



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors 9th December 2021 via Google Meet 6.00pm MINUTES

Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (AC)	Head Teacher
Wahida Alladin (WA)	
Kerry Doggett (KD)	
Lucy James (LJ)	Left at 7.00pm
Rachael Macklearn (RM)	Deputy Head, Associate Member – Joined at 6.30pm
Harsha McArdle (HM)	
Satty Panesar (SP)	Associate Member
Ankur Pruthi (AP)	
Russell Nimmo (RN)	Co -Vice Chair
Alwyn Williams (AW)	Co -Vice Chair

Non-governor attendees

Helen Bott (HB)	Clerk
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Apologies

Father John Kafwanka (FrJK)

	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.02pm with a prayer led by FrDC.</p> <p>WELCOME TO GOVERNORS FrDC welcomed everyone to the meeting. FrDC informed the group that Mrs Amanda Crinall, the Staff Governor had resigned as a Governor since our last meeting. FrDC took the opportunity to thank her for the work on the board.</p> <p>APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from FrJK. There were no declarations of interest.</p>	
2.	<p>Curriculum Update The Governors received a presentation on the Curriculum overview from Rachael Macklearn, Deputy Headteacher. Here is the link to the presentation: https://app.governorhub.com/document/61b37b9f96399c2e1a677b7f/view</p> <p>At the end of the presentation Governors were invited to ask questions: Governors asked where do you source your staff CPD training from? RM explained they use the AFC training offer and also each teacher is signed up to their subject association, they also provide specialist subject trainings.</p> <p>Governors asked what do you do to measure the children's memory of subjects/teaching across a term?</p>	

	<p>RM explained that the school has half termly data assessments that help identify where the children may need more support in certain areas. The teachers also structure the daily lessons in a way so there is opportunity to recap and recall previous work and then build on that.</p> <p>Governors asked how are gaps in knowledge catered for? RM explained that they do have an interventions programme and they will take children out of lessons if needed, but will always make sure it is not the same lesson each week. Some children go in before school and do extra work and others during the lunchtime.</p> <p>Governors noted that recent data assessments had showed there had been a drop in some areas of English since COVID lockdowns. How do you adjust the curriculum to make sure these areas improve? RM explained using both interventions and during the second lockdown there has been less of a gap in knowledge, as the school had managed to provide the full curriculum online and they learnt lessons from the first lockdown.</p> <p>Governors noted the reading list was good however they asked how often does the school look at new texts to use in school as some have been used for while now? RM explained that they do change the books, especially if they find a better book that fits the topic area and the children enjoy it. They also use many other books in guided reading time and introduce more books this way to children. Guided reading sessions are streamed so the books are at the right level for each child to enjoy. The school also has a book club for children to explore more titles.</p> <p>Governors asked what level of assurance can you give that staff have “buy in” to the Curriculum overview? RM felt staff “buy in” is good, as the way the school set the model out, helps teacher with their workload. Teachers enjoy teaching it and they always have the opportunity to input and work on putting it together.</p> <p>The Chair thanked RM for her very detailed presentation and work she does to put it all together.</p>	
3.	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none"> • Minutes & Matters Arising All actions had been met since the last meeting with nothing to follow up at this meeting. There were two corrections to the minutes under: 3. Governing Body items Minutes & Matters Arising <i>RN proposed, AW seconded and all Governors agreed that the minutes were true and accurate record of the meeting held on 8th September 2021. - should have read WA seconded and not AW.</i> <p>Governor Training Update <i>RN attended:</i></p> <ul style="list-style-type: none"> • <i>LDBS Safeguarding training - should have read CofE Safeguarding training and not LDBS.</i> <p>RN proposed, AK seconded and all Governors agreed that the minutes were a true and accurate record of the meeting held on 20th October 2021. Fr DC to sign the minutes off on GovernorHub.</p> <ul style="list-style-type: none"> • Governor Training Update Governors have attended the following trainings since our last meeting: 	FrDC

	<p>WA attended:</p> <ul style="list-style-type: none"> • Behaviour and Attitudes Briefing for Governors (Governors) • Focused Governor Visits (Governors) • eLearning: Information Sharing <p>FrDC attended:</p> <ul style="list-style-type: none"> • Chairs' Network (Governors) <p>LJ attended:</p> <ul style="list-style-type: none"> • EIF Briefing: Introduction for Governors <p>HM attended:</p> <ul style="list-style-type: none"> • Early Years Foundation Stage (EYFS) Reforms - Implications for Governors (Governors) • Primary Curriculum - Overview for Governors (Governors) <p>RN attended:</p> <ul style="list-style-type: none"> • Director's Termly Briefing for Chairs and Vice Chairs (Governors) • Statutory Assessment - Understanding the Assessment Process KS1 and KS2 only (Governors) • Chairs' Network (Governors) <p>AW attended:</p> <ul style="list-style-type: none"> • Director's Termly Briefing for Chairs and Vice Chairs (Governors) • Leading in Governance - Developing Chairing Skills (Governors) • Behaviour and Attitudes Briefing for Governors (Governors) • Focused Governor Visits (Governors) • School Financial Management (Governors) <p>HB attended:</p> <ul style="list-style-type: none"> • Clerks Termly Briefing • GB Year Planner and Meeting Dates <p>A list of meeting dates was circulated before the meeting. Please note the next Data Impact meeting will now take place on Thursday 27th January, 4pm at the school.</p>	ALL
4.	<p>STATUTORY POLICIES AND TASKS</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding Policy <p>The Child Protection & Safeguarding policy was circulated prior to the meeting. LJ explained that she had read the document in full and thanked The Head for all the work that he had done to get the policy updated. She felt confident that the school is currently in a good place with regards to child protection and safeguarding.</p> <p>Governors asked what key things have been added?</p> <p>LJ reported that it was mainly the harmful sexual behaviours section that had been added.</p> <p>The Head thank LJ for taking the time to read the document. He reported that he had cross referenced the document with both The Key template and AFC model. He went on to explain that the policy now crosses over with both LJ and AW roles as it includes behaviours.</p> <p>LJ reported that her next piece of work is to meet with the Business Manager in December and look at the safer recruitment process.</p> <p>Governors asked how are you reassured that all the staff have read the document?</p> <p>The Head explained that all staff have this shared with them at the start of the term and they have to sign and say that they have read, understood and abide by it.</p> <p>LJ also explained that as a Governor she will be meeting with staff and</p>	

	<p>asking them questions about the document.</p> <p>LJ proposed, WA seconded and all were in favour for the ratification of Child Protection & Safeguarding policy. FrDC to sign the final policy for the file.</p> <ul style="list-style-type: none"> • Ratification of polices since the last meeting <p>The Clerk explained at the last meeting it was agreed that 10 policies that arrived late to our last meeting, would be looked at remotely on GovernorHub and comments to be sent to The Head via email. The comments have now been collated and the following 10 polices are now ready to be ratified at this meeting:</p> <ul style="list-style-type: none"> • KS1 Acceptable Use Policy Sept 2021 • KS2 Acceptable Use Policy Sept 2021 • SEND AUP Sept 2021 • SEND Policy Oct 2021 v1.0 • EYFS Oct 2021 • Online Safety Policy Sept 2021 • Parent AUP Sept 2021 • RSE Policy 2021 • Staff, Governors, Volunteers AUP Sept 2021 • Visitors Contractors AUP Sept 2021 <p>The above Statutory Policies were ratified at the meeting. HM proposed, WA seconded and all were in favour for the ratification of the above policies. FrDC to sign the final policies for the file.</p>	<p style="text-align: center;">FrDC</p> <p style="text-align: center;">FrDC</p>
<p>5.</p>	<p>GOVERNOR VISIT REPORTS</p> <ul style="list-style-type: none"> • Year 6 Visit <p>Year 6 visit report was circulated prior to the meeting. LJ reported that the recent Year 6 visit to The Royal Albert Hall was a really great day and the children really enjoyed it.</p> <ul style="list-style-type: none"> • Attitudes & Behaviour Visit <p>Attitudes & Behaviour visit report was circulated prior to the meeting. AW reported that she had spent some useful time with The Head understanding what the Attitudes and Behaviours was within the school setting and which in turned helped her when attending a recent Attitudes and Behaviour training session. AW went onto explain that Ofsted, will look at what the children's attitude and behaviours are like within each area of the school for example the classroom, corridor, playground etc...</p> <p>The Chair thanked the Governors for attending link visits and writing the reports.</p>	
<p>6.</p>	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • HT Report <p>The Headteacher's report was circulated prior to the meeting. RM explained that the school had had recent Phonics audit and the advice is to 'err on the side of caution' and purchase an external scheme. There was much discussion about where the money could be found to cover what could be £4000.</p> <p>Governors asked about some of the items on the HT report, as some were getting close to their deadlines including; <i>Intenet</i>, <i>Scaffolding for SEND pupils</i> and <i>Wellbeing Officer role</i>.</p> <p>The Head reported that both areas were currently being worked on.</p>	

	<ul style="list-style-type: none"> • SEDP 2021/22 <p>The SEDP was circulated prior to the meeting. The Head explained that the Governors intentions were added to this document as discussed and decided at a recent Strategic meeting.</p>	
7.	<p>FINANCE</p> <ul style="list-style-type: none"> • Minutes of the last meeting <p>Minutes were circulated prior to the meeting. There were no questions from the Governors regarding this meeting.</p>	
8.	<p>PAY PANEL</p> <ul style="list-style-type: none"> • Minutes of last meeting <p>Minutes were circulated prior to the meeting. There were no questions from the Governors regarding this meeting.</p>	
9.	<p>AOB</p> <p>There was none</p>	
10.	<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 Board meeting on Thursday 9th December.</p> <p>At the meeting Governors received a very informative presentation from Miss Macklearn on the schools Curriculum overview. The Governors thanked her for all the work she has done on providing the school with a board curriculum.</p> <p>The Governors were sad to receive Mrs Crinall's resignation as a staff Governor on the board. They thank her for all her work on the board, she will be missed.</p> <p>The Governors were proud to hear about the recent Year 6 visit and performance to The Royal Albert Hall.</p> <p>The Governors were also glad to hear from Mr Corke about the recent Phonics audit and how good the results were.</p> <p>The meeting concluded at 7.47pm with prayers led by FrDC</p> <p>The Next FGB meeting is 2nd February 2022, 6pm.</p>	

Signed:

Date:

Full GB Actions
As of 9th December 2021

Minute	Action	Assigned	Update
09.12.21 3	Fr DC to sign the minutes off on GovernorHub.	FrDC	
09.12.21 3	Data Impact meeting will now take place on Thursday 27 th January, 4pm at the school.	All	
09.12.21 4	Polices sign all ratified copies	FrDc	