



BISHOP PERRIN

Church of England Primary School

Full Governing Body Meeting –Approved with amendments
13th February 2020 in the school at 6.30pm
MINUTES

Governor Attendees:

Father David Cloake	(FrDC)	Chair
Aid Corke	(ACo)	Head Teacher
Amanda Crinall	(ACr)	
Rachael Macklearn	(RM)	Deputy Head, Associate Member
Russell Nimmo	(RN)	Vice Chair
Charlotte Holder	(CH)	
Andrew Leach	(AL)	
Satty Panesar	(SP)	Associate Member
Liz Poulter	(LP)	
Zoe Somolu	(ZS)	Did not attend
Phil Storey	(PS)	
Alwyn Williams	(AW)	

Non-governor attendees

Helen Bott	(HB)	Clerk
Fiona Twitcher	(FT)	

Apologies

None

		ACTION
1	<p>OPENING PRAYER</p> <p>The meeting opened at 6.30pm with a prayer led by FrDC.</p> <p>WELCOME TO GOVERNORS/NEW GOVERNORS</p> <p>The Chair informed the group that Zoe Somolu had decided to resign as a Governor after 3 and half years of service due to work and family commitments. The Chair asked HB to write a letter of thanks to her on behalf of the Governors.</p> <p>RN role was coming up for renewal and Ss Philip & James PCC have agreed that they are happy for RN to carry on. The Chair thanked RN for his continued service to the school.</p> <p>HB was welcomed as the new Clerk. It was noted that this was her first FGB since she was employed in November 2019.</p> <p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>	HB
2	<p>SEND PRESENTATION</p> <p>FT was welcomed as the lead teacher on SEND at the school. FT gave a presentation about SEND and the SEN Code of Practice</p>	

	and recent government changes. The Chair thanked FT for her very informative presentation.	
3	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none"> • Apologies No Apologies all present • Minutes & Matters Arising The actions from the last meeting were discussed and agreed. One change on the minutes was the spelling of Satty's name and not Sati. Governors agreed that the draft minutes of the 5/12/20 meeting were an accurate record. RN proposed and AL seconded. The Chair signed them and they will be filed in the Minute Book held in school. • Membership Update The Chair explained that we have 2 vacancies-one is a Foundation post as a result of Zoe stepping down and the other is the LDBS Governor. • Policies The Chair is in the process of making all polices have a more corporate look and the presentation tidied up. All Governors agreed this was a good idea. • Governor Communications The Chair asked if everyone was happy using Governor Hub and the school email? Everyone was happy with using the both and most found Governor Hub the easiest way to communicate using the Notice Board. It was noted that it is best to save documents on the Hub as PDF's. <p>HB reminded everyone to make sure they have updated their Declaration Declaration of Interest and Safeguarding on the Hub</p> <ul style="list-style-type: none"> • Gov Training Update CH reported training updates are ongoing. Training can now be recorded onto the Governor Hub <p>PS reported he had attended Effective School Visits training and found it useful. He will put the notes of the training onto the Hub</p>	<p>HB</p> <p>All</p> <p>All</p> <p>PS</p>
4	<p>GOVERNOR VISIT REPORTS</p> <p>PS & RN circulated their first reports prior to the meeting. The Chair congratulated PS for a wonderful report, which included photo's of the children's work. The Chair encouraged everyone to take a look at those reports as they were both very good – he thanked both PS & RN.</p> <p>Governors asked if they felt the that Governors were visible enough to both the parents and children?</p> <p>The Chair reported that the Governors have taken part in Learning Walks, Link Visits, Governors have been to events to talk about the Maintenance Fund, SP's link with PTA and items in the school</p>	

	<p>newsletter.</p> <p>Governors reported that the Parent Forum is another area of contact along with the Governors having a stall at school fundraising events.</p> <p>After much discussion the Chair suggested if this question on how can the Governors could be more visible, could be discussed at the next FGB and for to raise it with the Parent Forum and ask for their option and ideas.</p>	<p>CH/SP</p>
<p>5</p>	<p>LEADERSHIP AND MANAGEMENT</p> <p>HEAD TEACHER’S REPORT</p> <p>The Head Teacher’s report had been circulated by the Head prior to the meeting. The Head added that the school had just won the small schools swimming gala today and retained the title. Yr1 Teacher has been off sick for a few weeks but should be returning after half term. A Play Leader has been recruited this week. The School practiced the school’s lockdown procedure this week with the children – it was felt it went well overall.</p> <p>Governors asked the Head where is the work with the Eco-School status at and was it on track? The Head replied that the Eco Council have now been having weekly meeting with the children and they take the minutes of the meeting. They have a noticeboard in the corridor. The project is now moving forward with a member of staff as lead. The children were most upset the other day as the catering company had to use plastic plates as the dishwasher had broken down. The children questioned why they were using plastic plates and the effect on the environment that would have. The catering company confirmed the plates were bio-degradable. It was really good to see that the children have really take a keen interest in the Eco project so far.</p> <p>Governors raised the question that the Administration for the school had come up as high in the Data and Finance reports. The Head replied that the Business Manager has many roles to full fill in their job, including caretaking and general admin. Also, they only have two Administration roles at the school; the Business Manager and the School Administrator.</p>	
<p>6</p>	<p>DATA IMPACT</p> <p>The Data Impact Group Minutes had been circulated prior to the meeting. The Chair asked if there were any questions regarding the minutes of the Data Impact.</p> <p>Governors said that they really appreciated Graham Mariner, from LDBS, input, and how he focuses your attention to the detail and really makes you think.</p>	
<p>7</p>	<p>AOB</p> <p>Governors’ Maintenance Fund</p> <p>A draft copy of the Governors’ Maintenance Fund had been circulated prior to the meeting.</p> <p>AW raised concern at the last Finance meeting that she hadn’t seen any form of constitution pertaining to the GMF. This raised the question about whether we are using the funds for the purposes originally declared.</p> <p>After much discussion the Chair agreed that the process should be formalised and to use the draft of the Maintenance Fund Policy as a start.</p>	<p>Finance Mtg</p>

	<p>This should be formalised at the next Finance Meeting.</p> <p>The Chair thanked AW for all she had done with regard to the Governors' Maintenance Fund so far.</p> <p>The Head produced a list of costs relating to the building works that could be taken from the Governors' Maintenance Fund. Governors asked if this could be put onto the Governor Hub and then questions can be asked and it can be agreed using the comments box. It was also asked if the list could be put into order of priority.</p>	ACo
8	<p>CONFIDENTIALITY</p> <p>Governors agreed that nothing discussed at tonight's meeting should be classed as confidential.</p> <p>NEWSLETTER HIGHLIGHTS</p> <p>Governors had a very productive meeting on 13th February, They had a presentation from Fiona Twitcher on SEND. Governors were delighted to hear that the School had retained the Small Schools' Squadron Relay trophy. They were also pleased to hear that during the recent breakdown of the dishwasher in the school kitchen the children had questioned why plastic plates and cutlery were being used as they were single-use plastic and damaging to the environment – the plates and cutlery were in fact bio-degradable but it was wonderful that the children were willing to question this! The Governors appreciated the recent Learning Walks around the school that took place. Finally, the continued contributions by parents to our Governors' Maintenance Fund, which is making a real difference to helping with the school's finances and the ability of the school to maintain such high standards for the children's environment within the school.</p>	HB
	<p>The meeting concluded at 8.30pm with prayers led by FrDC.</p>	

Signed:

Date:

Full GB Actions
As of 13 February 2020

Minute	Action	Assigned	Update
13.02.20 1	HB to write a letter of thanks to Zoe Somolu on behalf of the Governors	HB	
13.02.20 3	File signed minutes of last meeting	HB	
13.02.20 3	Everyone to make sure they updated their Declarations of Interest and Safeguarding on the Governor Hub	All	
13.02.20 3	Trainings to be updated on the Governor Hub	All	
13.02.20 3	Effective Schools Visits training notes to be put on Governor Hub	PS	
13.02.20 4	How can the Governors be more visible? CH/SP to raise it with the Parent Forum and ask for their option and ideas.	CH/SP	
3.10.19 7	GMF the process should be formalised and to use the draft of the Maintenance Fund as a start. This should be formalised at the next Finance Meeting.	Finance Mtg	
3.10.19 7	List of costs related to Building works be put into order of priority and then put onto the Governor Hub and then questions can be asked and it can be agreed using the comments box.	ACo	
3.10.19 8	Newsletter Highlights to be sent to school office	HB	