



BISHOP PERRIN

Church of England Primary School

<p style="text-align: center;">Full Governing Body Meeting 23rd May 2019 in the school at 7pm MINUTES</p>

Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (AC)	Head Teacher
Stephen Crinall (SC)	
Russell Nimmo (RN)	Vice Chair
Charlotte Holder (CH)	
Alwyn Williams (AW)	
Mark Stiles-Winfield (MSW)	

Non-governor attendees

Rachael Macklearn (RM)	Deputy Head, Associate Governor
Andrew Leach (AL)	Associate Governor
Miranda Sikkens (MS)	Clerk, Governing Board

Apologies

Father Stephen Caple (FrSC)	
Phil Storey (SC)	
Zoe Somolu (ZS)	

		ACTION
	Father David Cloake led the governors in prayers. The meeting began at 7.03pm	
60.	<p>Apologies for Absence</p> <p>1) Phil Storey sent his apologies. He has been in hospital for 4 days this week. Nevertheless, FrDC took this opportunity to welcome PS onto the GB which he will pass on at the next meeting. PS is already fully functioning as a Governor, having attended Summer 1's CFC meeting.</p> <p>2) Zoe Somolu sent her apologies via AC.</p> <p>3) Father Stephen Caple sent his apologies. He was at a confirmation.</p> <p>FrDC took this opportunity to extend his gratitude to two Governors who will be leaving at the end of this academic year:</p> <p>Mark Styles-Winfield will leave at the end of the academic year after a decade on the Governing Body. He has continually offered immeasurable support and commitment to the school, always with great insight, grace, fun and levity in his questioning. During his tenure, he has gone well beyond the role of Governor and the school will remain forever grateful for this.</p>	

	<p>Stephen Crinnal (staff governor) has been appointed a Leadership position at another school. He has served the GB for 4 years and has always offered great support to both staff and the governors. We wish him well wherever he moves on to. Also, congratulations on his wedding during Easter.</p>	
61.	<p>Declarations of Interest None were declared.</p>	
62.	<p>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING on 21st March 2019</p> <p>FrDC requested that all Committee Chairs mop up and complete all matters outstanding before the end of the academic year. Governors agreed this.</p> <p>RN proposed the Minutes from FGB 21st March 2019 as a true and accurate record of the meeting. This was seconded by MSW. All Governors were in favour and FrDC signed the Minutes accordingly.</p>	
63.	<p>Head Teacher's Report</p> <ol style="list-style-type: none"> 1. Governors asked whether 10 'persistent absentees' was something to be concerned about. AC explained that this number was in fact low. The current threshold for 'persistent absenteeism' is 90% (increased from 85% some years ago). The Educational Welfare Officer (EWO) attends Bishop Perrin termly to discuss 'persistent' absentees and on average spends about 30 minutes here. This is in comparison to half a day at some schools, giving a clear indication that Bishop Perrin is faring well with attendance. Of the 10 'persistent' absentees, only one is on-going, actively being addressed and consistently improving. 2. Governors ask whether lateness is monitored. AC answers that all children who arrive after 9am and therefore via the main reception are required to sign in with Jill and Denise. AC adds that although there are some 'persistent' late-comers, none of these are significantly late. During Friday Worship, the classes with the lowest number of lates are recognised and acknowledged with a round of applause. the number of lates per week tends to be low. 3. Governors asked whether there was an indication of how the SATs went last week. SC gave some general feedback. He noted that there had been full attendance throughout the SATs and their attitude had been positive and relaxed. There was one paper in particular which seemed difficult. A nation-wide discussion on the topic will open next week once all schools have completed their SATs and this will offer a more useful insight to enable answering this question. 4. Governors asked whether a Data Monitoring Group was taking place this term. Yes, on 15th July. This Summer 2 meeting was deemed desirable in order to set targets ready for next academic year. By 15th July, the current Year 1 and 	

	<p>Year 5 test results will be available to aid with this process and ensure that in September, the teaching staff can hit the ground running. MS to send reminder about date.</p> <p>5. Governors asked what might happen should the Breakfast Club Manager vacancy not be filled before September. AC said that he and RM would cover this where necessary.</p> <p>6. Governors asked whether there was anything within the report that AC wished to bring to Governors' attention. AC told Governors that the TA vacancy had 12 applicants, 3 of who were shortlisted (all with Primary school related experience). Diane Bow, the current Librarian, has been appointed to this role.</p> <p>7. Further to FGB63.6 question, AC explained that recruitment to fill the Year 6 class teacher vacancy has proven significantly more challenging – many schools are struggling in terms of recruitment. Actions to fill the position have included:</p> <p>a) A third round of recruitment opened today</p> <p>b) B&F had in-depth discussion and offered some ideas. Please refer to B&F 16.5.19 Minutes.</p> <p>c) BP will tap into the Richmond NQT pool, managed by LBRUT.</p> <p>d) Ideally Recruitment Agencies and their fees can be avoided, but they are nevertheless being considered (B&F discussion on this 16.5.19), particularly for an NQT where the fees will be absorbed by the salary savings.</p>	
64.	<p>Update on Governor's Fund (AW)</p> <p>1. Last year's Governor's Fund has been signed off and the money should be in the bank next week: an additional £1,900.00. This year's large donations helped.</p> <p>2. HSBC Bank Mandate and signatories can not be completed until FrDC visits a branch and a replacement needs to be secured for MSW. Thanks to AC and AW for completing this action.</p> <p>3. Another reminder for Governor Fund contributions will go to parents.</p> <p>4. The last LDBS invoice has been paid.</p> <p>5. The bibles invoice needs to be submitted.</p> <p>6. In summary, the total income for the Governor's Fund this year: £10,179. Governors asked whether this income is sustainable. AW noted that £1.5k of this came from a small number of very large individual donations. But less these for 2019/20, we are still looking at £8.5k. This prediction is possible thanks to the standing orders.</p> <p>7. The current balance: £5,678.45</p> <p>8. MSW proposed that £2.5K for the security system upgrade is paid for from the Governor's Fund so that the tight school budget is not hit. DF has been working hard on this project and £2.5k is a very competitive quote (see B&F Minutes 16.5.19 for more details about the upgrade). AC seconded this. All Governors voted in favour and the motion was carried. The Governor Fund will pay for this £2.5K stage of</p>	<p>FrDC +1</p> <p>AW / MSW / FrDC</p> <p>AW</p>

	<p>the security upgrade.</p> <p>9. Governors suggested that FGB64.8 should be communicated with the parents (add to 64.3). It will be very encouraging for parents to understand how their money is helping the school, thereby hopefully inspiring further contributions. AW, MSW and FrDC will write a letter to parents incorporating this information.</p> <p>10. Ensure that the new Reception parent evening for the 2019/20 intake understand the positive impact of the Governor's Fund to encourage their standing order creation.</p> <p>MSW thanked AW for the amazing job she has done with the Governor's' Fund. Never before has the Governor's Fund been at this level. AW said she is also pleased with how this Fund has developed.</p>	<p>AW / MSW / FrDC</p> <p>AC</p>
65.	<p>Feedback from Committee Chairs</p> <p>1. B&F (MSW)</p> <p>a. MSW fed back on the Benchmarking exercise that SC conducted for 16.5.19 B&F Committee meeting. It compared Bishop Perrin's against other, similar, schools in a host of criteria, including: income, expenditure, salaries, PPG, premises costs, etc. It is notable that BP are at the bottom for all of these. This demonstrates that, beyond a shadow of a doubt, BP are spending their limited funds well. Thanks to SC for his work on this benchmarking exercise..</p> <p>b. Swimming costs have been reduced thanks to the use of LEH's pool. Swimming coach and lifeguard costs remain, but overall costs are significantly lower than when Richmond Pools were being used.</p> <p>c. Bishop Perrin's carry-over this year will be £88k. DF has been working on the 3-year forecast. At present, next year predicts a small surplus, but year 2 is already predicting an £11k deficit. MSW explains that Year 3 is looking rather bleak. DF in continuing to revise the budget to improve the forecast. It is noted that SC's replacement will potentially prove a positive impact on the budget, should it be an NQT.</p> <p>d. There are three schools in Richmond that will end this academic year with a negative balance.</p> <p>e. The Portal – the Governor's secure storage system – is no longer in active use and all documents will be transferred to GovernorHub. This transfer will be managed by AfC Governor Support. Next year, this service will be offered for free. Thereafter, it will be offered at the reduced cost of £150pa (reduced from £400pa). Please note that this cost will need to be covered.</p> <p>f. Governors ask whether there is a simple budget summary that might be shared with the GB. MSW says he could produce something for this.</p> <p>g. An increase in £77k for the staff and salary costs was noted. This is mostly due to on-costs e.g. pensions.</p> <p>h. CFC and Governors were invited to find a new name for the</p>	<p>B&F</p> <p>MSW</p>

<p>'Governor's Fund' to more accurately reflect the purpose of this fund.</p> <p>2. CFC (CH)</p> <p>In the absence of the CFC Chair, FrSC, CH offered feedback on the meeting from 2.5.19.</p> <p>a. The Parent Questionnaire will be distributed mid-June at the school morning. Last year's 'agree/disagree' options were deemed too binary and therefore 'don't know/strongly agree/strongly disagree' have been added to this year's questionnaire as well as a comment box.</p> <p>b. Creation of a Parent Forum for parents/carers to discuss hot topics as well as field and address complaints. CFC agreed to host a pilot Parent Forum this term and invited self-nominations. Four parents self-nominated so a selection of SLT and Governors (AW, PS, ZS) will be involved in this pilot to develop a formal structure for 2019/20.</p> <p>c. Parent Forum: AC will personally invite some parents who have communicated with the school recently about some concerns they have had to join the Forum following the suggestion from Governors that a positive approach would be to involve them by stressing that we <i>need</i> their feedback to make positive change. Governors were mindful that the first meeting should be very positive. Governors felt that the Parent Forum will grow once parents see its positive impact. The Parent Forum will publish its Minutes and develop other forms of communications to positively involve parents.</p> <p>d. AC has a useful Parent Forum ToRs to share from another school</p> <p>e. The Accessibility Walk was discussed as part of the Equalities Plan. A host of areas for improvement were identified. Realistically, minor changes can be made at this stage – key fob at entrance, ramp into school – but in terms of addressing the ethos, accessibility improvements will be built into all future building projects.</p> <p>f. AC will make an explicit link between Governors Fund and accessibility in communications with parents so that parents are invited to buy into this vision.</p> <p>g. CFC would like to suggest an Equalities Officer/Link be created in the new GB Structure. FrDC thanks them for this suggestion.</p> <p>h. CFC discussed the GB structure transition. Carefully Minuted. They will leave this to FrDC to address in item 7.</p> <p>3. CA (RN)</p> <p>a. RM brought CA up-to-date with the March Year 2 and Year 6 test results taken in March. Year 2 results were good. Year 6 were not as good as had been hoped, progression stalled somewhat particularly compared with Autumn term results. RM updated the CA Committee on all the interventions that had been put in place to address the shortfalls.</p> <p>b. The ToRs for 2018/19 were finalised.</p>	<p>CFC</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p>AW / PS / ZS</p> <p>AC</p> <p></p> <p>AC</p> <p>AC</p> <p>FrDC</p> <p></p>
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	<p>c. To support the new GB structure, the CA Committee were asked to consider the Governor feedback forms since, to-date, Learning Walks/Governor Visits have mostly fallen under CA's remit. Since this feeds into item 7 today, RN will share more feedback later.</p> <p>d. We briefly skipped to item 9, item 68 below.</p>	
66.	<p>Update on New Structure – FrDC</p> <ol style="list-style-type: none"> 1. FrDC offered his latest thoughts on his proposed new Governing Body structure for Bishop Perrin. He feels that a lot of GB business at BP has strayed from the statutory requirements and wishes to reign this in. From here on in, BP Governors' business will be firmly rooted in statutory obligations. 2. FrDC is awaiting AC's input on this latest version of the ToRs. Subsequently, FrDC will disseminate this to all Governors. 3. FrDC talked Governors through his ideas about which Governors might fill which duties. This is based on an email sent 16.5.19. Please see Appendix A below for this list. 4. FrDC talked through this list and checked that Governors were happy to assume the mantle of each of these roles. <ol style="list-style-type: none"> A. Strategic – deals with urgent matters B. Impact Group – (formerly DMG) FrDC pledges to contribute to this in 2019/20. All Governors will be invited to this group. C. Disadvantaged Pupils Link includes PPG and SEND. D. H&S – FrDC needs to ask PS if he will assume this role. E. Admissions Panel is statutory. Can be a small Panel. F. Finance – ZS has had creditable form on the B&F Committee this term and FrDC will speak with her about replacing MSW as Chair. Steve Llwellyn will be advisor for this group. G. HT Performance Panel – with MSW leaving, another governor will be required to take on this responsibility. There is a vacancy on the training 27.6.19 7-9pm should another governor wish to attend this. H. Pay Panel – Governors are statutorily obligated to approve the HT's salary recommendations. Should last not longer than half an hour. I. Complaints & Exclusions – best practice is for these governors to undertake formal training. J. SDP Link Roles: the 3 identified key areas for improvement will change on an annual basis. AC noted that the 3 listed priorities will not necessarily feed into next year's SDP. K. SDP Link Roles: RN requested that Vision & Ethos would remain a Link Role, to reflect both the CofE ethos of the school as well as the new OfSTED Framework priorities. L. SDP Link Roles: AW asked for more clarification on what these Link Roles would entail in terms of commitment, size, shape of tasks. She is interested, but doesn't want to risk over-committing. M. SDP Link Roles: SDP Link Governors would determine how often they meet with their Link staff member, 3-6 times per year – it is up to the Link Governor to develop 	<p>FrDC</p> <p>FrDC</p>

	<p>a relationship with their Link member of staff. FrDC explains that his experience of being a Link Governor at Chase Bridge has been very positive and he has learnt 'loads' about education, providing him with holistic growth as a governor. Governors suggest that, should there be challenges in terms of addressing SDP priorities, the Link role and duties could prove challenging. It was agreed that, in the face of challenges where improvements were not on-track, responsibilities to address the target might be delegated.</p> <p>N. SDP Link Role: Governors remind colleagues of the OfSTED mantra <i>how do you know?</i></p> <p>O. Compliance – will also include skills audit.</p> <p>P. MS asks where statutory policies will be managed for review and ratification. AC will find someone for this.</p> <p>5. In terms of a <u>meeting schedule</u>, FrDC explained that this will be based around the Assessment Cycle and the Budget Cycle. Advisors can be booked in around this.</p> <p>6. Link Governor Visit Forms should capture evidence and impact. These will be used to review the SDP with Link staff member. See 66.10 and 66.11 below for further discussion on the Feedback Forms.</p> <p>7. FrDC says himself and RN will accompany all Governors in their first Link visits. He will personally 'show everyone the ropes' when the new GB structure is adopted. Everyone will soon be doing more 'on-the-ground' at the school, less in meetings.</p> <p>8. Governors question what will happen with the Governor's Fund? Who will be responsible for this? AW is happy to manage the Governor's Fund until the end of the academic year, but due to other commitments she will struggle to take it beyond this date. FrDC will find someone to hand the Governor Fund over to.</p> <p>9. Governors question what will happen to many of the CFC duties since they currently do not naturally map over to the new structure, e.g. the Parent Forum and the Parent Questionnaire. AW says that the next CFC meeting can be used to map CFC functions across to where they agree they might 'fit'.</p> <p>10. Governors ask how the 'soft issues' will be addressed under the new structure. RN stresses that OFSTED are moving back towards asking Governors '<i>how do you know?</i>' and that the answers '<i>it's in a 56-page policy</i>' or '<i>because the headteacher told us so</i>' does not suffice as a satisfactory answer. The best answers include: '<i>I have been in the school and seen it for myself</i>' however capturing it can prove challenging. The Link Governor role will offer more nebulous opportunities to capture this.</p> <p>11. RN suggests an improvement to the Governor Feedback Form, which although user-friendly and focused for Link</p>	<p>FrDC</p> <p>AC</p> <p>FrDC</p> <p>FrDC / RN</p> <p>FrDC</p> <p>CFC / FrDC</p>
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	<p>Visits, is less useful for the nebulous and anecdotal. RN therefore suggests adding a 'comments/observation' box where every Governor can include a general comment that captures an observation not necessarily related to the purpose of the visit, e.g. <i>there is no bullying in the playground; impressive displays on the wall; the children were talking about a trip to Hampton Court.</i> FrDC agrees that this is a good idea and will include it in the Form, with thanks.</p> <p>12. Governors suggest that a 'Forum for Governors' could be created.</p> <p>13. FrDC says there is one more stage to go in developing the new structure. He appreciated the Governors' feedback and some reasonable concern with regards to where the GB's future is going.</p>	FrDC FrDC
67.	<p>Membership & Succession Planning</p> <p>a. 2019/2020 Governors membership</p> <ul style="list-style-type: none"> - Replacement for MSW – St Augustine's Foundation Governor. Governing Body will write to St Augustine's warden to offer the position. - FrSC has ex-officio post for St Augustine's and his replacement with his successor. - LDBS. On-going recruitment effort. Could tap into Governors for Schools or Inspiring Schools. - Staff Governor. AC will conduct internal recruitment for this. <p>a.1. Since the GB will be low on numbers for a while, Governors suggested that it may be worth finding an interim Associate Governor next term to fill spaces. Previously it was suggested to involve the School Association in this capacity. This can be explored further.</p> <p>b. LA nomination</p> <p>Achieving for Children, working on behalf of the London Borough of Richmond, were happy to nominate the candidate endorsed by the Governing Board, Andrew Leach, for the Local Authority governor position. The appointment of Andrew Leach was ratified unanimously by the Governing Board.</p>	FrDC / Clerk FrDC
68.	<p>Sign off Terms of Reference and Plans of Work for CA Committee</p> <p>The CA Committee Terms of Reference were signed by FrDC and AC.</p>	
69.	<p>Ratify Term Dates 2020/2021</p> <p>The term dates have been set. AC needs to allocate the 5 INSET days.</p> <p>AC proposed the term dates. This was seconded by MSW. All Governors were happy to ratify AC's term dates proposal.</p>	
70.	<p>Training Update</p> <p>1. Many Governors have sent their Safeguarding training</p>	Govs

	<p>evidence to MS. Some still need to do this.</p> <p>2. FRDC is attending 10.7.19 AfC Training on the New OFSTED Framework. All Governors are invited.</p> <p>3. CH will send out Skills Audit to Governors within the next week.</p>	
71.	<p>Governor & Staff Social To take place on Thursday 6th June, 6.30pm, At St Philip and James church. Heina will provide the food. All Governors donated £10 towards this cost. AC will finalise the details.</p>	
72.	<p>Any Other Business None</p>	
73.	<p>Date of Next Meeting Thursday 11th July, 7PM in the school.</p>	
	<p>The meeting concluded at 8.56PM with prayers led by FrDC.</p>	

Signed:

Date:

Full GB Actions
As of 23rd May 2019

Minute	Action	Assign -ed	Update
17/41 (iii a)	AC to include financial update as a regular slot in the newsletter – to include cash raised via front office from “keep the change” initiative.	AC/ FrDC	Initiative disbanded. AW managing the Gov Fund updates.
20.9.18 4b	MS to contact Lyn Barnes and Angela Langford with person specification for new Bishop Perrin LA Governor	MS	AL has started as Associate Governor with a view to fulfilling LA position.
20.9.18 12d	CH to speak with John Cadogan regarding Finances.	CH	Done and received the remaining £49.
6.12.18 16.1(iii)	Follow up on Parent Governor queries	ZS / CH / FrDC	Done.
6.12.18 20 & 7.2.19 33.1.(iii)	Letter to parents regarding Standing Orders, Governor’s Fund, additional contributions, CWP. Include a standing order form so they can set up the AVCs	AW	AW has kindly taken on this task, has letters and names for distribution.
6.12.18 22.3	Seek funds within school budget for continuation of CWP Programme	B&F	Done
6.12.18 22.5	Include rhetoric around continuation of CWP into promotion of Governor’s Fund	FrDC/ ZS	Done
7.2.19 31.2	Nominate Mr. Andrew Leach as Associate Governor. Offer relevant induction.	FrDC MS/CH	Done
7.2.19 31.3	Open Round 3 of Parent Governor Nominations	MS/ CH	Done
7.2.19 32.9	Correct small error in the highlights at SDP Evaluation, line 1	AC	Done
7.2.19 33.1(ii)	Allocate £7.5K to specific teaching & learning resources and interventions	AC	Cancelled. Not enough money in budget.
7.2.19 33.1(iv)	Use £1.5k of Governor’s Fund for Year 1 carpet.	AW/DF	Done
7.2.19 33.1(v)	Governor Fund to ‘B&B’ private donation to Unofficial Account in order to claim Gift Aid.	AW/DF	Will be done next week.
7.2.19 33.2(ii)	Install internal lock mechanism into school hall doors.	AC	Done
7.2.19 33.4(ii)	All Governors invited to attend DMG. Next meeting: Monday 15 th July 2019 8:30-10:00	Govs	Done
7.2.19 34.2(i)	Paul Saunders needs to visit a local HSBC Bank to sign transfer papers enabling the mandated signatories to be updated.	Paul Saunde rs	Alternative plan actioned. See item 55 above.
7.2.19 34.3(i)	Inform HMRC of new Gift Aid contact person for Governor’s Fund	PS / AW	Done
7.2.19 42.1	Book St P&P for 6.6.19 Staff/Governor Social	FrDC	Done
7.2.19 42.3	Canvas attendance for staff/gov social 6.6.19	AC	Staff have been notified
7.2.19 43.1	Circulate updated Spring 2 meeting dates	MS	Done.
7.2.19 43.3	Write FGB highlights for school newsletter	MS	Done

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		
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 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	To be actioned in Summer 1. 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	AW
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	MS to check MSW and FrDC training status.
7.2.19 42.2	Determine per head food budget for staff/gov social 6.6.19	ZS	
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	
21.3.19 50.3	Learning Walks feedback to be based upon CRIB feedback	FrDC	
21.3.19 50.4	9.6.19 School Fair, School Association sweet stall	FrSC	
21.3.19 51.1	Re-align writing criteria to ensure comparability to other schools.	SLT	
21.3.19 51.2	Work towards addressing SIP 'Questions for governors to consider' in all governors' work from here on	FrDC	
21.3.19 53.1(iii)	Governor's Fund to pay £1.5K for completion of security fence around the school.	AW	
21.3.19 53.1(iv)	continue re-drafting 3-year budget to address and plan for predicted deficit by year 3.	AC/DF	
21.3.19 53.2	School to plan ahead for and address Accessibility requirements within the school.	AC	
21.3.19 53.3	Ensure that each PPG pupil's learning journey can be comprehensively accounted for.	SLT	
21.3.19 54.6	Create a 'Pay Panel'	AC/ FrDC	
21.3.19 54.7	Create a 'Complaints Panel'	AC/ FrDC	
21.3.19 54.iii	Check where Parent Questionnaires is covered in the proposed governance model	CFC	
21.3.19 54.iv	Check where ethos is covered in the proposed governance model	CFC	
21.3.19 54.xii	Explain where: compliance, policies, PPG are covered in the proposed governance model.	FrDC	
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	
21.3.19 54.13	Develop Governance Proposal	FrDC	
21.3.19 54.14	Consider the final new Governance Model and take a vote on implementation in	FGB	

	Summer 2		
21.3.19 57.5	ZS to complete and pass online NGA Safeguarding Training	ZS	
21.3.19 57.5	Check validity of MSW and FrDC The Performance Management of the HT Training	MS	
21.3.19 58.1	Transfer £230 from Governor Fund Gift Aid to school for Hardship request (tbc)	AW	
21.3.19 58.3	MS write highlights of FGB meeting for school newsletter	MS	
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	
23.5.19 64.8	Governor Fund to pay £2.5K for school security upgrade	AW	
23.5.19 64.10	Communicate the importance of the Governor Fund with new intake of Reception Parents.	AC	
23.5.19 65.1e	B&F/Finance Group to ensure £150pa made available to cover GovernorHub costs from September 2020.	B&F / Finance	
23.5.19 65.1f	Create a user-friendly budget summary for FGB	MSW	
23.5.19 65.1h	CFC to re-name Governor Fund	CFC	
23.5.19 65.2b	Support and develop the Parent Forum Pilot this term	CH / PS / ZS	
23.5.19 65.2c	Invite persistent complainers to become actively involved in Parent Forum pilot.	AC	
23.5.19 65.2e	Build accessibility considerations into all future building works.	AC	
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	
23.5.19 66.5	Finalise the meetings schedule for the new structure in 2019/20	FrDC	
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	
23.5.19 66.8	Governor Fund: FrDC to nominate a replacement to take this over from AW by next term	FrDC	
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	

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	

APPENDIX A: Link Roles and Membership

Strategic Group (clerked) - meet half-termly

- Chair
- Vice-Chair
- HT
- Deputy HT

Impact Group (clerked, advised by G Marriner) - meet termly in line with assessment cycle

- Russell Nimmo (chair)
- Fr DC
- Charlotte Holder
- HT / SLT

Disadvantaged Pupils Link - meet staff half-termly

- Russell Nimmo (until Christmas 2019_)
- Andrew Leach

Safeguarding Link

- Fr DC
- Zoe Somolu

Health & Safety

- Fr DC
- Phil Storey

Admissions Panel (clerked, advised by SBM and clergy) - meet twice yearly

- Alwyn Williams (Chair) - formally maintaining a presence from St Augs in Fr SCs absence
- Russell Nimmo - formally maintaining a presence from Ss PJ

Finance Group - meet half-termly in line with budget cycle

- Zoe Somolu (chair - tbc)
- Adrian Corke
- SBM
- Andrew Leach

HT Performance Panel (advised by SIP) - meet twice yearly

- Fr DC
- Alwyn Williams
- +1

Pay Panel (clerked, advised by HT and SBM) - meets annually

- Russell Nimmo (chair)
- Zoe Somolu
- Andrew Leach

Complaints & Exclusions Panel - ad hoc

- Russell Nimmo (chair)
- Alwyn Williams
- + 1 external member

SDP Link Roles - meet staff half-termly

- Writing Link: +!
- Vision & Ethos: Russell Nimmo
- KS1 / Yr2 +1

Compliance (Gov training, Learning Walks) - ad hoc

- Charlotte Holder
- Alwyn Williams
- New staff governor