



# BISHOP PERRIN

## Church of England Primary School

**Meeting of the Board of Governors**  
**18<sup>th</sup> May 2022 held in School**  
**and via Google Meet 6.00pm**  
**MINUTES**

**Governor Attendees:**

Father David Cloake (FrDC)	Chair
Aid Corke (AC)	Head Teacher
Lucy James (LJ)	
Rachael Macklearn (RM)	Deputy Head, Associate Member
Harsha McArdle (HM)	
Satty Panesar (SP)	Associate Member
Russell Nimmo (RN)	Co -Vice Chair
Alwyn Williams (AW)	Co -Vice Chair

**Non-governor attendees**

Helen Bott (HB)	Clerk
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**Apologies**

Wahida Alladin (WA)
Kerry Doggett (KD)
Father John Kafwanka (FrJK)

**Absent without apologies**

Ankur Pruthi (AP)
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	ITEM	ACTION
1.	<p><b>OPENING PRAYER</b> The meeting opened at 6.05pm with a prayer led by FrDC</p> <p><b>WELCOME TO GOVERNORS</b> The Chair welcomed everyone to the meeting.</p> <p>The Chair informed the Governing Body that AW had been elected for another term of office as a Foundation Governor by St Augustine's PCC.</p> <p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b> Apologies were received from WA, KD &amp; FrJK. AP was also absent at the meeting.</p> <p>There were no declarations of interest.</p>	
1 a.	<p><b>SUBJECT LEADS – HISTORY, RACHEAL MACKLEARN</b> The Governors received a presentation from RM, Deputy Head Teacher on one of her subject responsibilities which is History.</p> <p>FrDC thanked RM for the informative presentation.</p> <p>It was noted that at our next FGB in July we will have two more subject leads present.</p>	<b>AC</b>

2.	<p><b>GOVERNING BODY ITEMS</b></p> <ul style="list-style-type: none"> <li><b>Minutes &amp; Matters Arising from March 2022 meeting</b></li> </ul> <p>Action updated from the last meeting held 23<sup>rd</sup> March 2022.</p> <table border="1" data-bbox="316 241 1299 1771"> <thead> <tr> <th>Minute</th> <th>Action</th> <th>Assigned</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>09.02.22 3</td> <td>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.</td> <td>Stra Grp/ HB</td> <td>RN has passed a useful FAQ's from training attended. <a href="#">Link to file</a> <b>Done</b></td> </tr> <tr> <td>09.02.22 3</td> <td>HB to send The Key sheet to The Chair.</td> <td>HB</td> <td>To be sent to FrDC <a href="#">Link to doc</a> <b>Done</b></td> </tr> <tr> <td>09.02.22 3</td> <td>Action: The Strategic Group to look at a small curriculum focus group.</td> <td>Stra Grp</td> <td><b>Meeting on 25<sup>th</sup> May</b></td> </tr> <tr> <td>23.03.22 2</td> <td>The Head to go over and review with the Governors is: <i>Quality of Education – Descriptors for Good</i> and then to look at <i>Outstanding</i>. Slides 35 &amp; 36</td> <td>All</td> <td><b>Done</b></td> </tr> <tr> <td>23.03.22 2</td> <td>The Head is to speak with RN &amp; WA who are the curriculum leads and work out a plan of action.</td> <td>AC/RN/WA</td> <td><b>To do</b></td> </tr> <tr> <td>23.03.22 2</td> <td>To review the website.</td> <td>HM</td> <td><b>To do</b></td> </tr> <tr> <td>23.03.22 4</td> <td>Draft Statement of Principles - Governors to feedback to AW and for AW to put together the final statement for agreement.</td> <td>All/AW</td> <td><b>Done</b></td> </tr> <tr> <td>23.03.22 6</td> <td>Wellbeing of staff to discuss at next Str Grp meeting</td> <td>Stra Grp</td> <td><b>Meeting 25<sup>th</sup> May</b></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><b>To do</b></td> </tr> <tr> <td>23.03.22 7</td> <td>SFVS &amp; Draft Budget approval to be sent out by close of 24<sup>th</sup> March and to be approved by Governors by Monday 28<sup>th</sup> March</td> <td>HB - to send All to approve</td> <td><b>Done</b></td> </tr> </tbody> </table> <p>There were some corrections to the minutes under:</p> <p><b>6. Leadership &amp; Management</b> It should have read: ...Governors can <u>do</u> directly ....</p> <p><b>9. AOB</b> It should have read: ...set a <u>precedence</u> for use ....</p> <p>RN proposed, LJ seconded, and all Governors agreed that the minutes were a true and accurate record of the meeting held on 23<sup>rd</sup> March 2022. Fr</p>	Minute	Action	Assigned	Update	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/ HB	RN has passed a useful FAQ's from training attended. <a href="#">Link to file</a> <b>Done</b>	09.02.22 3	HB to send The Key sheet to The Chair.	HB	To be sent to FrDC <a href="#">Link to doc</a> <b>Done</b>	09.02.22 3	Action: The Strategic Group to look at a small curriculum focus group.	Stra Grp	<b>Meeting on 25<sup>th</sup> May</b>	23.03.22 2	The Head to go over and review with the Governors is: <i>Quality of Education – Descriptors for Good</i> and then to look at <i>Outstanding</i> . Slides 35 & 36	All	<b>Done</b>	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	<b>To do</b>	23.03.22 2	To review the website.	HM	<b>To do</b>	23.03.22 4	Draft Statement of Principles - Governors to feedback to AW and for AW to put together the final statement for agreement.	All/AW	<b>Done</b>	23.03.22 6	Wellbeing of staff to discuss at next Str Grp meeting	Stra Grp	<b>Meeting 25<sup>th</sup> May</b>	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	<b>To do</b>	23.03.22 7	SFVS & Draft Budget approval to be sent out by close of 24 <sup>th</sup> March and to be approved by Governors by Monday 28 <sup>th</sup> March	HB - to send All to approve	<b>Done</b>	<p style="text-align: center;">Stra Grp</p> <p style="text-align: center;">AC</p> <p style="text-align: center;">HM</p> <p style="text-align: center;">Stra Grp</p> <p style="text-align: center;">FrDC</p>
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	<p>DC signed the minutes at the meeting.</p> <ul style="list-style-type: none"> <li>• <b>Governor Training Update</b></li> </ul> <p>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> <p>Governors have attended the following training since our last meeting:</p> <p>LJ attended:</p> <ul style="list-style-type: none"> <li>• Lead Governor Training for Looked After Children</li> </ul> <ul style="list-style-type: none"> <li>• <b>GB Year Planner and Meeting Dates</b></li> </ul> <p>A list of meeting dates was circulated prior to the meeting. Please note the next FGB has been moved to a week earlier to Wednesday 6<sup>th</sup> July at 6pm.</p> <p>FrDC will start to work on dates for the next academic year for meetings and circulate them.</p>	<p>All</p> <p>FrDC</p>
<p>3.</p>	<p><b>STATUTORY POLICIES AND TASKS</b></p> <ul style="list-style-type: none"> <li>• Home School Agreement</li> </ul> <p>The Draft Home School agreement was circulated prior to the meeting for comment.</p> <p>The Head noted the comments from the Governors and will add those to the agreement. He explained the school planned to use this updated version from September onwards.</p> <p>FrDC proposed to accept the updated Home School Agreement with the amendments given to The Head at this meeting. SP seconded the motion and all were in favour.</p> <ul style="list-style-type: none"> <li>• Emergency Action Plan</li> <li>• Health and safety</li> <li>• Premises management documents</li> </ul> <p>The Head informed the GB that above Statutory Policies will be presented at a future meeting.</p> <ul style="list-style-type: none"> <li>• Governors' Code of Conduct</li> </ul> <p>The Chair is going to check if the current Code of Conduct on the Website is the most up to date version as in the Terms of Reference with The Clerk. The Chair is to format the Terms of Reference.</p> <ul style="list-style-type: none"> <li>• Governors' Visits</li> </ul> <p>The Chair noted the Governors Visits is part of the School Governance annual handbook which supersedes the document presented at this meeting.</p> <p>The Clerk will let Jemma in the office have a copy of the School Governance Handbook with correct Governors' visit information.</p>	<p>AC</p> <p>FrDC/HB</p> <p>FrDC</p> <p>HB</p>
<p>4.</p>	<p><b>GOVERNOR VISIT REPORTS</b></p> <ul style="list-style-type: none"> <li>• <b>Pupil Conference</b></li> </ul> <p>RN gave an overview of the Pupil Conference that both he and WA attended today. WA will be writing a report shortly. RN noted how confident the children were with speaking to them and how engaged they all were the whole time, which was for an hour.</p> <ul style="list-style-type: none"> <li>• <b>SATs</b></li> </ul>	<p>WA</p>

	<p>SATs visit report was circulated prior to the meeting. Governors thanked RN for his involvement in the SATs week with Yr6 and that the children appreciated it.</p> <p>The Chair thanked the RN for the report.</p>	
5.	<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.</p> <p>Governors asked does the times tables check need to be added to the Impact list and if so will the school have a achievement pass rate percentage the same way as Phonics screening?</p> <p>The Head explained that is was the first year for the official screening of time tables checks. It could be added to the Impact list going forward if Governors find that useful.</p> <p>Governors asked if the areas that have no progress at the moment, will they be achieved by the end of the year?</p> <p>The Head explained that The Arts Mark is probably noting 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>Governors ask if Miss McAvoy will still be the lead for EYFS from September?</p> <p>The Head explained yes, she will still lead EYFS.</p> <p>The Chair thanked The Head for the report.</p>	
6.	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li><b>Minutes of last meeting</b></li> </ul> <p>The minutes of the last Finance Panel meeting were circulated prior to the meeting.</p> <p>Governors asked if the EAL funding can in anyway be backed dated?</p> <p>The Head explained no it can't, but they are going to send a new survey out to all parents asking if their child has EAL.</p> <ul style="list-style-type: none"> <li><b>Draft Budget Model 2022 &amp; SFVS approval</b></li> </ul> <p>It was noted at the meeting both the Draft Budget Model 2022 and SFVs was approved via Governor Hub on 28<sup>th</sup> March 2022. The Business Manager then returned them to AFC.</p>	
7.	<p><b>AOB</b></p> <p>The Chair reported that he along with AW had taken a learning walk today focusing on RE &amp; Ethos of the school. They were pleased to see that the children understood the school's Ethos. A report will be written and presented at the next meeting.</p> <p>The Chair explained that he was starting to work on getting ready for a SIAMS - Statutory Inspection of Anglican and Methodist Schools, expectation and looking at the new framework. Also the school having to academise and become part of a Dioceses or a Denary Academy in the future.</p> <p>The Year 6 Leavers BBQ is now on Monday 18<sup>th</sup> July and Governors are</p>	FrDC/AW

	welcome to attend.	
8.	<p><b>CONFIDENTIALITY</b> Governors agreed the one area for confidently was the staff appointments as these have not be publicised to the wider school and parents as yet.</p> <p><b>NEWSLETTER HIGHLIGHTS</b> The Governors met for a Full Board meeting on Wednesday 18<sup>th</sup> May.</p> <p>The Governors received a presentation from Miss Macklearn as Subject Lead for History and were informed about how the school's History curriculum is sequenced across Yeas 1-6 for the National Curriculum and how this links with the history themes taught in Reception Class. Miss Macklearn was able to talk about how the different history themes show progression as the children move through the school and as often as possible, themes are linked to the local area to help the children get a greater understanding of where they live and how it has changed over time.</p> <p>Governors congratulated Year 6 for taking their SAT's this half term. They would also like to thank the all the staff for providing excellent wrap around care and support for the children that week.</p> <p>Governors were delighted to hear about the successful Year 5 trip to the Isle of Wight, especially as it was the first trip the school had taken to the Isle of Wight in two years.</p> <p>They also celebrated how the pupils came across so confidently in a recent Governors visit for a Pupil Conference about Science and DT. Governors went on to express their gratitude to Mrs Crinall for an excellent Governor visit focusing on RE and the School's Ethos.</p> <p>Going forward the Governing Board will be focusing on preparing for a Statutory Inspection of Anglican and Methodist Schools (SIAMS) and the recent revised framework.</p> <p>The meeting concluded at 7.50pm with prayers led by FrDC</p> <p><b>The Next FGB meeting is 6<sup>th</sup> July 2022, 6pm.</b></p>	

Signed: .....

Date: .....

**Full GB Actions**  
As of 18<sup>th</sup> May 2022

<b>Minute</b>	<b>Action</b>	<b>Assigned</b>	<b>Update</b>
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18.05.22 1	Next FGB 6th July we will have two more subject leads present.	AC	
18.05.22 2	Please note the next FGB has been moved to a week earlier Wednesday 6 <sup>th</sup> July at 6pm.	All	
18.05.22 2	FrDC will start to work on dates for the next academic year for meetings and circulate them.	FrDC	
18.05.22 3	<ul style="list-style-type: none"> <li>• Emergency Action Plan</li> <li>• Health and safety</li> <li>• Premises management documents</li> </ul> The above Statutory Policies will be presented at a future meeting.	AC	
18.05.22 3	Governors Code of Conduct – Cross reference with website and Review	FrDC/HB	
18.05.22 3	FrDC to format the Terms of Reference.	FrDC	
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	
18.05.22 4	Pupil Conference Visit Report presented to next FGB	WA	
18.05.22 9	Ethos Visit Report presented to next FGB	FrDC/AW	