



BISHOP PERRIN

Church of England Primary School

An Extraordinary Meeting of the Board of Governors 8th September 202 held at the School 6.00pm MINUTES

Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (ACo)	Head Teacher
Wahida Alladin (WA)	
Kerry Doggett (KD)	(Attended virtually)
Lucy James (LJ)	
Father John Kafwanka (FrJK)	
Rachael Macklearn (RM)	Deputy Head, Associate Member
Harsha McArdle (HM)	
Satty Panesar (SP)	Associate Member
Russell Nimmo (RN)	Vice Chair
Alwyn Williams (AW)	

Non-governor attendees

Helen Bott (HB)	Clerk
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Apologies

Amanda Crinall (ACr)	
Ankur Pruthi (AP)	

	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.10pm with a prayer led by FrDC.</p> <p>WELCOME TO GOVERNORS FrDC welcomed everyone to our first face-to-face meeting since February 2020. KD joined the meeting via Google Meet.</p> <p>APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from ACr & AP.</p> <p>MINUTES & MATTERS ARISING OF LAST FGB All actions had been met since the last meeting with nothing to follow up at this meeting. LJ proposed, AW seconded and all Governors agreed that the minutes were true and accurate record of the meeting held on 12th July 2021. Fr DC signed the minutes at the meeting.</p>	
2.	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none">• Election of Chair HB took the Chair and requested any nominations for the role as Chair. RN proposed FrDC as Chair, this was second by ACo and all Governors were in favour. FrDC was elected unopposed as Chair for a one-year term of office.• Election of Vice Chair	

FrDC proposed to have 2 Co-Vice Chairs for the next year, explaining that RN had already been a Chair of the board before and it would be good to have RN job share with someone else. HM seconded the motion and all were in favour. FrDC proposed AW to be the Co-Vice with RN. AW agreed, seconded by WA and all Governors were in favour. It was declared that RN and AW were elected unopposed as Co-Vice Chairs for a one-year term of office. FrDC then took the Chair again

- **Introduction to new Academic Year**

The Chair explained that the last year has meant as Governors, we have been unable to take an active face-to-face role in the life of the school. The role of a Governor and of the Governing Board is to take a strategic view and report back, but not actually do it. Our role is to make sure public money is being spent properly in the interest of the children's education. With in our role as Governors we need to make sure the SDP is in place and is followed accordingly.

The Chair went onto explain the two styles of Governing board structure, the committee model and the circle model. The circle model was introduced by FrDC two years ago when he took over as Chair.

Group Chairs, Members and Link Governors

The Chair reported that he had met with the Strategic Group this week and discussed Link Governors, Group Chairs and its members for the next year. Please see below everyone roles going forward for the next academic year:

Link Governors

Safeguarding – LJ
Quality of Provision & Diversity – RN with WA
Behavior & Attitudes – AW
EYFS – HM
SEND – Fr JK
Personal Development PHSE– LJ
H&S – currently Lucy (This may change)

All agreed to take on the above roles.

Finance Group - (Next meeting Mon 11th Oct 10am)

KD– Chair
AP
HM
AW
ACo
With Steve Llewellyn as Adviser and Denise Forster

Pay Panel - (Next meeting 11th Oct 10am)

Fr DC – Chair
KD
AP
HM
AW

Admissions - (Next meeting 2nd March 2022)

WA – Chair
AW

<p>Data Impact – (Next meeting is Thurs 30th Sept 1.30pm) SP – Chair RN WA ACo With Graham Mariner as Adviser</p> <p>Head Teacher Performance Management RN AW LJ– will need to do the training</p> <p>Complaints AW FrDC RN</p> <p>Those present agreed to take on the above roles</p> <p>Training and Development of the Board The Chair is to ask ACr to look after Training and Development, making sure everyone on the board is trained to the correct level.</p> <p>The Chair went onto say that ALL Governors must do the following training:</p> <p>Introduction: New Governors – Understanding you role. Education Inspection Framework: EIF Briefing: An introduction for Governors. The Role of Parent Governor/Staff Governor (as applicable). Safeguarding Basic Awareness –eLearning level 1</p> <p><i>Action:</i> The Clerk will inform all Governors of the trainings they need to attend and is happy to help people sign up to the correct training.</p> <ul style="list-style-type: none"> • Review Associate Governor Roles for coming year Fr DC proposed that the board re-elect Associate Member, Satty Panesar for another one-year term of office, AM seconded and all Governors were in favour. • GB Year Planner and Meeting Dates A list of meeting dates was circulated before the meeting. If you Governors are unable to attend any meeting please inform the Clerk. It was noted that the next FGB would now take place on Wednesday 20th October 2021. <p>The Chair explained that we will go forward with both face to face, virtual and hybrid styles of meetings and it will be up the Chairs of each individual group how they wish to conduct those meetings, times and days of those meetings.</p> <p><i>Action:</i> Going forward any changes to dates will be added as a different colour for ease.</p> <ul style="list-style-type: none"> • Updates to Keeping Children Safe The Chair noted that there have been some updates to this document. Please make sure that you have updated on Governor Hub that you have read this and also your Declaration of Interest and the Code of Conduct. Any question on who needs to do this, 	<p>FrDC</p> <p>ALL</p> <p>HB/ALL</p> <p>ALL</p> <p>HB</p> <p>All</p>
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	please contact the Clerk.	
3.	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • HT Report – verbal <p>The Head gave a verbal update.</p> <p><u>Risk Assessment</u> The RA was circulated prior to the meeting. The updates made were due to COVID changes; parents would be informed this week of those updates. There were no questions from the Governors.</p> <p><u>Attendance</u> The Head reported quite a few children didn't return to school until Monday this week. However over all attendance has been very good with 92.12% across the school.</p> <p><u>Staffing</u> The school welcomes Mr Craig Brown, as the new part time PE Coach, Mrs Fabienne Goalen, the new French Teacher and Mrs Jemma Chawla, the new Communications and Community Officer. This role will help and support teaching staff with planning trips, maintaining the website, developing our communications and adding extra capacity for Jill and Denise in the office.</p> <p>The Head went on to explain the changes to the support staff roles for TA's and LSA's. New job descriptions have been written for TLA's and the school has moved away from TA's and LSA's. The aim is for every single staff member will have minimum 7.5 hour contract; currently being trialed until March. The Head explained that these changes are to make sure EHCP children are fully integrated in class activities, gain confidence and independence and not heavily rely on one adult. It will give other children the opportunity to gain extra support when needed. The redesign of the role will also support retention and personal development of staff.</p> <p>The Governors had many questions around making sure that both parents and children understood the changes and that their expectations were being managed. It was noted that the Governing Board will need to be ready for any questions or complaints that may come forward for the changes.</p> <p><u>After school provision</u> The Head reported that Koosa Kids after school club had now started and was going well.</p> <p>Governors reported that they had already heard great reports in the playground from parents and children.</p> <p><u>Safeguarding</u> The local Police from now on will be notifying schools, if they are called out to a domestic violence incident involving children at school. This is so the school can be prepared to support the children if needed.</p> <p>On 21st September the Local Authority Safeguarding lead will be attending the school to lead an audit. The Head asked if LJ the Safeguarding Lead could be available that day.</p> <p><u>Catch up funding</u> The Head is to meet with Jo Sweeney and Fiona Twitcher who are</p>	LJ

	<p>responsible for overseeing Pupil Premium money and to discuss both the catch up funding money and look how best to continue to use the money for the benefit of the children. So far the teachers have identified those that need extra support and the areas that need following up.</p> <p><u>SDP – School Development Plan</u> The Head reported he is working with RM on completing the SDP.</p> <p>The Head reported that RM, RN & FrDc had had a Strategic meeting yesterday and had discussed that the school reaffirms their commitment to being an Ofsted Outstanding school. RM explained that it was 9 years ago since they had an inspection and the Ofsted criteria for Outstanding has changed considerably. The SLT are to now go away and evaluate its findings between now and the end of the Spring Term and find any areas that need to be worked upon and make sure everything is ready and place for an inspection.</p> <p><u>Term Dates for 2022/23</u> Term Dates for 2022/23 were circulated at the meeting. ACo proposed, FrDC second and all Governors agreed to the Term dates for 2022/23. FrDC signed a paper copy for the files.</p>	SLT
4.	<p>STATUTORY POLICIES All policies below were circulated prior to the meeting</p> <ul style="list-style-type: none"> • Behaviour, Anti-Bullying, Exclusions & Physical <p>Governors noted that the Appendix 1 was missing. The Chair asked if this could this policy be checked and brought to out next FGB in October. The Head agreed.</p> <ul style="list-style-type: none"> • Complaints • Health & Safety • V2 Staff Code of Conduct <p>The Chair asked the board if they were happy to ratify all the above policies? They were, RN proposed, AW seconded and all Governors were in favour. The Chair signed paper copies at the meeting for the records.</p>	ACo
5.	<p>DATA IMPACT</p> <ul style="list-style-type: none"> • Minutes for meeting held on 21st July 21 <p>Minutes were circulated prior to the meeting. There were no questions from the Governors regarding this meeting. AW proposed, ACo seconded and all Governors agreed that the minutes were true and accurate record of the meeting held on 21st July 2021</p>	
6.	<p>FINANCE</p> <ul style="list-style-type: none"> • Minutes for meeting held on 12th July 21 <p>Minutes were circulated prior to the meeting. There were no questions from the Governors regarding this meeting. AW proposed, HM seconded and all Governors agreed that the minutes were true and accurate record of the meeting held on 12th July 2021.</p>	
5.	<p>AOB The Chair asked for all AOB to be sent to the Chair, at least 7 days</p>	

	before the meeting in writing so the questions and answer can be published and recorded in the minutes properly.	
6.	<p>CONFIDENTIALITY Governors agreed that all items regarding domestic situations of pupils is not to be recorded or discussed outside of tonight's meeting and should be classed as confidential.</p> <p>NEWSLETTER HIGHLIGHTS The Governors met for an Extraordinary Board meeting on Wednesday 8th September. They elected Fr David Cloake as Chair, Mr Russell Nimmo and Mrs Alwyn Williams as Co- Vice Chairs for the next one year term of office.</p> <p>Appointments of Chairs, members of Groups and Link Governors were made during the meeting. Careful consideration had been made to ensure future succession planning and continuation within those roles to support the school going forward.</p> <p>The Governors were pleased to see the school return with very good attendance figures in the first week. They were also pleased to welcome the new members of staff that have joined the school this year and for the introduction of Koosa Kids afterschool provision.</p> <p>Governors were delighted to hear that the school reaffirms their commitment to being an Ofsted Outstanding school. The Governors will support the staff to help unable this to happen.</p> <p>The meeting concluded at 8.00pm with prayers led by FrJK</p>	

Signed:

Date:

Full GB Actions
As of 8th September 2021

Minute	Action	Assigned	Update
08.09.21 2	The Chair is to ask ACr to look after the Training and development, making sure everyone on the board is trained to the correct level.	FrDC	
08.09.21 2	All Governors must do the following training: Introduction: New Governors – Understanding you role. Education Inspection Framework: EIF Briefing: An introduction for Governors. The Role of Parent Governor/Staff Governor (as applicable). Safeguarding Basic Awareness –eLearning level 1	ALL	
08.09.21 2	<i>Action:</i> The Clerk will inform all Governors of the trainings they need to attend and I happy to help people sign up to the correct training.	HB/ALL	
08.09.21 2	Next FGB would now take place on Wednesday 20th October 2021.	ALL	
08.09.21 2	<i>Action:</i> Going forward any changes to dates will be added as a different colour for ease.	HB	
08.09.21 2	KCSiE - Please make sure that you have updated on Governor Hub that you have read this also your declaration in interest and the Code of Conduct. Any question on who to do this, please speak to HB	ALL	
08.09.21 3	On 21st September the Local Authority Safeguarding lead will be attending the school to lead an audit. The Head asked if LJ the Safeguarding lead could be available that day.	LJ	
08.09.21 3	Ofsted Ready, Outstanding - The SLT are to now go away and evaluate its findings between now and the end of the Spring Term. Find any areas that need to be work upon and making sure everything is ready and place for an inspection.	SLT	
08.09.21 4	Behaviour, Anti-Bullying, Exclusions & Physical Appendix 1 was missing. - this policy be checked and brought to out next FGB in October.	ACo	