



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors
1st November 2022 held in School
and via Google Meet 6.00pm
MINUTES

Governor Attendees:

Wahida Alladin	(WA)	
Father David Cloake	(FrDC)	Chair
Aid Corke	(AC)	Head Teacher
Kerry Doggett	(KD)	
Rachael Macklearn	(RM)	Deputy Head, Associate Member
Harsha McArdle	(HM)	
Russell Nimmo	(RN)	Co -Vice Chair
Satty Panesar	(SP)	Associate Member
Ankur Pruthi	(AP)	<i>Until 7.15pm</i>
Alwyn Williams	(AW)	Co -Vice Chair

Non-governor attendees

Helen Bott	(HB)	Clerk
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Apologies

Lucy James	(LJ)	
Father John Kafwanka	(FrJK)	

Absent without apologies

None

	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.04pm with a prayer led by FrDC</p> <p>WELCOME TO GOVERNORS FrDC welcomed everyone to the meeting.</p> <p>APOLOGIES AND DECLARATIONS OF INTEREST Apologies were received from LJ & FrJK.</p> <p>There were no declarations of interest.</p>	
2	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none">• Minutes & Matters Arising <p>Minutes of the meeting held on 6th July 2022 WA proposed, KD seconded, and all Governors agreed that the minutes were a true and accurate record of the meeting held on 6th July 2022. FrDC signed the minutes at the meeting.</p> <p>Minutes of the meeting held on 7th September 2022 RN proposed, KD seconded, and all Governors agreed that the minutes were a true and accurate record of the meeting held on 7th September 2022. FrDC signed the minutes at the meeting.</p> <p>Actions updated from the last meeting held on 7th September 2022.</p>	

Minute	Action	Assigned	Update
18.05.22 3	<ul style="list-style-type: none"> Emergency Action Plan Health and safety Premises management documents <p>The above Statutory Policies will be presented at a future meeting.</p>	AC	In progress H&S – Done Rest still in progress
18.05.22 3	Governors Code of Conduct – Cross reference with website and Review	FrDC/HB	Done
18.05.22 3	FrDC to format the Terms of Reference.	FrDC	Done
18.05.22 9	Ethos Visit Report presented to next FGB	FrDC/AW	Done
07.09.22 1	FGB Mins 6 th July 22 to next FGB for approval	HB	Done
07.09.22 2	Associate Governors SP – Chair to contact	FrDC	Done
07.09.22 2	Staff Governor Advertise	HB/FrDC	Done
07.09.22 2	Governor Hub – read Keeping Children Safe and your Declaration of Interest and the Code of Conduct are updated	ALL	Done
07.09.22 3	Governors to consider what they want to aim to achieve this academic year so this can be included in the SEDP	Str Grp	Done
07.09.22 4	Changes/ suggestions to Safeguarding policy	AC	Done
07.09.22 4	Office to keep log of whom is driving pupils	AC	Done
07.09.22 4	The Head would make sure the list of First Aiders is updated in classrooms	AC	Done
07.09.22 4	Changes/ suggestions to Online Safety policy	AC	Done
07.09.22 4	The Chair requested at all the above policies are circulated again amongst the Governors for approval online and any questions be referred to The Head. Then they will be formally signed at our next FGB.	HB	Done
07.09.22 5 & 6	Data Impact and Finance Group Meeting Mins to next FGB	HB	Done
<ul style="list-style-type: none"> Staff Governor update <p>The Head updated that he had not had any staff members come forward as yet offering to be the Staff Governor. The Chair suggested it is revisited in the Spring Term.</p> <ul style="list-style-type: none"> Updating of Declarations on Gov Hub <p>The Clerk informed the Board that everyone has now updated their Declarations on Governor Hub.</p> <ul style="list-style-type: none"> Gov Training Update 			FrDC/HB

The CPD dates for 2022/23 from AfC were circulated prior to the meeting.

- **GB Year Planner and Meeting Dates**

A list of meeting dates was circulated prior to the meeting.

- **Link Governor roles**

The Chair had sent the list of Link roles out to Governors prior to the meeting. Everyone agreed with the roles.

Governor Link Role	Suggested Governor	Staff Link
Staff Wellbeing	Fr David Cloake	Mrs Rogerson
Equalities, Race & Diversity	Wahida Alladin	SLT
EYFS	Harsha McArdle	Miss McAvoy/Miss Holloway
Curriculum - Reading	Satty Panesar	Miss Macklearn
Curriculum - Writing	Russell Nimmo	Miss Macklearn
Curriculum - PE	Lucy James	Miss Holloway
SEND and Pupil Premium	Fr John Kafwanka	Miss McAvoy
Safeguarding & Health/Safety	Lucy James (lead) Fr David Cloake	Mr Corke
School Association / Community	Satty Panesar	

3. **STATUTORY POLICIES**

The Chair noted that Governors had been asked to read and comment on many policies at this meeting. He asked if going forward that it could perhaps be kept to a maximum of 3 in total and not have all the policies at one meeting. He requested if he could meet and work with The Head, RM, Clerk and Jemma in the office to discuss the 3-year rolling list.

HB

The following policies were circulated prior to the meeting:

- **Governors Code of Conduct**

The above policy was ratified at the meeting and agreed for the policy to be reviewed every 3 years. FrDC proposed, AW seconded and all were in favour, except HM & AP who abstained.

- **Reception AUP**

The above policy was ratified at the meeting. KD proposed, HM seconded and all were in favour.

- **Staff Capability**
- **Staff Grievance**
- **Staff Disciplinary**

The Head explained the above three policies are provided by the Borough School HR provider.

The three policies above were ratified at the meeting. KD proposed, AW seconded and all were in favour.

- **Single Central Record**

Governors asked why is it renewed only every 2 years?

After much discussion it was proposed that going forward, the policy is to be renewed every 3 years unless there are changes in regulations in between that time.

The above policy was ratified at the meeting and agreed for the policy to be reviewed every 3 years. AK proposed, SP seconded and all were in favour.

	<p>The following policies will follow at future FGB's</p> <ul style="list-style-type: none"> • Teachers Pay – To follow • Admissions – March 2023 • Premises Management Docs. – Dec 2022 • EYFS – Dec 2022 • Teacher Appraisals – Dec 2022 • SEND – Dec 2022 • Data Retention – Dec 2022 <p>• Review Instrument of Government</p> <p>The Chair informed the Board that there was no change currently to this document, it is therefore for us to receive and acknowledge annually.</p> <p>• Confirm advisory rights of the Diocese</p> <p>The Chair explained the LDBS are there to help and advise the board when necessary. FrDC proposed, RN seconded and all Governors agreed that the school would continue to use the LDBS to advise the Governing Body.</p> <p>From the last meeting all policies that need to be ratified and signed.</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy <ul style="list-style-type: none"> - Parent Driver Log • Health & Safety • Staff Code of Conduct/Safe Working Agreement • Equality Information and Objectives – no changes • Complaints Policy – no changes • Data Protection Policy – no changes • Whistleblowing Policy – no changes • Online Safety Policy and the accompanying Acceptable Use • Charges and Remissions Policy • Behaviour, Anti Bullying, Exclusion Final <p>The Chair explained that the above policies came to the last meeting in September but due to the meeting not being quorate they couldn't be ratified. Therefore, the Clerk had sent them out after the last meeting for comment. The above 10 policies were ratified at the meeting. FrDC proposed and all were in favour, except for AP, who abstained.</p> <p>• School Term dates 2023/24</p> <p>The Chair asked if this could be written in a different font going forward. The Governors acknowledged and agreed the term dates for 2023/24.</p>	<p>AC</p> <p>AC</p>
<p>4.</p>	<p>GOVERNOR VISIT REPORTS</p> <p>The following reports were circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Junior Sports Day 2022 • School Assembly Sept 22 • Yr5 &6 visit to Church • RE & Vision Visit July 22 <p>The Chair thanked everyone who had written visit reports. He explained that the content of the reports is put into the evaluation in the SEDP.</p>	
<p>5.</p>	<p>LEADERSHIP & MANAGEMENT</p> <p>The following reports were circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Parents Questionnaire 21/22 results <p>The Chair asked if this could be deferred to the next meeting for discussion.</p> <p>• HT Report</p> <p>The Head informed the Governors that the Parent Carousel Workshop Evening had not had the take up that they had hoped it would have as parents. A questionnaire will be sent out to all parents to get feedback from</p>	<p>HB</p>

	<p>those who do attend and find out what the barriers are for those who are not attending.</p> <p>The Head reported that they are just starting the process to recruit a maternity leave cover for Year 5. They will also need to recruit a new part time caretaker, as Mr K has now retired. They will also be looking at recruiting a lunchtime cover as well.</p> <p>Personal Development Governors asked what content is being developed for the Wellbeing content?</p> <p>RM explained there is content on the website already. It needs to be put in a better format and made easier to find and is part of the streamlining of the website work.</p> <p>Governors asked if the analyses from the questionnaire for 2021-22 would be out of date?</p> <p>The Head explained that this is ongoing, so a more up to date analyses would be used throughout the year.</p> <p>The Head informed the group that both RM, The Business Manager and himself have all be approached by AfC to help support other local schools in the borough which shows that the school and management team are respected by AfC.</p> <p>Governors were concerned that the staff who have been asked to take on these extra roles by AfC, were still able to carry out their own daily roles at the School.</p> <p>The Head felt at this stage they could manage it and that they are able to get supply staff into cover some of RM's work when she is not in the school.</p> <p>The Head would send an updated HT report as it was noted that there were a couple of typo's and the staffing report had been missed off by mistake.</p> <p><i>AP left the meeting at this point - 7.15pm</i></p> <ul style="list-style-type: none"> • SEDP 2022/23 <p>The SEDP 2022/23 was circulated prior to the meeting.</p> <p>The Chair thanked the SLT for managing to get the SEDP out with in the first term, as it really helps to plan the year ahead, set targets, budgets and appraisal targets for the teachers.</p> <p>AW also thanked The Head for getting the SEDP done and ready before they had his HTMP review, as it really helped the panel set objectives for him for the year ahead.</p> <p>The Head also commented that at this moment they felt confident that they were at an Ofsted 'Good' rating with progress being made towards 'Outstanding'.</p>	AC
6.	<p>ADMISSIONS</p> <p>Minutes of the last meeting held on 18/10/22 were circulated prior to the meeting.</p> <ul style="list-style-type: none"> • Proposal of new criteria 2024 <p>The proposal for a new Admissions Criteria was circulated prior to the</p>	HB

	<p>meeting. The Chair explained that the Admission Criteria has to be reviewed and go out for wider consultation in the community every 7 years.</p> <p>The draft proposal was discussed and agreed at the last Admissions meeting and is focussing on a reduction on Christian faith places, with a total of 14 places-7 to each of the Parishes of St Augustine and Ss Philip & James. This would therefore give more spaces to others in in the community and those that live closer to the school.</p> <p>The Chair explained that all Governors have the right to make individual comments on the proposal during the consultation period.</p> <p><i>Action:</i> Clerk to inform The Business Manager that FGB have seen the draft proposal and it now ready to go it for wider consolation.</p>	HB
7.	<p>DATA IMPACT</p> <ul style="list-style-type: none"> Minutes of last two meetings <p>Minutes of the last two Data Impacts meetings held on 14/07/22 & 15/09/22 were circulated prior to the meeting.</p> <ul style="list-style-type: none"> V2 Sept Target Setting 22/23 <p>Updated targets for 2022/23 were circulated prior to the meeting for information.</p>	
8.	<p>FINANCE</p> <p>Minutes of the meeting held on 11/07/22 were circulated prior to the meeting.</p> <p>Budget Monitoring notes & Budget from Sept 22 were circulated prior to the meeting.</p> <ul style="list-style-type: none"> Minutes of the meeting held on 20/10/22 <p>These will follow at the next meeting.</p> <ul style="list-style-type: none"> GMF Annual Report <p>The GMF report was circulated prior to the meeting. The Chair thanked AW for all her hard work for maintaining the GMF.</p>	HB
9.	<p>PAY PANEL</p> <ul style="list-style-type: none"> Minutes of last meeting held on 20/10/22 <p>These will follow at the next meeting</p>	HB
10.	<p>AOB</p> <p>The was none.</p>	
11.	<p>CONFIDENTIALITY</p> <p>Governors agreed that there was nothing at tonight's meeting that should be classed as confidential.</p> <p>NEWSLETTER HIGHLIGHTS</p> <p>The Governors met for a Full Governing Board meeting on Tuesday 1st November.</p> <p>At the meeting they were delighted to discuss and agree to the new Link Governor roles for the year, which included a Wellbeing Link Governor which Fr David will take on.</p> <p>All the Governors we pleased to receive the new School Evaluation and Development Plan (SEDP) for this current academic year.</p>	

	<p>They were also pleased to receive the Governors' Maintenance Fund Annual Report. Governors would like to thank everyone who has contributed and continues to give regularly to the fund during these tough economic times.</p> <p>The meeting concluded at 8.00pm with prayers led by FrDC</p>	
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Signed:

Date:

Full GB Actions
As of 1st November 2022

Minute	Action	Assigned	Update
01.11.22 2	Staff Governor – revisit advertising in Spring Term	FrDC/HB	
01.11.22 3	Statutory Policies FrDC meet with The Head, RM, Clerk and Jemma in the office to discuss the 3-year rolling list	HB	
01.11.22 3	The following policies will follow at future FGB's <ul style="list-style-type: none"> • Teachers Pay – <i>To follow</i> 	AC	

	<ul style="list-style-type: none"> • Admissions - <i>March 2023</i> • Premises Management Docs. - <i>Dec 2022</i> • EYFS - <i>Dec 2022</i> • Teacher Appraisals - <i>Dec 2022</i> • SEND - <i>Dec 2022</i> • Data Retention - <i>Dec 2022</i> 		
01.11.22 3	Term Dates – in a different font.	AC	Done See Link to file
01.11.22 5	Parents Questionnaire 21/22 results. Add to next FGB Agenda	HB	
01.11.22 5	Updated HT Report	AC	Done See link to new Report
01.11.22 6	Admissions Minutes held on 18/10/22- next FGB	HB	
01.11.22 6	Admissions - Clerk to inform The Business Manager that FGB have seen the draft proposal and it now ready to go it for wider consultation.	HB	Done
01.11.22 8	Finance Minutes held on 20/10/22- next FGB	HB	
01.11.22 9	Pay Panel Minutes held on 20/10/22- next FGB	HB	