



BISHOP PERRIN

Church of England Primary School

<p style="text-align: center;">Full Governing Body Meeting 10th December 2020 held virtually at 6.00pm MINUTES</p>
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Governor Attendees:

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

Non-governor attendees

Helen Bott (HB)	Clerk
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Apologies

Amanda Crinall (ACr)
Phil Storey (PS)
Andrew Leach (AL)

	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.00pm with a prayer led by FrDC.</p> <p>WELCOME TO GOVERNORS/NEW GOVERNORS The Chair welcomed everyone to the meeting introducing Harsha McArdle as the new Parent Governor. Harsha has three children at the school. The Chair congratulated HM for winning the recent election.</p> <p>APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from ACr, AL and PS.</p> <p>There were no declarations of interest.</p>	

2.	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none"> • Minutes & Matters Arising <p>Most actions have been completed since the last meeting or will be addressed at this meeting. The only actions from the last meeting that still need to be followed up are: <i>GMF constitution – to be finished, circulated and agreed by FGB in the Spring term 2021 – To be followed up this term.</i></p> <p><i>Skills Audit updated – will be reviewed by the Strategic Group</i></p> <p>RN Proposed, SP seconded and all the Governors agreed that the minutes were a true and accurate record of the meeting held on 15th October 2020. These will be signed off online in Governor Hub.</p> <ul style="list-style-type: none"> • Skills Audit/Gov Training Update <p>The Skills Audit will be reviewed by the Strategic Group. RN has recently attended the Primary Curriculum training and the Termly Chair’s Briefing by AFC. LJ has done the The Key’s online Bitesize – Induction for Maintained School Governors and Safeguarding Children Level 1 e-learning. HB has signed up and started the DfE funded Entrust, Governor Space online training programme. As a board we can apply for two Governors to take part in this training. Applications need to be in by the end of Feb 2021. Please ask HB for details if you are interested in signing up. LJ & HM are booked in to attend the new Governor training in the new year.</p> <p>Some suggested training with AFC came out of the recent HT review meeting:</p> <ul style="list-style-type: none"> • Focussed Governor Visits 8 February 2021 (7-8:30pm) • EIF: Questions demonstrating effective challenge 12 May 2021 (6:30-8:30pm) - the February option is now full <p>These trainings can be booked through AFC.</p> <p>The Chair explained to the new Governors that all training details and information about Governance can be found on Governor Hub.</p> <ul style="list-style-type: none"> • GB Year Planner and Meeting Dates <p>All meetings will be held online using Google Meet until the end of this academic year. Please note some dates have been changed since the last list this was distributed. FGB Meetings 2021: 4th Feb 2021, 24th Mar 2021, 19th May 2021, 15th July 2021, 8th Sept 2021, 14th Oct 2021 and 9th Dec 2021.</p>	<p>FrDC/AW</p> <p>Str Grp</p> <p>FrDC</p> <p>All</p>
3.	<p>GOVERNOR VISIT REPORTS</p> <p>There were none. RN explained that he had made the decision to wait until the new year to follow up with his Teachers and has made appointments to meet with them.</p> <p>SP explained that they held a Parent Forum meeting online last Friday and it had gone very well. The feedback from parents was positive and it gave the parents the opportunity to ask questions regarding recent changes that have had to be made due to COVID. The Head thanked SP for all her hard work, preparation ahead of the meeting and how well it was chaired.</p>	
4.	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • HT Report <p>The Head Teacher’s report had been circulated by ACo prior to the meeting. The Head highlighted that attendance has been</p>	

	<p>good throughout the term of both children and staff. The Risk Assessment is being updated again and will be sent out shortly.</p> <ul style="list-style-type: none"> General Monitoring Feedback The Group Monitoring Feedback report was circulated by ACo prior to the meeting. RM explained that last year they had spent a lot of time reviewing the curriculum, making sure all subjects have equal value. It is important that the school keeps its standards high and we felt after the review the standard was higher than a year ago. School Survey Results The School Survey report was circulated by ACo prior to the meeting. The Head reported that the Parent Forum will look at the results at their next meeting. School closure on Friday afternoon Governors explained that since the Head had explained the rationale behind the decision and only a few families had come forward to say that it was to be an issue, they felt they could therefore understand the continued decision to close the school every Friday afternoon. <p>The Chair explained normally a decision would come to the FGB first, however time constraints meant a decision was needed before the next meeting was taking place. Going forward this will have to be reviewed termly until the COVID situation changes.</p>	
5.	<p>DATA IMPACT</p> <ul style="list-style-type: none"> Minutes of the last meeting The Minutes were circulated prior to the meeting for information. Revised Targets for 2020/21 The Revised Targets were circulated prior to the meeting. The Head explained that these were reviewed after the last Data Impact meeting and in some cases were adjusted downwards after closer scrutiny of the September assessment data. Some targets stayed the same and a couple of targets were increased. The targets will be reviewed again after the children have completed their December assessments. Governors agreed that this was a sensible idea in the current circumstances. 	
6.	<p>FINANCE</p> <ul style="list-style-type: none"> Minutes of the last meeting The Minutes were circulated prior to the meeting for information. Governor Maintenance Fund Constitution Update The Governor Maintenance Fund Constitution will be reviewed in the Spring term. 	FrDC/AW
7.	<p>ANY OTHER BUSINESS</p> <p>Governor role updates</p> <p>The Chair explained that every school has to have a School Development Plan, SDP and this is like a 'road map' for the school to follow. Governors are there to help support, challenge as well as congratulate the staff of the school on their work.</p> <p>The Chair asked if HM would like to join the Finance group – HM agreed. HM will work alongside AL the Chair of the Finance group. HM agreed to also join the annual Pay Panel group.</p>	

	<p>RN agreed to be the Chair of Data Impact group.</p> <p>LJ agreed to become the Safeguarding Lead. FrDc will become the second for Safeguarding. LJ also agreed to be the Health & Safety lead.</p> <p>The Chair will speak with both HM and LJ to explain their roles further. In the meantime HM & LJ can book on any relevant training courses coming up.</p> <p>The Strategic Group will take Training and Development in the meantime.</p> <p>The Chair went onto to explain about conducting Governor visits, the forms and how to use them. These forms and SDP can be found on the Governor Hub.</p>	<p>FrDC HM/LJ</p> <p>Str Grp</p>
8.	<p>CONFIDENTIALITY Governors agreed that nothing discussed at tonight’s meeting should be classed as confidential.</p> <p>NEWSLETTER HIGHLIGHTS Governors met on Thursday 10th December and during this meeting they welcomed Harsha McArdle as the new Parent Governor. All Governors have been allocated active roles within the board for the forthcoming academic year. The Governors were pleased to see the high attendance figures this term by the children and the continued commitment level of the staff. Governors thanked the Senior Leadership Team and all the staff for all that they have done, with what has been a very challenging year. Finally the Governors wish to thank all our parents for their continued support, understanding and patience in this very difficult time.</p> <p>The meeting concluded at 7.53pm with prayers led by FrDC.</p>	

Signed:

Date:

As of 10th December 2020

Minute	Action	Assigned	Update
10.12.20 2/6	GMF constitution – to be finished, circulated and agreed by FGB in the Spring term 2021	FrDC/AW	
10.12.20 2	Skills Audit - update	Str Grp	
10.12.20 2	Sign off minutes on Gov Hub	FrDC	
10.12.20 2	Note updated meeting dates for FGB's in 2021	All	
10.12.20 7	The Chair will speak with both HM and LJ to explain their new roles further.	FrDC	
10.12.20 7	HM & LJ can book on any relevant training courses that are coming up. HM – Finance and LJ - Safeguarding & Health & Safety	HM/LJ	
10.12.20 7	The Strategic Group will take on the Training and Development.	Str Grp	