19 54.xii	Explain where: compliance, policies, PPG are covered in the proposed governance model.	FrDC	On-going
21.3.19 54.12	(&54.ii) Committees to develop FrDC's Proposal in Summer Term by ensuring that all GB obligations, duties and responsibilities are clearly mapped to the new governance model.	Com- mittees	Concerns addressed, fed back to FrDC and now back in his court. AW says it's difficult to move into the 'hard' groups when it's the 'soft' issues that are hard to place.
21.3.19 54.13	Develop Governance Proposal	FrDC	Back to FrDC
21.3.19 54.14	Consider the final new Governance Model and take a vote on implementation in Summer 2	FGB	It is not signed off yet. There are too many questions. Governors need to see the new model. We have not seen the new model to agree it.
21.3.19 57.5	ZS to complete and pass online NGA Safeguarding Training	ZS	Carry-over
21.3.19 57.5	Check validity of MSW and FrDC The Performance Management of the HT Training	MS	MSW did not attend due to resigning his Governor post, but got a stropmy email from AfC because he didn't attend. However, FrDC was supposed to pass on the message. MSW would have sent his apologies.
21.3.19 58.1	Transfer £230 from Governor Fund Gift Aid to school for Hardship request (tbc)	AW	Request not submitted yet
21.3.19 58.3	MS write highlights of FGB meeting for school newsletter	MS	Done.
23.5.19 64.3 & 64.9 & 65.2f	Reminder to parents about Governor Fund. To include comms about the security upgrade as well as make the link to on-going accessibility building works within the school.	AC	Done
23.5.19 64.8	Governor Fund to pay £2.5K for school security upgrade	AW	Agreed. The works will happen during the holidays. Will be paid after
23.5.19	Communicate the importance of the	AC	Done. AW says money

64.10	Governor Fund with new intake of Reception Parents.		coming in already.
23.5.19 65.1e	B&F/Finance Group to ensure £150pa made available to cover GovernorHub costs from September 2020.	B&F / Finance	On-going. AC says the agreement that it would come from GiftAid would need to be agreed. MSW says need to think about how to re-brand the Governor's Fund. As Finance Committee, need to cover themselves to say funds will be used to cover actions within the school and will have discretion as to how the Fund is spent. MSW advises to write a policy for the Governor Fund. AW says the policy doesn't specify what it's to be used for, but the letter to parents does so should be clarified.
23.5.19 65.1f	Create a user-friendly budget summary for FGB	MSW	On-going
23.5.19 65.1h	CFC to re-name Governor Fund	CFC	Remit.
23.5.19 65.2b	Support and develop the Parent Forum Pilot this term	CH / PS / ZS	CH and AC will do this tomorrow. Maybe ZS.
23.5.19 65.2c	Invite persistent complainers to become actively involved in Parent Forum pilot.	AC	Was a very good suggestion but this has not been necessary.
23.5.19 65.2e	Build accessibility considerations into all future building works.	AC	On-going
23.5.19 65.2g	Create an Accessibilities Officer/Link in the new structure	FrDC	
23.5.19 66.4K	Maintain a 'vision & ethos Link' Governor in the new structure	FrDC	
23.5.19 66.4L	Offer further details about the scope of the SDP Link Governor Roles	FrDC	
23.5.19 66.4M	Into the new GB ToRs, include ToR relating to Link Governors being able to delegate their responsibilities should they identify challenges to be addressed by the school.	FrDC	
23.5.19 66.4P	Identify a member of staff to be responsible for statutory policies review.	AC	MM responsible for policies and she will be continuing this.
23.5.19 66.5	Finalize the meetings schedule for the new structure in 2019/20	FrDC	Remitted
23.5.19 66.7	FrDC and RN to personally accompany Link Governors in their inaugural 'Link Visits' in Autumn 1 2019/20	FrDC / RN	On-going
23.5.19 66.8	Governor Fund: FrDC to nominate a replacement to take this over from AW by next term	FrDC	AW doing exceptionally well. AW valiantly agreed to keep going for a bit. AW would like

			to check Jason is happy with audit.
23.5.19 66.9	CFC duties to be carefully mapped to the new structure	CFC / FrDC	
23.5.19 66.11	Add a 'comments/observations' box to the new Governor Feedback Form	FrDC	Agreed at last meeting
23.5.19 66.12	Consider creating a Governor's Forum	FrDC	
23.5.19 67.a	Write to St Augustine's to nominate MSW's replacement	FrDC / Clerk	
23.5.19 67.a1	Consider involvement of Associate Governors in 2019/20 to address periodic low GB membership	FrDC	
23.5.19 70	All Governors to send their Safeguarding Training certificates to MS for filing	Govs	On-going

78.	<p>HEAD TEACHER'S REPORT</p> <ol style="list-style-type: none"> 1. Cathy Clarke, the School Improvement Partner, visited Bishop Perrin yesterday to evaluate the SIP and ascertained that a lot of the work had been done. AC and Cathy Clarke are currently revising the 2019/20 targets. 2. AW requested that the Governor Fund be highlighted in green. 3. MSW praised AW's work on the Governor Fund as we have never been a position where so many parents are paying into the Governor's Fund. 4. With regard to the new security upgrade, MSW advised that replacement FOB keys can be very expensive and therefore any losses and replacements should be budgeted for. Governors asked whether losses were a security breach. MSW said that individual FOB keys could be deactivated and therefore not a security risk. 5. Bishop Perrin qualify for some London Heathrow Funding, up to £80k, to pay for outside domes to cushion the noise. AC explains that they have explored the options, but building such domes is not feasible. Governors ask whether basement domes might be an option. AC says this was considered, but sadly not feasible. AC says that they won't give up trying to access the available funding. 6. On-going school target to visit other 1-form entry schools and share ideas for development. 7. Quality First has had a very positive impact in teaching and learning, and the teachers are now actively spending more time supporting lower level children. 8. Maths Mastery approach: MM and SC have been learning from other schools and bringing back learnings, incorporating into Bishop Perrin teaching methods with positive impacts. 9. Child Wellbeing Practitioner is continuing to have a positive impact. Governors also commented on the positive impact of the CWP programme. 10. PSHE will become statutory from September 2020. Amanda Crinall has been leading on the preparations for this, and Bishop Perrin are in a strong position. 11. Bishop Perrin attendance is excellent. 12. Nationally published school data: Bishop Perrin's KS2 SATs writing was externally moderated this term. Note that the moderators were <i>also</i> moderated by DfE, therefore the outcomes were particularly accurate. It proved an extremely rewarding process since moderators wholeheartedly 		
		AC	
		AC	

- validated SC's judgements on the 5/30 discussed children's outcomes. All credit to SC and RM for her support also.
13. MM's EYFS practice is going from strength to strength. AL, with a child in Reception class, concurs.
 14. Governors referred to some 'red' areas within the HT report and asked whether these were due to time, financial or other constraints? And could Governors support in pushing these goals forward? AC explained that there were wide ranging reasons but that in many cases it was a case of having perhaps overly-ambitious targets in the first place and that the most important targets would be carried over to next year's SDP.
 15. Governors asked *what next* for Bishop Perrin? AC said he will evaluate and determine new goals asap.
 16. Staffing: Ashlea Holloway will be the new Year 3 teacher and is being inducted this week.
 17. Staffing: Year 1 LSA has resigned so a replacement will need to be found.
 18. Graham Marriner has requested for Bishop Perrin to do some outreach work with Queen's Manor school in Fulham. RM will spend two days per week throughout Autumn 2019/20 term at the school to support their SLT in a transition period. Governors acknowledge that this is positive both in terms of generating additional income for the school as well as engaging and developing RM who remains invaluable to Bishop Perrin. Governors also suggest that RM's role might be communicated with the parents as to manage expectations next term.
 19. Governors loved the hand-written invites by the Year 6 students to their end of year BBQ.
 20. AC would like to thank all Governors for their commitments this year. Especially his sincerest thanks to Mark Stiles-Winfield for his friendship and loyalty to the school for more than a decade.
 21. Hot off the press: the school achievement data has been published today for the following, with AC comments according to each criteria:
 - EYFS Reception: Bishop Perrin are doing very well in comparison to Richmond averages also. Bear in mind that Richmond also has many affluent areas and therefore Bishop Perrin's success in relation to Richmond averages gives all the more reason for celebration.
 - Y1 Phonics: there will be some re-sits next year.
 - Y2 SATS with the LA: 'spectacular' results. Reading matched Richmond results and writing results were higher than Richmond results.
 - Yr 4 class trialled the Tables Check in preparation for it becoming statutory in 2019-20
 - Y6 SATs data: fair to say this has been another really strong set of results. 93% children reached expected standard for writing, for which the external moderators were *also* moderated. This result is therefore all the more impressive and validates that Bishop Perrin internal writing assessment is robust. Overall, SATs results were very good in terms of Expected Standard. Greater Depth levels were lower than in previous years, but there are a number of justifiable reasons for this. Thanks to Jane Keightley for her immense work with Year 6 this year, as well as Stephen Crinall (Year 6 teacher). SC himself recognizes that the

	<p>KS2 results are a team effort on behalf of the KS2 team and AC adds this is a testament to the quality of teaching.</p> <p>All these will be discussed and compared with National and Richmond averages at the Data Monitoring Group on Monday 15th July.</p> <p>On behalf of the Governing Body, RN would like to thank all staff for their efforts towards these results.</p>	
79.	<p>SDP: 2018-2019 REVIEW</p> <p>Addressed in item 78 above, Head Teacher's Report.</p> <p>SLT will evaluate this year's SDP as well as learning outcomes and develop 2019/2020's SDP accordingly.</p>	
80.	<p>SIP FEEDBACK</p> <p>Cathy Clarke, the School Improvement Partner, has been advising Bishop Perrin for two years now, offering excellent advice and guidance around teaching and learning as well as management and governance. She is a great asset to the school AC feels grateful that she will continue to work with Bishop Perrin next year.</p> <p>Cathy Clarke looked at Year 2 books and ascertained their strength in terms of demonstrating pupil's engagement and development in learning. She also conducted an impromptu learning walk and witnessed: Y6 sex education lesson; Y2 and Y5 detailed writing lessons; Y4 maths lesson; etc. Excellent to see there is still serious teaching and learning taking place at this time of the academic year.</p> <p>Governors commented on the usefulness of Cathy Clarke's 'questions for governors' which, when applied, will greatly improve the effectiveness of Governors' business, including Learning Walks and meetings.</p>	
81.	<p>DISCUSSION OF REVISED SEF AND 3 YEAR PLAN</p> <p>This will be conducted at SLT – MM, RM and AC have a scheduled meeting on Monday 15th July – and dovetail into the revised SDP for 2019-2020</p>	SLT
82.	<p>FEEDBACK FROM COMMITTEE CHAIRS</p> <p>a. Business & Finance Committee Meeting, 16th May 2019 (MSW)</p> <p>This year school budget sees a predicted carry-over of £86k; Y2 is just in profit; and, as usual, Y3 is looking dismal. MSW explains that the final budget was agreed electronically and has been submitted to AfC. MSW acknowledges that B&F have had a good year, not least in securing an £86k carry-over compared with £56k last year. MSW comments that, since 75% of the budget is spent on salaries, managing the budget is a fine balancing act in terms of securing a carry-over versus ensuring adequate expenditure on the children.</p> <p>MSW thanks AW for her continued diligent work on the Governor's Fund. She has done an amazing job.</p> <p>MSW thanks the B&F Committee and AC for their time.</p> <p>Ending on a note of caution, MSW stresses that Bishop Perrin will</p>	

	<p>always need to remain careful about what they spend their money on.</p> <p>b. Children, Families and Community (CFC) Committee Meeting, 20th June 2019 (AW)</p> <ol style="list-style-type: none"> 1. In Father Stephen's absence (due to retirement) and CH's absence, AW offers feedback on the last CFC Committee meeting: 2. Graham Marriner conducted a successful RE & Ethos walk, taking many photos to illustrate good practice. AW recommends that all Governors take photos on their Learning Walks next year to add life and depth to their reports. 3. A pilot of the Parent Forum has taken place this term and CH will be able to offer feedback about this at next FGB. 4. CFC Committee have considered the Lockdown and Online Safety procedures in more detail. 5. CFC Committee conducted a useful exercise in mapping all their duties and responsibilities to what was available of the new GB structure proposed by FrDC and have sent a handover document to FrDC for him to consider and incorporate into the new ToRs. AW asks that, if you are in one of the new Groups/Links/etc, please consider these 'softer' issues. She appreciates that the new structure might take some time to iron out. 6. CFC Committee said goodbye to Father Stephen Caple and wishes him well in his retirement. <p>RN thanked AW for her feedback.</p> <p>c. Curriculum & Achievement (C&A) Committee, 25th June 2019 (RN)</p> <p>This meeting was rescheduled from the original date of 12th June when Richmond schools were closed due to a borough-wide water-shortage to 25th June 10am.</p> <p>It is noteworthy that Jo Sweeney, PPG lead, was due to meet AfC's PPG Advisory Teacher on 12th June, but this had to be postponed due to the water shortage incident. Jo will re-schedule to meet her in Autumn 2019. Subsequently, there is a slight gap in reporting of PPG</p> <p>RN said the Committee continued to consider some transition issues.</p> <p>C&A Committee reviewed the statutory EYFS Policy and have recommended this for approval – in item 10 on Agenda, 83 in Minutes.</p>	<p>Govs</p> <p>CH</p> <p>FrDC / Govs</p> <p>RN</p>
83.	<p>APPROVE MINUTES FROM:</p> <p>a. B&F Committee Meeting, 16th May 2019</p> <p>These Minutes were shared and considered by the Full Governing Body. MSW signed them as a true and accurate record of the meeting.</p>	

	<p>b. CFC Committee Meeting, 20th June 2019 These Minutes were shared and considered by the Full Governing Body. AW signed them as a true and accurate record of the meeting.</p> <p>c. C&A Committee Meeting, 25th June 2019 These Minutes were shared and considered by the Full Governing Body. RN signed them as a true and accurate record of the meeting.</p>	
84.	<p>GOVERNOR'S FUND UPDATE (AW)</p> <ol style="list-style-type: none"> 1. This has been the best year to-date in terms of securing parental contributions. £4k has been collected from standing orders alone, with £11k in total (some of this was Gift Aid collected on previous year's donations). 2. Current balance is £8k. This is £4k more than this time last year. 3. Only 30 families have not paid and it is acknowledged that we can not expect <i>all</i> families to pay, noting that 15 families receive school meals. 4. Since a lot of the Reception parents had not filled in their Gift Aid form, a very carefully considered letter was sent to them to request to do so. 5. RN would like all parents' generosity to the Governor's Fund to be formally acknowledged. This is in-hand and AW has prepared a carefully considered letter of thanks to <i>all</i> parents, which she shared with FGB and was praised unanimously. 6. The Governors formally record thanks to AW for such thorough and successful work on the Governor's Fund. 7. Governor's Fund re-naming, re-branding: <ol style="list-style-type: none"> a. There was some discussion around re-naming the Governor's Fund. Some suggestions: <ul style="list-style-type: none"> - Bishop Perrin School Improvement Fund - Bishop Perrin Maintenance Fund - Parent Investment Fund b. Governors felt that it was a good idea to re-name the Fund to acknowledge parental input and perhaps also offer them some say in what it is spent on. Equally, they felt caution should be exercised in offering parents too much say as this could over-complicate matters. c. MSW suggested that the parent pack should be updated to explain what the Governor's Fund (or its successor) is used for and also to clarify that this fund holds money from the parents, not the Governors. 	<p>B&F</p> <p>B&F</p>
85.	<p>REVIEW OF GOVERNOR CODE OF CONDUCT AND INDIVIDUAL GOVERNOR COMMITMENT</p> <p>Every year, the Governor Code of Conduct and Individual Governor Commitment needs to be signed by all Governors, and every year this is reviewed.</p>	

	<p>Governors questioned the why the Governor Conduct stated that Governors were responsible for setting the objectives of the school, feeling this was a SLT responsibility for the Governors to monitor and support, but not to set objectives. Governors asked that this wording could be checked with AfC.</p> <p>Assuming that this aspect of the Code of Conduct is clarified by AfC, Governors are happy for this document to be used again in September 2019.</p>	MS
86.	<p>STATUTORY POLICIES BROUGHT BY COMMITTEES TO FGB FOR RATIFICATION:</p> <p>a. C&A: Foundation Stage Policy Following careful review at the Summer 2 C&A Committee meeting, AW would like to propose the Foundation Stage Policy for ratification by the FGB. This was seconded by RN. All Governors voted in favour. The Foundation Stage Policy was duly ratified.</p> <p>b. B&F: Pay Policy The Pay Policy underwent some significant revision this academic year, and has now been finalised. It has been carefully reviewed by B&F. MSW would like to propose the updated Pay Policy for ratification by the FGB. This was seconded by RN. All Governors voted in favour. The Pay Policy was duly ratified.</p>	
87.	<p>GOVERNORS ROLES & RESPONSIBILITIES IN BISHOP PERRIN'S NEW GOVERNING BODY STRUCTURE (FrDC)</p> <p>In FrDC's absence, this item remains open and will need to be carried over.</p>	
88.	<p>MEETINGS FOR 2019-2020 Following comments in item 87 above, meeting dates will be based around a confirmed new structure. This will be deferred back to FrDC.</p> <p>Governors suggested that at least the first Full Governing Body meeting should be scheduled for Autumn 1: Thursday 26th September 2019, 7pm, was agreed for this.</p>	
89.	<p>TRAINING UPDATE</p> <p>5.6.19 Getting to Grips with Governance, Part 1 – both AL and PS attended this and found it very useful.</p> <p>12.6.19 Getting to Grips with Governance, Part 2 – AL attended this. Again, very useful. PS will re-schedule his Part 2 training date.</p> <p>27.6.19 Performance Management of the Head Teacher – both AW and FrDC attended this. Mixed feedback on this, not least since one of the trainers did not turn up.</p>	
90.	<p>AoB</p> <p>Stand-in Chair, Russell Nimmo, wanted to pass on his thanks to all the Governors for their hard work this academic year. AC reiterated this with his thanks to everyone involved in school Governance this year.</p> <p>RN extended a double thank-you to Stephen Crinall for both his work in the classroom and on the Governing Board, appreciating that the role of Staff Governor is not always easy to fulfil, yet he filled this with the utmost integrity and provided very useful input.</p>	

	<p>We wish him every success. SC thanked RN for all his support to the Year 6 class.</p> <p>Thanks were sincerely extended to MS who has clerked this academic year, but it feels like she has been here many. She has carried out the role of Clerk with the utmost professionalism and excellent organizational skills.</p> <p>RN exclaims that he is not often lost for words, but with Mark Styles-Winfield leaving, it feels like the end of an era. He can not imagine next academic year without MSW, stalwart for so many years here at the school. Bishop Perrin could not wish for more loyal support from MSW as Vice Chair when he himself chaired and for more than a decade, MSW has been absolutely brilliant in steering B&F at the school. His work with the Headteacher's Performance Management has also been valuable. MSW conducted his governance work with "good, solid common sense". An absolute stalwart. "We will miss you and thank you for all that you've done".</p>	
	The meeting concluded at 8.48PM with prayers led by RN	

Signed:

Date:

Full GB Actions
As of 11th July 2019

Minute	Action	Assigned	Update
7.2.19 34.1(vii)	Include Governor Funds update in communications to parents	AW	Some 'snazzy' communications to be circulated with further appeal for donations.
7.2.19 34.3(ii)& (iii)	Make decision on how to best store Gift Aid information, ensuring GDPR compliant	AW	Done.
7.2.19 34.6(i)	Governor Fund thank you flyering in playground	CH/ZS	Consolidate efforts with 34.6(ii)
7.2.19 34.6(ii)	Write personal thank you emails to all parents donating to Governor's Fund	AW	AW has a list of names and letter template ready for distribution.
7.2.19 38	Update Training Log	MS	Done.
7.2.19 39.1	(& 57) Undertake AfC training 27.6.19: The Performance Management of the Headteacher	AW/ MSW / FrDC	Done
7.2.19 42.2	Determine per head food budget for staff/gov social 6.6.19	ZS	AC completed this.
21.3.19 50.1	use of post-it notes to address and facilitate post-meeting feedback for SDP objective <i>Introduce reflection time to briefing meeting – what has gone well this week.</i>	AC	Done
21.3.19 50.4	9.6.19 School Fair, School Association sweet stall	FrSC	Done
21.3.19 51.1	Re-align writing criteria to ensure comparability to other schools.	SLT	Done with successful outcomes.
21.3.19 53.1(iii)	Governor's Fund to pay £1.5K for completion of security fence around the school.	AW	Done
21.3.19 53.1(iv)	continue re-drafting 3-year budget to address and plan for predicted deficit by year 3.	AC/DF	Done
21.3.19 54.6	Create a 'Pay Panel'	AC/ FrDC	Done
21.3.19 54.iv	Check where ethos is covered in the proposed governance model	CFC	Will be covered by Vision & Ethos Link Governor
21.3.19 57.5	Check validity of MSW and FrDC The Performance Management of the HT Training	MS	MSW did not attend due to resigning his Governor post, but got a stropmy email from AfC because he didn't attend. However, FrDC was supposed to pass on the message. MSW would have sent his apologies.
21.3.19 58.3	MS write highlights of FGB meeting for school newsletter	MS	Done.
23.5.19 64.3 & 64.9 &	Reminder to parents about Governor Fund. To include comms about the security upgrade as well as make the link to on-	AC	Done

65.2f	going accessibility building works within the school.		
23.5.19 64.8	Governor Fund to pay £2.5K for school security upgrade	AW	Agreed. The works will happen during the holidays. Will be paid after
23.5.19 64.10	Communicate the importance of the Governor Fund with new intake of Reception Parents.	AC	Done. AW says money coming in already.
23.5.19 65.2c	Invite persistent complainers to become actively involved in Parent Forum pilot.	AC	Was a very good suggestion but this has not been necessary.
23.5.19 66.4P	Identify a member of staff to be responsible for statutory policies review.	AC	MM responsible for policies and she will be continuing this.
23.5.19 66.11	Add a 'comments/observations' box to the new Governor Feedback Form	FrDC	Agreed at last meeting
20.9.18 12e	Offer School Association a Chair at each FGB. Confidentiality form for signing to be created.	AC / FrDC	(on-going) Forms part of macro conversation, particularly around role of Treasurer. AC & FrDC continued this conversation today.
6.12.18 16.2	Explore options for recruitment of LDBS Governor	MS	On-Going. To be applied once Parent and LA Governors in place.
6.12.18 18.2(iii)	(on-going) Policy reviews to FGB: only cascade any <i>changes</i> within statutory policies to the FGB for discussion.	FGB MS	Will form part of future Governance discussion
6.12.18 18.3(i)	New Terms of Reference and Plan of Work to be written for CA once changes in GB Operations have been confirmed.	CA	Will form part of future Governance discussion.
6.12.18 18.4	Terms of Reference and Annual Plan of Work to be written for DGM once changes in GB Operations have been confirmed.	DGM	To be done at DMG. Forms part of future Governance discussion
6.12.18 18.5	Establish who within the CTBI group can sign the Church Supplementary Form.	FrDC	FrDC still awaiting response.
6.12.18 21.2	RM & MM to deliver a presentation offering an overview of Foundation Curriculum and Assessment in Summer 1	RM & MM	Defer to Autumn 2019/20
7.2.19 31.4	LDBS Governor recruitment	FrDC / MS/CH	To be actioned in Summer term based on Parent and LA Govs skills.
7.2.19 32.2	Log all Learning Walk reports	AC/MS	On-going.
7.2.19 32.8	Guide Governors as to how they planned to incorporate OfSTED's new Education Inspection Framework 2019	AC	On-going
7.2.19 34.2(ii)	(linked to Agenda Item 55) The following four people need to visit a HSBC branch to become mandated signatories for the Governor's Fund account: <ul style="list-style-type: none"> • Adrian Corke • Mark Styles-Winfield • Alwyn Williams (as temporary 	AC MSW AW	To be actioned in Summer 1. 23.5.19 – done 23.5.19 – need to find replacement for MSW 23.5.19 – done

	Treasurer) <ul style="list-style-type: none"> Father David Cloake 	FrDC	23.5.19 – still needs to do this
7.2.19 37	All Governor Visits to be recorded on proforma reports and discussed at relevant Committee	FrDC	FrDC developing this.
7.2.19 43.2	Draft letter of gratitude to Paul Saunders	FrDC	Outstanding
21.3.19 50.3	Learning Walks feedback to be based upon CRIB feedback	FrDC	TBC
21.3.19 51.2	Work towards addressing SIP 'Questions for governors to consider' in all governors' work from here on	FrDC	Outstanding
21.3.19 53.2	School to plan ahead for and address Accessibility requirements within the school.	AC	On-going
21.3.19 53.3	Ensure that each PPG pupil's learning journey can be comprehensively accounted for.	SLT	Done
21.3.19 54.7	Create a 'Complaints Panel'	AC/ FrDC	On-going. Part of the new organisation
21.3.19 54.iii	Check where Parent Questionnaires is covered in the proposed governance model	CFC	On-going
21.3.19 54.xii	Explain where: compliance, policies, PPG are covered in the proposed governance model.	FrDC	On-going
21.3.19 54.12	(&54.ii) Committees to develop FrDC's Proposal in Summer Term by ensuring that all GB obligations, duties and responsibilities are clearly mapped to the new governance model.	Com- mittees	Concerns addressed, fed back to FrDC and now back in his court. AW says it's difficult to move into the 'hard' groups when it's the 'soft' issues that are hard to place.
21.3.19 54.13	Develop Governance Proposal	FrDC	Back to FrDC
21.3.19 54.14	Consider the final new Governance Model and take a vote on implementation in Summer 2	FGB	It is not signed off yet. There are too many questions. Governors need to see the new model. We have not seen the new model to agree it.
21.3.19 57.5	ZS to complete and pass online NGA Safeguarding Training	ZS	Carry-over
21.3.19 58.1	Transfer £230 from Governor Fund Gift Aid to school for Hardship request (tbc)	AW	Request not submitted yet
23.5.19 65.1e	B&F/Finance Group to ensure £150pa made available to cover GovernorHub costs from September 2020.	B&F / Finance	On-going. AC says the agreement that it would come from GiftAid would need to be agreed. MSW says need to think about how to re-brand the Governor's Fund. As Finance Committee, need to cover

			themselves to say funds will be used to cover actions within the school and will have discretion as to how the Fund is spent. MSW advises to write a policy for the Governor Fund. AW says the policy doesn't specify what it's to be used for, but the letter to parents does so should be clarified.
23.5.19 65.1f	Create a user-friendly budget summary for FGB	MSW	On-going
23.5.19 65.1h	CFC to re-name Governor Fund	CFC	Remit.
23.5.19 65.2b	Support and develop the Parent Forum Pilot this term	CH / PS / ZS	CH and AC will do this tomorrow. Maybe ZS.
23.5.19 65.2e	Build accessibility considerations into all future building works.	AC	On-going
23.5.19 65.2g	Create an Accessibilities Officer/Link in the new structure	FrDC	
23.5.19 66.4K	Maintain a 'vision & ethos Link' Governor in the new structure	FrDC	
23.5.19 66.4L	Offer further details about the scope of the SDP Link Governor Roles	FrDC	
23.5.19 66.4M	Into the new GB ToRs, include ToR relating to Link Governors being able to delegate their responsibilities should they identify challenges to be addressed by the school.	FrDC	
23.5.19 66.5	Finalise the meetings schedule for the new structure in 2019/20	FrDC	Remitted
23.5.19 66.7	FrDC and RN to personally accompany Link Governors in their inaugural 'Link Visits' in Autumn 1 2019/20	FrDC / RN	On-going
23.5.19 66.8	Governor Fund: FrDC to nominate a replacement to take this over from AW by next term	FrDC	AW doing exceptionally well. AW valiantly agreed to keep going for a bit. AW would like to check Jason is happy with audit.
23.5.19 66.9	CFC duties to be carefully mapped to the new structure	CFC / FrDC	
23.5.19 66.12	Consider creating a Governor's Forum	FrDC	
23.5.19 67.a	Write to St Augustine's to nominate MSW's replacement	FrDC / Clerk	
23.5.19 67.a1	Consider involvement of Associate Governors in 2019/20 to address periodic low GB membership	FrDC	
23.5.19 70	All Governors to send their Safeguarding Training certificates to MS for filing	Govs	On-going
11.7.19 78.3	In the HT Report, update the Governor's Fund to be highlighted in green	AC	
11.7.19 78.5	Explore further options for accessing LHR sound-proofing funds.	AC	
11.7.19	Revise SEF and 3 year plan	SLT	

81			
11.7.19 82.b2	On all future Learning Walks, Governors should take photos to capture some of the 'wider curriculum' work that happens in the school.	Govs	
11.7.19 82.b3	At next FGB, offer feedback on the Parent Forum Pilot	CH	
11.7.19 82.b5	Consider CFC 'handover' document when finalizing new GB Structure ToRs.	FrDC/ Govs	
11.7.19 82.c	Ensure the PPG reporting is up-to-date by Autumn 1	RN	
11.7.19 84.7a	Re-name Governor's Fund	B&F	
11.7.19 84.7c	Update Parent Pack to explain the evolved nature of 'Governor Fund' expenditure.	B&F	
11.7.19 85	Check with AfC the Governors Code Of Conduct wording around Governors' responsibilities around setting school objectives	MS	