



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors
6th July 2022 held in School
and via Google Meet 6.00pm
MINUTES

Governor Attendees:

Wahida Alladin	(WA)	
Aid Corke	(AC)	Head Teacher
Kerry Doggett	(KD)	
Lucy James	(LJ)	
Harsha McArdle	(HM)	
Satty Panesar	(SP)	Associate Member
Ankur Pruthi	(AP)	
Alwyn Williams	(AW)	Co -Vice Chair

Non-governor attendees

Helen Bott	(HB)	Clerk
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Apologies

Father David Cloake	(FrDC)	Chair
Father John Kafwanka	(FrJK)	
Rachael Macklearn	(RM)	Deputy Head, Associate Member
Russell Nimmo	(RN)	Co -Vice Chair

	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.03pm with a prayer led by AW</p> <p>WELCOME TO GOVERNORS The Vice Chair AW welcomed everyone to the meeting.</p> <p>APOLOGIES AND DECLARATIONS OF INTEREST Apologies were received from FrDC, FrJK, RM & RN.</p> <p>There were no declarations of interest.</p>	
2.	<p>SUBJECT LEADS – PE, ASHLEA HOLLOWAY The Governors received a presentation from AC, The Head Teacher on behalf of Ashlea Holloway who was unable to attend the meeting.</p> <p>AH took over as PE lead 2 years ago. The school belongs to the Youth Sports Trust.</p> <p>Governors asked how do you track the pupil progress and make sure they are covering the areas needed?</p> <p>The Head explained that the curriculum is mapped for the year and AH monitors it and observes the schools PE teacher Mr Brown. Mr Brown provides feedback on PE comments for end of year assessments.</p>	

	<p>Governors asked what happens to the teachers who miss out on the CPD by not running PE lessons?</p> <p>The Head explained that Mr Brown is to give training sessions with the teachers to make sure they understand the curriculum and can cover lessons when needed.</p> <p>AW thanked AH for organising sports day last week and thanked AC for the informative presentation.</p> <p>Ofsted Discussion This will be presented at the next meeting when FrDC is in attendance.</p>																																									
3.	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none"> Minutes & Matters Arising from May 2022 meeting Action updated from the last meeting held 18th May 2022. <p>There were some corrections to the minutes under:</p> <table border="1" data-bbox="316 712 1286 2110"> <thead> <tr> <th>Minute</th> <th>Action</th> <th>Assigned</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>23.03.22 2</td> <td>The Head is to speak with RN & WA who are the curriculum leads and work out a plan of action.</td> <td>AC/RN/WA</td> <td>Not needed as we have subject lead updates. Suggested also to follow the school Twitter feed</td> </tr> <tr> <td>23.03.22 2</td> <td>To review the website.</td> <td>HM</td> <td>Done</td> </tr> <tr> <td>23.03.22 6</td> <td>The Chair agreed to write letter of thanks to the 3 members of Staff that are due to leave on behalf of the Governors.</td> <td>FrDC</td> <td>AW to draft ready for FrDC to approve and sign</td> </tr> <tr> <td>18.05.22 1</td> <td>Next FGB 6th July we will have two more subject leads present.</td> <td>AC</td> <td>Done - only one lead</td> </tr> <tr> <td>18.05.22 2</td> <td>Please note the next FGB has been moved to a week earlier Wednesday 6th July at 6pm.</td> <td>All</td> <td>Done</td> </tr> <tr> <td>18.05.22 2</td> <td>FrDC will start to work on dates for the next academic year for meetings and circulate them.</td> <td>FrDC</td> <td>In progress</td> </tr> <tr> <td>18.05.22 3</td> <td> <ul style="list-style-type: none"> Emergency Action Plan Health and safety Premises management documents The above Statutory Policies will be presented at a future meeting. </td> <td>AC</td> <td>In progress</td> </tr> <tr> <td>18.05.22 3</td> <td>Governors Code of Conduct – Cross reference with website and Review</td> <td>FrDC/HB</td> <td>Still to do</td> </tr> <tr> <td>18.05.22 3</td> <td>FrDC to format the Terms of Reference.</td> <td>FrDC</td> <td>Still to do</td> </tr> </tbody> </table>	Minute	Action	Assigned	Update	23.03.22 2	The Head is to speak with RN & WA who are the curriculum leads and work out a plan of action.	AC/RN/WA	Not needed as we have subject lead updates. Suggested also to follow the school Twitter feed	23.03.22 2	To review the website.	HM	Done	23.03.22 6	The Chair agreed to write letter of thanks to the 3 members of Staff that are due to leave on behalf of the Governors.	FrDC	AW to draft ready for FrDC to approve and sign	18.05.22 1	Next FGB 6th July we will have two more subject leads present.	AC	Done - only one lead	18.05.22 2	Please note the next FGB has been moved to a week earlier Wednesday 6 th July at 6pm.	All	Done	18.05.22 2	FrDC will start to work on dates for the next academic year for meetings and circulate them.	FrDC	In progress	18.05.22 3	<ul style="list-style-type: none"> Emergency Action Plan Health and safety Premises management documents The above Statutory Policies will be presented at a future meeting.	AC	In progress	18.05.22 3	Governors Code of Conduct – Cross reference with website and Review	FrDC/HB	Still to do	18.05.22 3	FrDC to format the Terms of Reference.	FrDC	Still to do	<p style="text-align: center;">AW</p> <p style="text-align: center;">HB/FrDC</p> <p style="text-align: center;">AC</p> <p style="text-align: center;">FrDC/HB</p> <p style="text-align: center;">FrDC</p>
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	18.05.22 3	HB will let Jemma in the office have a copy of the School Governance Handbook with correct Governors visit information.	HB	Done	FrDC/AW
	18.05.22 4	Pupil Conference Visit Report presented to next FGB	WA	Done	
	18.05.22 9	Ethos Visit Report presented to next FGB	FrDC/AW	To follow	
<p>KD proposed, HM seconded, and all Governors agreed that the minutes were a true and accurate record of the meeting held on 18th May 2022. AW signed the minutes at the meeting.</p> <ul style="list-style-type: none"> • Reappointment of FrDC with LDBS AW informed the Governing Body that FrDC has been re-appointed as the LDBS appointed Foundation Governor from 19/06/22 – 18/06/2026. • Governor Training Update The Clerk thanked everyone who attended training and informed the GB that the next list of trainings from AFC for the next academic year will be out shortly. <p>Here is link to a free Safeguarding training that may be of interest: https://lgfl.bookinglive.com/book/add/p/74</p> <p>Governors have attended the following training since our last meeting:</p> <p>RN attended:</p> <ul style="list-style-type: none"> • Chairs' Network • Director's Termly Briefing for Chairs and Vice Chairs <p>AW attended:</p> <ul style="list-style-type: none"> • Chairs' Network • Safer Recruitment • SEND for Governors • Director's Termly Briefing for Chairs and Vice Chairs <p>HB attended:</p> <ul style="list-style-type: none"> • Clerking Matters • GB Year Planner and Meeting Dates <p>A list of draft meeting dates was circulated prior to the meeting. These are to be finalised shortly.</p>					
4.	<p>STATUTORY POLICIES AND TASKS</p> <ul style="list-style-type: none"> • Home School Agreement <p>A new version was circulated prior to the meeting. AW informed the Board that at the last meeting, the Home School agreement had been accepted, however since then The Head has had to make further changes.</p> <p>Governors asked AC to cross check this with the Behaviour Policy. Does the revised HSA align with the Governors Statement of Principles set out in the Policy?</p> <p><i>Action AC to cross check.</i></p>				AC

	<p>The Head reported that this version has been shown and discussed both at the Parent Forum and the School Council.</p> <p>KD proposed, SP seconded, and all Governors agreed with the updated version of the Home School Agreement.</p> <ul style="list-style-type: none"> • Health and Safety <p>The Head informed the GB that above will be presented at a future meeting.</p>	AC
5.	<p>GOVERNOR VISIT REPORTS</p> <p>The following reports were circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Open Day visit • Learning Walk RE and Vision • Learning Walk PHSE • Pupil Conference • Church Yr1 Visit • Church Yr2 & 3 visit <p>AW thanked everyone for providing their reports.</p>	
6.	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • HT Report <p>The Headteacher's report was circulated prior to the meeting.</p> <p>Governors were pleased to see most areas are now green against the SDP. They asked if the areas that still have no progress at this moment will be achieved by the end of the year?</p> <p>The Head explained as before that The Arts Mark is not going to happen as it is quite expensive and therefore it is not felt financially viable. The Youth Sports Trust is currently being worked on.</p> <p>The Head reported the EAL survey that had been sent out to parents has had a good response.</p> <p>Governors asked why an offer of liaising with another school about the implementation of the Little Wandle Phonics Scheme had not been taken up.</p> <p>The Head said that he would liaise with the relevant staff about this</p> <p>AW asked if the invoice for Little Wandle could be sent to her so she could pay it out of the GMF before the end of the financial year. <i>Action: AW to contact the Business Manager regarding the invoice.</i></p> <p>AW thanked The Head for the report.</p> <ul style="list-style-type: none"> • Assessment Data 2018-22 <p>The Head tabled the final year Assessment Data 2018/22</p> <p>The Head explained the areas that need improvement are the combined scores. Unfortunately, not all children reached the expected standard across all the areas, some only missing it by one point.</p> <p>SP, Chair of Data Impact group congratulated the staff and children for a good set of results against the national figures, saying they should be proud of those results.</p> <p>Governors asked was it above average to have more than 6 children with</p>	AW

	<p>SEN in a year group?</p> <p>The Head explained yes, in BP you would normally on average have 3 per year group.</p> <p>AW thanked The Head for a good set of results and explained that these will be reviewed in more detail next week at the Data Impact group.</p>	
7.	<p>FINANCE</p> <ul style="list-style-type: none"> • Final Budget 22/23 approval <p>AW noted at the meeting that the Final Budget 22/23 had been commented on with the Business Manager by email. Going forward this needs to be agreed in a Finance Panel meeting which can be an extraordinary and / or virtual meeting if needed; the budget must then presented to the next FGB for final approval.</p> <p>Future Finance Panel meeting dates will be discussed at the next Finance Panel meeting. It is hoped that these can be aligned with end of year and budget approval timetables to ensure deadlines are met.</p> <p>KD proposed and HM seconded, and all agreed the Final Budget 22/23. FrDC will sign the form to be returned to AFC.</p> <p>AW and The Head thanked the Business Manager and KD for all their work on the budget.</p>	Fin Grp
8.	<p>AOB</p> <p>Governors raised the point that there had been a large number of emails sent out recently from the school office to parents. Governors asked could this be addressed?</p> <p>AW explained that this had been raised at previous FGB meetings and it had been proposed to address this through the Parent Forum. The Head felt that this could be something that would come out of the parent survey and could be looked at once those results are known.</p> <p>The Head explained that as the school has organised this term a large number of events for the children-trips, visits, Open School Morning, sports events, school journeys, summer fete linked-events, school plays and class assemblies that this would naturally generate communications for parents so they know what is happening. The Head explained that feedback from parents was that they would like normal pre-pandemic events to happen if possible, and the school has responded to this by organising an extensive programme of additional activities to enhance the curriculum, thus generating associated communications.</p>	
9.	<p>CONFIDENTIALITY</p> <p>Governors agreed one item from tonight's meetings that needed confidentially, was the SAT's results as they have yet to be given to the children and parents.</p> <p>NEWSLETTER HIGHLIGHTS</p> <p>The Governors met for a Full Board meeting on Wednesday 6th July.</p> <p>Governors congratulated the children and staff for a good set of SATs results in Years 2 and 6, impressive Year 1 Phonics Check results and Reception assessment data.</p> <p>Governors thanked The Head and the rest of the staff team for letting the</p>	

	<p>Governors undertake the learning walks around the school during school time to monitor behavior, Worship and the curriculum.</p> <p>Governors thanked the staff for organising the recent Sports Day, Year 6 residential trip and the up-and-coming school production.</p> <p>The Governors noted that that it had been a really challenging term for the staff and were very grateful for all the opportunities given to the children and the visits that have been arranged.</p> <p>The meeting concluded at 8.27pm with prayers led by AW</p>	
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Signed:

Date:

Full GB Actions
As of 6th July 2022

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06.07.22 4	Cross check the Home School Agreement with the Behaviour Policy. Does the Governors responsibilities a line with the policy?	AC	
06.07.22 6	AW to contact the Business Manager regarding the invoice for Little Wandle.	AW	
06.07.22 7	Future Finance meeting dates will be discussed at the next Finance meeting.	Fin Grp	