



# BISHOP PERRIN

## Church of England Primary School

### Full Governing Body Meeting 24<sup>th</sup> March 2021 held virtually at 6.00pm MINUTES

#### Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (ACo)	Head Teacher
Wahida Alladin (WA)	
Kerry Doggett (KD)	
Lucy James (LJ)	
Father John Kafwanka (FrJK)	
Rachael Macklearn (RM)	Deputy Head, Associate Member
Harsha McArdle (HM)	
Ankur Pruthi (AP)	
Russell Nimmo (RN)	Vice Chair
Alwyn Williams (AW)	

#### Non-governor attendees

Helen Bott (HB)	Clerk
Mary McAvoy (MM)	Assistant Head Teacher

#### Apologies

Satty Panesar (SP)	Associate Member
Amanda Crinall (ACr)	

	ITEM	ACTION
1.	<p><b>OPENING PRAYER</b> The meeting opened at 6.04pm with a prayer led by FrDC.</p> <p><b>WELCOME TO GOVERNORS/NEW GOVERNORS</b> The Chair welcomed everyone to the meeting introducing Fr John Kafwanka the new Vicar of St Augustine's Church, he will take the Ex-Officio Foundation Governor role. The Chair also welcomed Kerry Doggett as the Foundation Governor appointed by St Augustine's PCC. Lastly he welcomed Ankur Pruthi who volunteered to become a Governor via Governors for Schools.</p> <p>Achieving for Children, working on behalf of the London Borough of Richmond Local Authority, nominated Ankur Pruthi as Local Authority Governor for a four-year term of office, ending on 23rd March 2025 based on the recommendation of the board at Bishop Perrin CE Primary School. The board formally appointed Ankur Pruthi to the position of LA Governor.</p> <p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b> Apologies had been received from SP and ACr.</p> <p>There were no declarations of interest.</p>	
2.	<p><b>A GENERAL OVERVIEW OF EYFS PRESENTATION</b> MM was welcomed to the meeting and is the Assistant Head</p>	

	Teacher and Reception teacher. MM gave a presentation showing a general overview of Early Years Foundation Stage or EYFS. The Chair thanked MM for her spectacular presentation and for giving her time.	
3.	<p><b>GOVERNING BODY ITEMS</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes &amp; Matters Arising</b> Most actions have been completed since the last meeting or will be addressed at this meeting. Action update: <i>Governor Space training – details to be sent to WA and HM for them to sign up.</i> When the Governors tried to apply to Governor Space, the DfE funding had run out. So unfortunately they weren't able to sign up.</li> </ul> <p>RN proposed, LJ seconded and all Governors agreed that the minutes were a true and accurate record of the meeting held on 4<sup>th</sup> February 2021. These will be signed off online in Governor Hub.</p> <ul style="list-style-type: none"> <li>• <b>Skills Audit/Gov Training Update</b> The Skills Audit is now finished and the link to the questionnaire will be sent out after this meeting for completion.</li> </ul> <p>HB has recently finished the DfE funded Entrust, Governor Space online training programme. WA has attended EIF- British Values &amp; SMSC Development, Introduction for Maintained School Governors and Safeguarding Link Governor course on The Key. LJ &amp; HM have attended Focused Governor Visits.</p> <ul style="list-style-type: none"> <li>• <b>GB Year Planner and Meeting Dates</b> The Chair explained that he would like to get everyone together face to face, hopefully before the end of the summer term. All other 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. Please note the new date for the next meeting in May. FGB Meetings 2021: <b>26<sup>th</sup> May 2021</b>, 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.</li> </ul>	<p><b>FrDC</b></p> <p><b>HB/All</b></p> <p><b>All</b></p>
4.	<p><b>STATUTORY POLICIES AND TASKS</b></p> <ul style="list-style-type: none"> <li>• <b>Risk Assessment</b> The above Risk Assessment V9 1<sup>st</sup> March 2021 was circulated by ACo prior to the meeting.</li> <li>• <b>Governor Expenses</b> The Governor Expenses policy was circulated prior to the meeting. The Head noticed that the document still referred to Business and Finance. Action: ACo to update.</li> </ul> <p>RN proposed, AW seconded and all Governors agreed to both the Risk Assessment and Governor Expenses Policy.</p>	<b>ACo</b>
5.	<p><b>GOVERNOR VISIT REPORTS</b></p> <p>There were no visit reports. RN reported that he had sat in one of the Head's virtual Worship. RN will add this to his next Ethos report.</p>	

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 highlighted some changes since the report was written. The after school club is currently being run in house and the plan is for the club to carry on but to use and outsource a company to run it. The school will need to go out to tender and for it to have a panel of Governors to help makes the decision for the school.</p> <p>The Head went onto explain that after much careful consideration, the decision has been made to stop finishing early on a Friday afternoon next term.</p> <p>The Chair extended his gratitude to The Head and all his staff at the school.</p> <p>The Head thanked all the staff for their professionalism and for putting the children first at all times.</p> <ul style="list-style-type: none"> <li>• <b>SIP Report and SDP</b></li> </ul> <p>SIP Report and SDP were both circulated by ACo prior to the meeting.</p> <p>The Chair explained the SIP Report should be read and absorbed by Governors and it will help them with their Governor visits. The SDP is produced annually and is an evolving document, again it should be read and absorbed by Governors.</p>	
7.	<p><b>ADMISSIONS</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. Governors brought attention to the Board the changes by the local authority with regards to multiple births.</p> <p>Extract taken from: <i>LBRUT Admission to Richmond's Primary Schools, For 2021 Entry.</i></p> <p><i>If a parent applies for entry into the same year group for more than one child, and there is only one place available, random selection by the drawing of lots is used to decide which child should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (iii)</i></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>SFVS</b></li> </ul> <p>The SFVS was circulated prior to the meeting. FrDC proposed, AW seconded and Governors agreed to the SFVS, AP abstained due to only just joining the Board. Action: FrDC to sign a paper copy of the document at the school</p> <ul style="list-style-type: none"> <li>• <b>Draft Budget 2021</b></li> </ul> <p>The Draft Budget for 2021 was circulated prior to the meeting. FrDC proposed, HM seconded and Governors agreed to the SFVS, AP abstained due to only just joining the Board.</p>	FrDC
9.	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no AOB.</p>	

10.	<p><b>CONFIDENTIALITY</b> Governors agreed that there was nothing at tonight's meeting that should be classed as confidential.</p> <p><b>NEWSLETTER HIGHLIGHTS</b> There was a Full Governing Board meeting held on Wednesday 24th March and during the meeting the Governors welcomed the following new Governors: Fr John Kafwanka, Vicar at St Augustine's Church as Foundation Ex Officio Governor, Kerry Doggett as Foundation Governor representing St Augustine's Church and Ankur Pruthi as the Local Authority Governor.</p> <p>An excellent presentation was given to the Governors by Miss McAvoy about the workings of the Early Years Foundation Stage (EYFS) and how it worked here at Bishop Perrin for our Reception children.</p> <p>The Governors approved the draft school budget for April 2021 and acknowledged all the hard work by Mrs Forster in enabling the school to set a positive budget for the forthcoming financial year. The Governors also expressed their thanks to all the Bishop Perrin teaching and staff for the children's smooth return to school from the 8<sup>th</sup> March and noted the high attendance levels by the children.</p> <p>The meeting concluded at 7.34pm with prayers led by FrJK</p>	
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Signed: .....

Date: .....

**Full GB Actions**  
As of 24<sup>th</sup> March 2021

Minute	Action	Assigned	Update
24.03.21 3	Sign off minutes on Gov Hub	FrDC	Done
24.03.21 3	The Skills Audit link to the questionnaire will be sent out after this meeting for completion.	HB/All	Done
24.03.21 3	Please note the new date for the next meeting FGB Meetings <b>26<sup>th</sup> May 2021</b>	All	
24.03.21 4	The Governor Expenses policy to update references to Business and Finance.	ACo	Done
24.03.21 8	SFVS – To be signed by The Chair at the school.	FrDC	Done