



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors 20th October 2021 held at the School 6.00pm MINUTES

Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (ACo)	Head Teacher
Wahida Alladin (WA)	
Amanda Crinall (ACr)	(Attended virtually) left at 7.30pm
Lucy James (LJ)	
Father John Kafwanka (FrJK)	
Rachael Macklearn (RM)	Deputy Head, Associate Member
Ankur Pruthi (AP)	(Attended virtually) Joined at 6.25pm
Russell Nimmo (RN)	Co -Vice Chair

Non-governor attendees

Helen Bott (HB)	Clerk
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Apologies

Kerry Doggett (KD)	
Harsha McArdle (HM)	
Alwyn Williams (AW)	Co -Vice Chair

Absent without apologies

Satty Panesar (SP)	Associate Member
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	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.03pm with a prayer led by FrDC.</p> <p>WELCOME TO GOVERNORS FrDC welcomed everyone to the meeting.</p> <p>APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from KD, MM & AW. There were no declarations of interest.</p>	
2.	<p>Safeguarding Update The Governors received a presentation on Safeguarding from Aid Corke, the Headteacher. Here is the link to the presentation: https://app.governorhub.com/document/6173e99a4121cea5a35e88a4/view</p> <p>The presentation focused on Keeping Children Safe in Education updates for 2021 and County Lines. Please note some people may find some of the content distressing. Governors are requested to view the link on the County Lines slide to take them to an interview with an ex-Police Officer heavily involved in County Lines. By watching the interview, Governors will gain a good understanding around all the issues of County Lines.</p> <p>Governors asked do the children understand that if one child discloses to another, that they should only be informing a member of staff and not telling other</p>	

	<p>children?</p> <p>The Head will make sure going forward that the children understand that it is not nice to gossip about other children or their families and explain that they would not like this to that happen to them.</p> <p>Governors asked when do you inform the parents involved if you have to make a referral?</p> <p>The Head explained that the SPA (Single Point Access) referral form asks if parents have consented to the referral being made. Depending on the nature of the referral, there will be times when consent won't be sought if it is felt that it would put a child at risk of harm. However, on the whole, consent will always be sought. If the parent does not consent, the a referral can still be made and SPA will determine the thresholds for any involvement.</p> <p><i>AP joined the meeting at this point.</i></p> <p>Governors asked who is the DSL, Designated Safeguarding Lead?</p> <p>The Head explained that he is DSL and that if he is not available it is then the Deputy Head, Assistant Head, ACr and then the Business Manager.</p>	
<p>3.</p>	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none"> • Minutes & Matters Arising <p>All actions had been met since the last meeting with nothing to follow up at this meeting.</p> <p>RN proposed, AW seconded and all Governors agreed that the minutes were true and accurate record of the meeting held on 8th September 2021. Fr DC signed the minutes at the meeting.</p> <ul style="list-style-type: none"> • Governor Training Update <p>The Clerk thanked everyone for signing up and attending trainings since the last meeting. If you need any help booking training please let the Clerk know.</p> <p>Governors have attended the following trainings since our last meeting.</p> <p>LJ attended:</p> <ul style="list-style-type: none"> • The Performance Management of the Headteacher (AfC online) • School Complaints Procedures (AfC online) <p>FrJK attended:</p> <ul style="list-style-type: none"> • EIF Briefing: Introduction for Governors (AfC online) • SEND Bite Size (AfC online) <p>RN attended:</p> <ul style="list-style-type: none"> • LDBS Safeguarding training <p>AW attended:</p> <ul style="list-style-type: none"> • New Governors – Understanding your Role (AfC online) • School Complaints Procedures (AfC online) • EIF Briefing: Introduction for Governors (AfC online) • E-Learning -Safeguarding Children Level 1 <p>HB attended:</p> <ul style="list-style-type: none"> • National Association of School and College Clerks Conference • GovernorHub Clerks training • Governor for schools Conference – Effective on-boarding of new governors • Governor for schools Conference – What is good governance in 2021? • National Church of England School Governors Conference • Governor for schools Conference – Becoming and Being a Church School Governor • Governor for schools Conference – How we support your schools search for governors • GovernorHub conference for Clerks 	

	<ul style="list-style-type: none"> • GB Year Planner and Meeting Dates A list of meeting dates was circulated before the meeting. Please note all new dates added are in green and any cancelled dates have been crossed out. 	
4.	<p>STATUTORY POLICIES AND TASKS</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding Policy and KCSiE Please note this policy was not received before the paper deadline, so will follow. The Governors were informed that there were another 10 policies that need to be read and ratified. It was agreed that these would be looked at after the meeting remotely via email over the next few weeks. • Draft Data Protection The Draft Data Protection policy was circulated prior to the meeting. • Behaviour, Anti Bullying, Exclusion Policy The Behaviour, Anti Bullying, Exclusion Policy was circulated prior to the meeting. • Draft Medical Needs Policy (updates in yellow) The Draft Medical Needs Policy was circulated prior to the meeting. The above Statutory Policies were ratified at the meeting. LJ proposed, RN seconded and all were in favour for the ratification of Data Protection, Behaviour and Medical Needs policies. • Review Instrument of Government The Chair explained there is no change currently to this document, it is there for us to receive and acknowledge annually. • Confirm advisory rights of the Diocese The Chair explained the LDBS are there to help and advise the board when necessary. FrDC proposed, LJ seconded and all Governors agreed that the school is to continue to use the LDBS to advise the Governing Body. • School Term dates 2021/22 Updated term dates for 2021/22 were circulated prior to the meeting. The Clerk informed the board that the term dates for this academic year have been updated due to the Queen's Platinum Jubilee next year. This decision was made following direction from the borough; Richmond schools are to close a day early at the end of the summer term. This is because of the additional Bank Holiday. It has been agreed that this will be taken at the end of the summer term, as the Bank Holiday falls in the school holidays. The School's last day of term will therefore be Tuesday 19th July 2022. 	All
5.	<p>GOVERNOR VISIT REPORTS</p> <ul style="list-style-type: none"> • Ethos Visit Ethos Visit report was circulated prior to the meeting. • Safeguarding Visit Safeguarding Visit report was circulated prior to the meeting. <p>Fr JK reported that he had met with the Inclusion Leader and that they are planning to meet every term going forward.</p> <p>The Chair thanked the Governors for attending link visits and writing the reports.</p>	
6.	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • Parents Questionnaire 20/21 results The Parents' Questionnaire results were circulated prior to the meeting. The Head reported that they had only 30 responses out of approximately 150 	

families. It was noted a third of the responses were parents of SEND children.

Governors questioned about question number 12, personal development – with 5 people saying they disagreed. How do we follow this up, is it that they misunderstand what ‘personal development’ is?

The Head agreed that parents probably don’t understand what personal development is as a broad topic.

Governors asked about question number 13, 4 people not understanding the work of the Governing Body.

The Chair felt that result wasn’t that bad as you always get a few who don’t know or want to know whom the Governing Body is. He went onto say how very disappointed the very low return and was it worth doing it again?

The Head said it could only really be completed at the end of the year as the questions relate to the full academic year.

- **HT Report**

The Headteacher’s report was circulated prior to the meeting.

The Head explained that Governors had previously requested for the RAG rating to be dated with a time scale, which has now been done to the summary SDP elements of the report.

The Head reported that AfC are to come and do a run through Ofsted inspection to help the school point out the areas that need improvement. This will include a run through of the initial phone call by the inspector, learning walk around the school and deep dives into subject areas. This will happen in January 2022.

The Head reported that the school has not had any feedback from parents with regards to SEND LSA’s changes, as discussed at the last meeting.

The attendance figures have been affected by the fact the school has had some COVID cases, some are having to isolate and/or are waiting for PCR results before they could return to school.

The Head informed the group that the school had to make a SPA referral only just the day before the meeting took place.

Governors asked about the breakfast and afterschool provision and how that was going?

The Head said it has been a ‘slow burner’; Koosa Kids are happy running it. The Breakfast Club has had to raise the price to cover the costs and the parents are happy with this.

The Head reported that they had quotes for the outdoor learning classroom. They are however currently £4000 short of their target. The main donor and the School Association maybe able to match this but this is to be confirmed. The Head therefore asked if they could use the Governor Maintenance Fund surplus if needed to cover the £4000?

The Head proposed to use a maximum of £4000 from the GMF for the Outdoor Classroom. WA seconded and all were in favour.

ACr left the meeting at this point.

- **SEDP 2021/22**

The SEDP was circulated prior to the meeting.

The Head explained that you will see most areas have been self-evaluated as

	<p>being <i>Good</i> so far. Behaviour and Attitudes they gave <i>Outstanding</i> to.</p> <p>The Chair thanked both The Head and RM for all the work they had done to create and complete the SEDP.</p> <p>RM was pleased they had managed to complete it! The first area they are to take a deep dive into is the reading, by having a learning walk with AfC and they can hopefully give advice if they need to invest into a phonics programme or not.</p> <p>Governors questioned about diversity in reading material, what area does that fall into?</p> <p>RM explained it come under Ofsted framework and also it is one of the key targets the school has set making sure all children have some form of representation in school.</p> <ul style="list-style-type: none"> • COVID19 Self Evaluation Report The COVID Self Evaluation Report was circulated prior to the meeting. • Outbreak management plan The Outbreak management plan was circulated prior to the meeting. • Approve Y6 Trip to Tunbridge Wells The Head proposed if the Governors would approve the Year 6 trip to Tunbridge Wells. LJ seconded and all Governors were in favour. 	
7.	<p>DATA IMPACT</p> <ul style="list-style-type: none"> • Minutes for meeting held on 30th September 21 Minutes were circulated prior to the meeting. There were no questions from the Governors regarding this meeting. <p>RN explained that Graham Mariner from LDBS was impressed that the school had kept up its pupil progress meetings throughout the last 18 months. Many schools didn't and now have problems knowing how to show where catch up funding needs to be placed or can even show if a child has progressed or not.</p>	
8.	<p>FINANCE</p> <ul style="list-style-type: none"> • Minutes of the last meeting It was noted that these would be shared at the next FGB. • Budget Monitoring notes & Budget Budget Monitoring notes and budget were circulated prior to the meeting. The Chair drew attention to the fact that it is very rare for a school to be in a positive for Year 3. We must also be sure that we don't have too much money left over, as the money is there to be spent on the children's education. The school is in a good financial position currently. 	
9.	<p>PAY PANEL</p> <ul style="list-style-type: none"> • Minutes of last meeting It was noted that these would be shared at the next FGB. The Chair explained the role of the Pay Panel. The Pay Panel only looks at the teachers' performance related pay review. 	
10.	<p>AOB</p> <ul style="list-style-type: none"> • Complaint – overview to be given by Fr David The Chair briefly rose at the meeting, that a complaint had been received before the end of the summer term. As it is of a confidential nature, it has not been minuted. The matter is now closed. 	

11.	<p>CONFIDENTIALITY Governors agreed that there was nothing at tonight's meeting that should be classed as confidential.</p> <p>NEWSLETTER HIGHLIGHTS The Governors met for a Full Board meeting on Wednesday 20th October.</p> <p>At the meeting Governors received some updated safeguarding training from Mr Corke about disclosures and County Lines</p> <p>The Governors were pleased to be able to put funds towards the new Outdoor Classroom. They were also delighted to see the school has a balanced budget.</p> <p>They were disappointed to see a low response to the annual parent questionnaire sent out at the end of the summer term in 2021. They hope to see a better response in the future to help the school and the Governors themselves find out what is going well and what areas need development and focus.</p> <p>The Governors were glad to hear about the return of after school clubs and sporting events taking place. They were pleased to approve the forth-coming Year 6 school journey to Bowles Activity Centre in Tunbridge Wells in July 2022.</p> <p>Governors hope to see a better up take for the Koosa Kids afterschool provision over the next few months.</p> <p>The Governors were pleased to have received the Schools Evaluation and Development Plan for 2021/22. This outlines the schools plan for the children's learning a development over the next year.</p> <p>The meeting concluded at 8.20pm with prayers led by FrJK</p> <p>The Next FGB meeting is 9th December 2021, 6pm.</p>	
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Signed:

Date:

Full GB Actions
As of 20th October 2021

Minute	Action	Assigned	Update
20.10.21 4	10 Statutory polices need to be read and ratified. It was agreed that these would be looked at after the meeting remotely via email over the next few weeks.	All	