



# BISHOP PERRIN

## Church of England Primary School

### Meeting of the Board of Governors 9<sup>th</sup> February 2022 held in School and via Google Meet 6.00pm MINUTES

#### Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (AC)	Head Teacher
Wahida Alladin (WA)	
Lucy James (LJ)	
Rachael Macklearn (RM)	Deputy Head, Associate Member
Harsha McArdle (HM)	
Satty Panesar (SP)	Associate Member <i>Joined at 6.10pm</i>
Ankur Pruthi (AP)	(Online)
Russell Nimmo (RN)	Co -Vice Chair
Alwyn Williams (AW)	Co -Vice Chair

#### Non-governor attendees

Helen Bott (HB)	Clerk
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#### Apologies

Kerry Doggett (KD)	
Father John Kafwanka (FrJK)	
Russell Nimmo (RN)	Co -Vice Chair

	ITEM	ACTION
1.	<p><b>OPENING PRAYER</b> The meeting opened at 6.03pm with a prayer led by FrDC.</p> <p><b>WELCOME TO GOVERNORS</b> FrDC welcomed everyone to the meeting.</p> <p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b> Due the recent change of this meeting date so not to clash with parent interviews, apologies had been received from KD she was booked on a Governor training tonight, FrJK had to attend a pastoral matter in his Parish and RN was unable to due to a prior engagement.</p> <p>There were no declarations of interest.</p>	
2.	<p><b>WHAT GOVERNOR'S SHOULD EXPECT AT AN OFSTED.</b> The Chair informed the Governors they were to receive a presentation from Graham Marriner from LDBS, however Graham had ben called away to an Ofsted inspection and was therefore now unable to attend the meeting tonight. Graham will attend our next FGB in March.</p>	
3.	<p><b>GOVERNING BODY ITEMS</b></p> <ul style="list-style-type: none"><li><b>Minutes &amp; Matters Arising from Dec 2021 meeting</b></li></ul> <p>All actions had been met since the meeting held on 9<sup>th</sup> December 2021 with nothing to follow up at this meeting. There was one correction to the minutes under:</p>	



	<ul style="list-style-type: none"> <li>eLearning: Information Sharing</li> <li>Focused Governor Visits (Governors)</li> </ul> <p>HM attended:</p> <ul style="list-style-type: none"> <li>EIF Workshop: Implications for Governors (Governors)</li> <li>EIF: Questions Demonstrating Effective Challenge (Governors)</li> </ul> <p>RN attended:</p> <ul style="list-style-type: none"> <li>EIF Workshop: Implications for Governors (Governors)</li> <li>EIF: Questions Demonstrating Effective Challenge (Governors)</li> </ul> <p>AW attended:</p> <ul style="list-style-type: none"> <li>Targeted EIF Briefing for Outstanding Schools: Introduction for Governors</li> </ul> <p>The Chair and The Head thanked all the Governors for taking part in the training offer.</p> <ul style="list-style-type: none"> <li><b>GB Year Planner and Meeting Dates</b></li> </ul> <p>A list of meeting dates were circulated before the meeting.</p>	
4.	<p><b>STATUTORY POLICIES AND TASKS</b></p> <ul style="list-style-type: none"> <li><b>ECT Policy</b></li> <li><b>Attendance Policy</b></li> <li><b>Teacher’s Pay Policy</b></li> <li><b>Complaint Policy</b></li> <li><b>Data Protection Policy</b></li> <li><b>Privacy Notice for Parents <i>Linked to DP</i></b></li> </ul> <p>The above polices were circulated prior the meeting. WA proposed, LJ seconded, and all were in favour for the ratification of the above policies. FrDC signed the policies at the meeting for the file.</p>	
5.	<p><b>GOVERNOR VISIT REPORTS</b></p> <ul style="list-style-type: none"> <li><b>EYFS Visit</b></li> </ul> <p>EYFS visit report was circulated prior to the meeting. It was noted the action for financial provision. HM to take to the next Finance meeting.</p> <ul style="list-style-type: none"> <li><b>Data Impact Visit</b></li> </ul> <p>Data Impact visit report was circulated prior to the meeting.</p> <p>The Chair thanked the Governors for attending link visits and writing the reports.</p>	<b>HM</b>
6.	<p><b>LEADERSHIP &amp; MANAGEMENT</b></p> <ul style="list-style-type: none"> <li><b>HT Report</b></li> </ul> <p>The Headteacher’s report was circulated prior to the meeting. The Head highlighted the recent high number of staff and child absences due to COVID. He reported that the SLT has had to ‘plug’ the gaps as they were struggling to get supply teachers.</p> <p>Governors asked why was the supply agency struggling to full fill their remit of supplying supply teachers?</p> <p>The Head explained that the supply agency was struggling to get enough supply teachers to fill the demand. They did also try other supply agencies.</p> <p>Governors asked are you assured that it was the situation and was not the agency not being able to full fill its contract?</p>	

	<p>RM explained that the supply agency had asked schools not to booked supply before they were needed, as some schools were pre-booking supply teachers in advance ‘just in case’.</p> <p>The Head made the Governors aware that the financial impact for having to use so many supply teachers, it will make a huge ‘dent’ in the budget.</p> <p>The Chair thanked The Head, SLT and staff team for all they have done this last half term to keep the school running. They should be proud of what they have achieved over this difficult period.</p> <ul style="list-style-type: none"> <li>• <b>Updated Risk Assessments</b></li> </ul> <p>The updated RA’s were circulated prior to the meeting. There were no questions from the Governors regarding the RA’s.</p>	
7.	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes of the last meeting</b></li> </ul> <p>Minutes were circulated prior to the meeting. There were no questions from the Governors regarding these minutes.</p> <ul style="list-style-type: none"> <li>• <b>Budget Model Dec 2021</b></li> </ul> <p>Budget Model Dec 2021 were circulated prior to the meeting. There were no questions from the Governors regarding these papers.</p> <ul style="list-style-type: none"> <li>• <b>GMF Report</b></li> </ul> <p>GMF report was circulated prior to the meeting. Governors asked had there been much uptake from the recent letter that had gone out to parents?</p> <p>AW reported that there were 14 families that have now paid and more donations coming in for the Outdoor Garden.</p> <p>AW went on to report the bank account approximately has a balance of £20,000. Subscription to The Key of £450 is due to come out. AW asked the Governors if they use The Key?</p> <p>Some of the Governors and the Clerk do use The Key and Governor Hub regularly. The Chair therefore proposed to The Board that the GMF is to carry on paying the subscription for Governor Hub and The Key. The motion was seconded my HM and all Governors were in favour.</p> <p>AW asked if the new Phonics scheme will come from the GMF?</p> <p>The Chair said it could as it could be seen as expectational circumstances but for it not to set a precedence for the future.</p> <p>Governors asked will the GMF suggested amount go up at all?</p> <p>AW reported the last time the amount went up was when she took over, looking after the fund a few years ago. Many parents haven’t paid the contribution this year and last year. Some however have paid a higher rate.</p> <p>The Chair suggested it could go up annually being index linked.</p> <p>After much discussion it was suggested by The Chair that an increase should not be made until more parents are paying in regularly.</p> <p>The Chair thanked AW for keeping the GMF in good order.</p>	

8.	<p><b>DATA IMPACT MEETING</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes of last meeting</b></li> </ul> <p>Minutes were circulated prior to the meeting. There were no questions from the Governors regarding these minutes. SP reported that they had a positive meeting, and it was good to see how the data is shared.</p>	
9.	<p><b>AOB</b></p> <p>The School Association are to run a Quiz night on 26<sup>th</sup> March, and it was suggested the Governors put a team together.</p>	
10.	<p><b>CONFIDENTIALITY</b></p> <p>Governors agreed that there was nothing at tonight's meeting that should be classed as confidential.</p> <p><b>NEWSLETTER HIGHLIGHTS</b></p> <p>The Governors met for a Full Board meeting on Wednesday 9<sup>th</sup> February.</p> <p>Governors would like to highlight to parents the Curriculum Framework for each subject that can be found on the school website: <a href="https://www.bishopperrin.richmond.sch.uk/learning/curriculum-and-assessment">https://www.bishopperrin.richmond.sch.uk/learning/curriculum-and-assessment</a></p> <p>Governors were pleased to hear that the recent assessment data received on pupil progress was encouraging and the catch-up programme was going well.</p> <p>Recent Covid-related staffing issues were discussed, and it was noted that this had an impact on the school's ability to keep face-to-face teaching going across the school, especially with the lack of supply teachers available to help fill teacher absences. The teacher absences, along with support staff absences, had put a severe strain on the school staff and their need to cover duties and responsibilities at short notice. The Governors would like to thank all the staff who have helped keep the school open and functioning during this acute and intense period of time.</p> <p>Governors were pleased to hear how well the school had coped over a few very difficult weeks and how well the children have adapted to the changes in staffing they have encountered.</p> <p>Governors are still very grateful to all those that continue to make regular donations to the Governors Maintenance Fund. Governors will monitor donations, at the moment no changes will be made to the current suggested donation figure.</p> <p>The meeting concluded at 7.45pm with prayers led by FrDC</p> <p><b>The Next FGB meeting is 23<sup>rd</sup> March 2022, 6pm.</b></p>	

Signed: .....

Date: .....

**Full GB Actions**  
As of 9<sup>th</sup> February 2022

<b>Minute</b>	<b>Action</b>	<b>Assigned</b>	<b>Update</b>
09.02.22 3	After much discussion it was agreed that Strategic Group would look at this and put together a FAQ's sheet, using The Key crib sheet as a guide.	Stra Grp	
09.02.22 3	HB to send The Key sheet to The Chair.	HB	
09.02.22 3	Action: The Strategic group to look at a small curriculum focus group.	Stra Grp	
09.02.22 3	The Clerk reported AP is still to complete the Safeguarding Level 1 eLearning.	AP	
09.02.22 3	SP needs to update Governors Hub with dates of the Safeguarding training she has attended.	SP	Done
09.02.22 4	EYFS visit report was circulated prior to the meeting. It was noted the action for financial provision. HM to take to the next Finance meeting.	HM	