



# BISHOP PERRIN

## Church of England Primary School

### Full Governing Body Meeting 4<sup>th</sup> February 2021 held virtually at 6.00pm MINUTES

#### Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (ACo)	Head Teacher
Wahida Alladin (WA)	
Lucy James (LJ)	
Rachael Macklearn (RM)	Deputy Head, Associate Member
Harsha McArdle (HM)	
Russell Nimmo (RN)	Vice Chair
Alwyn Williams (AW)	

#### Non-governor attendees

Helen Bott (HB)	Clerk
Steve Llewlyn (SL)	Schools Finance Advisor

#### Apologies

Father John Kafwanka (FrJK)	
Amanda Crinall (ACr)	

#### Absent without apologies

Satty Panesar (SP)	Associate Member
--------------------	------------------

	ITEM	ACTION
1.	<p><b>OPENING PRAYER</b> The meeting opened at 6.00pm with a prayer led by FrDC.</p> <p><b>WELCOME TO GOVERNORS/NEW GOVERNORS</b> The Chair welcomed everyone to the meeting introducing Wahida Alladin as the new Parent Governor. Wahida has three children at the school.</p> <p>The Chair also informed the group that Fr John Kafwanka, the new Vicar at St Augustine's Church, is also going to join the board as a Foundation, Ex Officio Governor. Unfortunately Fr John wasn't able to attend tonight's meeting as he is on a training retreat this week. The Chair also reported that he had spoken with a potential candidate to take the LA Governor role. The next stage is for the Local Authority to ratify that they are happy for this person to join our board.</p> <p>It was noted that both Phil Storey and Andrew Leach have resigned since our last meeting. Thank you cards have been sent to them both for their work on the board.</p> <p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b> Apologies had been received from FrJK and ACr.</p> <p>There were no declarations of interest.</p>	

2.	<p><b>A GENERAL OVERVIEW OF SCHOOL FINANCES PRESENTATION</b></p> <p>SL was welcomed to the meeting and is the school's Finance Advisor. SL gave a presentation giving a general overview of school finances. The Chair thanked SL for his very informative presentation.</p> <p><a href="#">FundingPresentation</a> <a href="#">FundingPresentationBudgetCycle</a></p>	
3.	<p><b>GOVERNING BODY ITEMS</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes &amp; Matters Arising</b></li> </ul> <p>Most actions have been completed since the last meeting or will be addressed at this meeting. The only action from the last meeting that still needs to be followed up is:</p> <p><i>The Strategic Group will take on the Training and Development.–</i> Ongoing - To be followed up in the future, when the new Governors have settled and an appropriate Governor has been identified to take this role on.</p> <p>RN proposed, LJ seconded and all the Governors agreed that the minutes were a true and accurate record of the meeting held on 10<sup>th</sup> December 2020. These will be signed off online in Governor Hub.</p> <ul style="list-style-type: none"> <li>• <b>Skills Audit/Gov Training Update</b></li> </ul> <p>The Skills Audit is currently being worked on by HB and RN and will be sent out after the next FGB in March when most of the new Governors will have joined the board.</p> <p>HB has recently attended the Dealing with Complaints training by AFC and is also working through the DfE funded Entrust, Governor Space online training programme. HB informed the board that we can apply for up to two Governors to take part in this training. Applications need to be in by the end of Feb 2021. WA and HM both expressed an interested in joining the training – HB to send details on to them both.</p> <p>LJ &amp; HM are booked in to various Governor trainings being run by AFC over the next few months, including safeguarding and introduction training to Governance.</p> <p>The Chair explained to the new Governors that all training details and information about Governance can be found on <a href="#">Governor Hub</a>.</p> <ul style="list-style-type: none"> <li>• <b>GB Year Planner and Meeting Dates</b></li> </ul> <p>All meetings will be held online using Google Meet until the end of this academic year. The updated list of dates was distributed before the meeting.</p> <p>FGB Meetings 2021: 24<sup>th</sup> Mar 2021, 19<sup>th</sup> May 2021, 15<sup>th</sup> July 2021, 8<sup>th</sup> Sept 2021, 14<sup>th</sup> Oct 2021 and 9<sup>th</sup> Dec 2021.</p>	<p>FrDC</p> <p>HB</p> <p>HB</p> <p>All</p>
4.	<p><b>STATUTORY POLICIES AND TASKS</b></p> <ul style="list-style-type: none"> <li>• <b>Remote Learning Policy</b></li> </ul> <p>The above policy was circulated by ACo prior to the meeting. AW had a question regarding the Remote Learning Policy and has been asked to email the question to HB and ACo with details after the meeting.</p>	<p>AW</p>

	<p><i>Post meeting email Question on Remote Learning Policy:</i> Governors asked The Head about the recording of live sessions (page 10 of the Remote Learning Policy) - it is clear that if the teacher has a concern about something they tell the SLT; and I assume this refers to a teacher noticing something inappropriate in the household.</p> <p>The question was about a parent noticing something they might feel inappropriate - I am thinking now of something they might see in the school about which they have a concern (especially where only 1 teacher is in the classroom). I recognise this is unlikely, but it's the unlikely event not being considered that can trip us up.</p> <p>The Head replied; You've raised a valid point as to how parents can report concerns from their end about the conduct of a member staff or worries about another child they might observe during a live remote learning session.</p> <p>Our Remote Learning Policy is for staff only and hasn't been shared with parents. However, we do have a <a href="#">Remote Learning Parent Guide</a> which lays out what parents can expect from the school, how children should conduct themselves and what they teachers will do. It also has a small safeguarding section (pg 3 &amp; 4), so if you're in agreement with the wording below, I can get this added in and then update the Parent Guide on the website and also notify the parents of the update. I've aimed to cover parental concerns about staff and concerns about other children. Happy to take your thoughts/amendments of this before we finalise it.</p> <p><i>'If a parent has a safeguarding concern themselves with regards to another child that they have observed during the course of a live remote learning session they should notify the school as soon as possible. The school will follow its normal safeguarding policies and procedures in dealing with the concern.</i></p> <p><i>If a parent has a concern about the conduct of a member of staff during a live remote learning session, they should notify the school as soon as possible and ask to speak to the Headteacher. The school will follow the appropriate school policy as it would under normal circumstances in dealing with the nature of the concern'</i></p> <p>Governor replied; I think that your suggestion is perfect.</p> <ul style="list-style-type: none"> <li>• <b>V2 COVID-19 Addendum to Safeguarding and Child Protection Policy</b> The above policy was circulated by ACo prior to the meeting. This policy has been updated again since September to cover changes for this current lockdown.</li> <li>• <b>Risk Assessment</b> The above Risk Assessment V10 was circulated by ACo prior to the meeting.</li> </ul>	
5.	<p><b>GOVERNOR VISIT REPORTS</b> The Curriculum Link Visit report had been circulated by RN prior to the meeting. RN referenced to his last <a href="#">Curriculum Intent Visit</a> report from March 2020, which can be found on Governor Hub. RN thanked RM for all her hard work, vision and organisation to keep the curriculum on track.</p>	

	The Chair also thanked and congratulated all the staff on how well they have adapted during the pandemic.	
6.	<p><b>LEADERSHIP &amp; MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• <b>HT Report</b></li> </ul> <p>The Head Teacher's report had been circulated by ACo prior to the meeting. The Head thanked RM for all her work on organising the curriculum. The Head highlighted the overall good attendance to remote learning. The school will need to set aside £18,000 to apply for EHCPs for children who have been identified needing extra support, with the school having to pay £6000 for every child applying for a EHCP.</p> <p><i>Please see confidential minutes – regarding School residential.</i></p>	
7.	<p><b>DATA IMPACT</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes of the last meeting</b></li> </ul> <p>The Minutes were circulated prior to the meeting for information.</p>	
8.	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes of the last meeting</b></li> </ul> <p>The Minutes were circulated prior to the meeting for information.</p> <ul style="list-style-type: none"> <li>• <b>Governor Maintenance Fund Constitution Update</b></li> </ul> <p>The Governor Maintenance Fund Constitution. At the last Finance meeting the Finance group have been asked to send all comments to FrDC.</p> <ul style="list-style-type: none"> <li>• <b>SFVS</b></li> </ul> <p><a href="#">SFVS</a> will be circulated after the meeting. Any questions should be directed to Denise Forster before the next FGB on 24<sup>th</sup> March. The SFFS will need to be agreed at the next FGB on 24<sup>th</sup> March 2021</p> <p><i>Post meeting note: The submission date has been extended the for SFVS now they don not to be submitted until 28<sup>th</sup> May.</i></p>	<b>All</b>
9.	<p><b>ANY OTHER BUSINESS</b></p> <p><i>Please see confidential minutes – regarding Long Service recognition.</i></p>	
10.	<p><b>CONFIDENTIALITY</b></p> <p>Governors agreed that there are two areas at tonight's meeting that should be classed as confidential.</p> <p><b>NEWSLETTER HIGHLIGHTS</b></p> <p>Governors met on Thursday 4th February and during the meeting they welcomed Wahida Alladin as the new Parent Governor and Fr John Kafwanka as Foundation, Ex Officio Governor.</p> <p>The Governors are sorry to have to say "Goodbye" to Phil Storey and Andrew Leach as Governors and they were thanked for all their work while on the broad.</p> <p>The Governors acknowledged the progress that the children made last term and how well the children settled back into school routines. The Governors were pleased to see the high attendance figures with the remote learning and were pleased to see the</p>	

	<p>positive feedback from many parents with regards to the quality of the remote learning provision.</p> <p>The Governors discussed the school finances and were pleased to see the budget is on track in these difficult times.</p> <p>They expressed their thanks to all the school staff for all they have done to help and support the children.</p> <p>The meeting concluded at 7.50pm with prayers led by FrDC.</p>	
--	---	--

Signed: .....

Date: .....

**Full GB Actions**  
As of 4<sup>th</sup> February 2021

Minute	Action	Assigned	Update
04.02.21 3	Sign off minutes on Gov Hub	FrDC	
04.02.21 3	The Skills Audit to be sent out after the next FGB in March.	HB	
04.02.21 3	Governor Space training – details to be sent to WA and HM for them to sign up.	HB	
04.02.21 3	Note updated meeting dates for FGB's in 2021	All	
04.02.21 4	Remote Learning Policy - AW had a question regarding the Remote Learning Policy and has been asked to email the question to HB and ACo.	AW	Updated see post meeting Q&A email.
04.02.21 8	SFVS – all comments to be sent to The Head before the next FGB on 24 <sup>th</sup> March.	All	
04.02.21 3	Confidential Minute – Long Service	FrD, ACo, RN, RM	