



# BISHOP PERRIN

## Church of England Primary School

**Full Governing Body Meeting**  
**15<sup>th</sup> October 2020 held virtually at 6.00pm**  
**MINUTES**

**Governor Attendees:**

|                     |        |                               |
|---------------------|--------|-------------------------------|
| Father David Cloake | (FrDC) | Chair                         |
| Aid Corke           | (ACo)  | Head Teacher                  |
| Rachael Macklearn   | (RM)   | Deputy Head, Associate Member |
| Russell Nimmo       | (RN)   | Vice Chair                    |
| Liz Poulter         | (LP)   |                               |
| Phil Storey         | (PS)   |                               |
| Alwyn Williams      | (AW)   |                               |
| Andrew Leach        | (AL)   |                               |
| Lucy James          | (LJ)   |                               |
| Satty Panesar       | (SP)   | Associate Member              |

**Non-governor attendees**

|            |      |       |
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| Helen Bott | (HB) | Clerk |
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**Apologies**

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| Amanda Crinall | (ACr) |
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|    | ITEM   | ACTION           |
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| 1. | <p><b>OPENING PRAYER</b><br/>           The meeting opened at 6.02pm with a prayer led by FrDC.</p> <p><b>WELCOME TO GOVERNORS/NEW GOVERNORS</b><br/>           The Chair welcomed everyone to the meeting introducing Lucy James as the new Foundation Governor representing Ss Philip &amp; James Church. Lucy is also a parent at the school. The Chair thanked her for agreeing to stand as the Ss Philip &amp; James representative along side RN.</p> <p>Governor resignations, The Chair has received resignations from Charlotte Holder, due to personal reasons and Liz Poulter resigned at our last meeting as she is about to move away and this is her last meeting. We thank them both for all their hard work over the last few years and wish LP all best in her move. A thank you card will be sent to them both.</p> <p>A request for a new parent Governor has recently gone out to all parents at the school. St Augustine's has been sent a request for their PCC to nominate a new Foundation Governor. HB has also requested another LDBS Foundation Governor and an advert has just gone out for this.</p> <p>The Chair has contacted ACr and she is still willing to continue to stand as the elected Staff representative.</p> <p><b>REMEMBRING GEOFFREY CULMER</b><br/>           The Head shared the sad news that a past Governor, Geoffrey Culmer suddenly died a few weeks ago. Geoffery was an Ex</p> | <p><b>HB</b></p> |

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|    | <p>Grandparent to the school and still came into help regularly read with the children even though his own Grandchildren left 2 years ago. He had a great sense of humour and will be sadly missed at the school. We share our thoughts and prayers with his family at this sad time.</p> <p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b><br/>Apologies had been received from ACr.</p> <p>There were no declarations of interest.</p>  |  |
| 2. | <p><b>SAFEGUARDING UPDATE</b><br/>The Head gave a presentation and training on Safeguarding. The presentation will be saved on the Governor Hub. The Chair thanked The Head for a very informative presentation.</p>   |  |
| 3. | <p><b>GOVERNING BODY ITEMS</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes &amp; Matters Arising</b><br/>The actions from the last meeting that still need to be followed up are:<br/><i>GMF constitution – to be finished, circulated and agreed by FGB in the Autumn term 2020 – To be followed up this term.</i> <p><i>Link Visits – Actions from reports to be followed up in Autumn term 2020 – Please note that no unnecessary visits should be made in the school however you can still contact the staff remotely to discuss any actions and touch base.</i></p> <p>Governors expressed the need to have a Headteacher review panel meet – The Chair agreed and informed the board that a date is in the process of being set up.</p> <p><i>The annual survey feedback will be made available to the FGB as soon as it is collated. – The Head is in the process of putting this together and will get it to the Governing Body soon. This was a parent survey from July. The Chair asked if it would be possible in the future for the Governors to help with some of the proposed questions on the parent survey.</i></p> <p>All other actions are to be addressed at this meeting.</p> <p>AW Proposed, SP Seconded and all the Governors agreed that the minutes were an accurate record of the meeting held on 10<sup>th</sup> September 2020. These will be signed off online in Governor Hub.</p> <ul style="list-style-type: none"> <li>• <b>Update Register of Interests, contacts details and GIAS</b><br/>The Chair reminded everyone to update their annual Declarations of Interest, Keeping Children Safe and Code of Conduct on the Governor Hub. This can be done by clicking on your name at the top of the Personal Profile page and then confirming each of the 3 sections under the Declarations tab.</li> <li>• <b>Skills Audit / Gov Training Update</b><br/>The Chair reported Charlotte Holder used to look after the skills audit. In the meantime this will be picked up by FrDC, RN, ACo and HB.</li> </ul> <p><a href="#">CPD</a>, <a href="#">NGA</a> and <a href="#">LDBS</a> Training links AFC online learning <a href="#">afccpdonline</a> All trainings are currently held online either as E - learning or Google Meet sessions. Everyone is encouraged to take</p> </li></ul> | <p>FrDC/AW</p> <p>Link Visit Gov's</p> <p>HT Re Panel</p> <p>ACo</p> <p>FrDC</p> <p>All</p> <p>Str Grp</p> |

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|           | <p>part in any trainings that are on offer. They are all free to our Governor.</p> <ul style="list-style-type: none"> <li>• <b>GB Year Planner and Meeting Dates</b><br/>All meeting will be held online using Google Meet until the end of this academic year.</li> <li>• <b>Summer Report of SIP</b><br/>The Head explained how the School Improvement Partner (SIP) supports the school. Our SIP is Cathy Clarke who is an experienced former Head Teacher in Kingston and has been working with our school for the last two years. She meets with the SLT and then writes the SIP Report for the Strategic Committee to look at and focus on areas of improvement. Areas that are looked at are attendance, and most recently how the school dealt with lockdown and home learning.<br/><i>Action: Strategic Group to review SIP's for Summer and Autumn.</i></li> </ul>   | <p><b>All</b></p> <p><b>Str Grp</b></p> |
| <p>4.</p> | <p><b>STATUTORY POLICIES AND TASKS</b></p> <ul style="list-style-type: none"> <li>• <b>Accessibility Plan - New</b></li> <li>• <b>Child Protection &amp; Safeguarding Policy and KCSiE</b></li> <li>• <b>Equality &amp; Inclusion Plan - New</b></li> <li>• <b>Health &amp; Safety Policy</b></li> <li>• <b>Online Safety Policy</b></li> <li>• <b>Staff Code of Conduct &amp; Safe Working Practice Agreement.</b></li> <li>• <b>Complaints Policy</b></li> <li>• <b>Behaviour, Anti Bullying, Exclusion Policy</b></li> </ul> <p>All polices were circulated before the meeting. The Chair asked if the Governors would be happy to provisionally ratify the above polices and have two weeks to go to The Head with any comments or questions they may have.<br/>FrDC proposed, RN Seconded and all Governors were in favour of the motion.</p> <ul style="list-style-type: none"> <li>• <b>Risk Assessment</b><br/>The Head explained that the Risk Assessment is a working document that keeps evolving with current changes and guidelines. The school is now having to address the issues with the change in weather and that the doors and windows are to be kept open all the time. The children have been asked to wear more layers and The Head is seeking advice from the authorities on this issue.<br/>Governors asked as we go forward into the winter months, how is the school going to manage keeping doors and windows open but also making sure the rooms are above the current legal lower room temperatures?<br/>The Head explained that some classes may need additional heating if the temperature goes below 16oc as this is against H&amp;S regulations.</li> <li>• <b>Review Instrument of Government</b><br/>The Chair explained that this needs to be reviewed and agreed annually. FrDC proposed, RN seconded and all Governors agreed to the Instrument of Government.</li> <li>• <b>Confirm advisory rights of the Diocese</b><br/>Governors were asked if they were happy to be advised by the</li> </ul> | <p><b>All</b></p>                       |

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|    | <p>LDBS, FrDC proposed, LJ seconded and all Governors agreed.</p> <ul style="list-style-type: none"> <li>• <b>School Term dates 2021/22</b></li> </ul> <p>The Head presented the Term dates for 2021/2022. Governors agreed with the proposed term dates.</p>   |                       |
| 5. | <p><b>GOVERNOR VISIT REPORTS</b></p> <p>There were none. The Chair will review the Link Governors at the next Strategic meeting.</p>  | Str Grp               |
| 6. | <p><b>LEADERSHIP &amp; MANAGEMENT</b></p> <p><b>HT Report</b></p> <p>The Head Teacher's report had been circulated by ACo prior to the meeting. The Head highlighted the Government catch up funding, RM updated the Governors about the schools home learning provision and the Governments' blended learning requirements.</p> <p>Governors questioned the expectations on parents with home learning. As many parents both work, and young children need one to one support with learning.</p> <p>RM explained the Government have asked schools to provide the full curriculum to children at home. They have not however considered individual family needs. The school have tried to use a variety of teaching resources available to parents so they can 'dip in out' of the work required. If a larger lockdown were to happen again the children with SEN, EHCP and those that have been identified as vulnerable will be invited to join the school 'Hub' again, along with the Key Worker children.</p> <p>The Head explained that the school would be receiving 5 laptops/Chrome books to loan out to families that need them. The school needs to produce a loan agreement policy.</p> <p>Governors suggested the school to include within that policy that they are for school use only and they should not to be downloading inappropriate software.</p> <p>Governors also suggested asking the parents if they or their business have IT equipment they don't require anymore and would be happy to give to the school.</p> | <p>ACo</p> <p>ACo</p> |
| 7. | <p><b>FINANCE</b></p> <p>Governor Maintenance Fund Update</p> <p>The Governor Maintenance Fund had been circulated by AW prior to the meeting.</p> <p>The Chair thanked AW for all her hard work with managing the GMF.</p> <p>The Head reported that the DfE had refunded the school £4000 to cover the extra costs for cleaning etc.. last term. The school had requested £5500 originally.</p>   |                       |
| 8. | <p><b>ANY OTHER BUSINESS</b></p> <p>AW informed the Board that St Augustine's had appointed a new Vicar and they will start in January.</p>   |                       |

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| 9. | <p><b>CONFIDENTIALITY</b><br/>Governors agreed that nothing discussed at tonight's meeting should be classed as confidential.</p> <p><b>NEWSLETTER HIGHLIGHTS</b><br/>Governors met on Thursday 15th October, during this meeting they welcomed Lucy James as Foundation Governor representing Ss Philip &amp; James Church.<br/>The Governors are sorry to have to say good-bye to Charlotte Holder and Liz Poulter as Governors and they were thanked for all their work while on the broad.<br/>The Governors thanked the staff for how well they had handled the recent COVID-19 out break in the school and the positive feedback on the home learning programme.<br/>The board were pleased to hear the school have received funding and equipment from the Government.<br/>They also thanked the SLT for all their hard work with putting the ever changing Risk Assessment together.</p> <p>The meeting concluded at 8.03pm with prayers led by FrDC.</p> |  |
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Signed: .....

Date: .....

**Full GB Actions**  
As of 15<sup>th</sup> October 2020

| Minute        | Action   | Assigned         | Update |
|---------------|--|------------------|--------|
| 15.10.20<br>1 | Thank you cards send to LP & CH  | HB               | Done   |
| 15.10.20<br>3 | GMF constitution – to be finished, circulated and agreed by FGB in the Autumn term 2020                | FrDC/AW          |        |
| 15.10.20<br>3 | Link Visits – Actions from reports to be followed up in Autumn term 2020                               | Link Visit Gov's |        |
| 15.10.20<br>3 | HT review panel meeting arrange  | HT Review Panel  |        |
| 15.10.20<br>3 | The annual survey feedback will be made available to the FGB as soon as it is collated.                | ACo              |        |
| 15.10.20<br>3 | Sign off minutes on Gov Hub  | FrDC             |        |
| 15.10.20<br>3 | Update annual Declarations of Interest, Keeping Children Safe and Code of Conduct on the Governor Hub. | All              |        |
| 15.10.20<br>3 | Skills Audit - update  | Str Grp          |        |
| 15.10.20<br>3 | CPD, NGA and LDBS Training links – All Governors can take up training                                  | All              |        |
| 15.10.20<br>3 | SIP Report –will be reviewed by Str Group  | Str Grp          |        |
| 15.10.20<br>4 | All policies to be read and reviewed and send comments to The Head by 29 <sup>th</sup> October.        | All              |        |
| 15.10.20<br>5 | Link Governors - review  | Str Grp          |        |
| 15.10.20<br>6 | Loan agreement for laptops to include not downloading inappropriate software etc..                     | ACo              |        |
| 15.10.20<br>6 | Request out to parents for old IT equipment.   | ACo              |        |
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