



BISHOP PERRIN

Church of England Primary School

<p style="text-align: center;">Full Governing Body Meeting 26th May 2021 held virtually at 6.00pm MINUTES</p>

Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (ACo)	Head Teacher
Wahida Alladin (WA)	
Kerry Doggett (KD)	
Lucy James (LJ)	
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
Nathan Barrett (NB)	Observer

Apologies

Amanda Crinall (ACr)	
Father John Kafwanka (FrJK)	
Satty Panesar (SP)	Associate Member

	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 Nathan Barrett, who is the Intern at Ss Philip & James and St Stephen's, Hounslow Churches. Nathan is at this meeting as an observer.</p> <p>APOLOGIES AND DECLARATIONS OF INTEREST Apologies had been received from FrJK and ACr.</p> <p>There were no declarations of interest.</p>	

2.	<p>GOVERNING BODY ITEMS</p> <ul style="list-style-type: none"> • Minutes & Matters Arising All actions have been completed since the last meeting. <p>FrDC proposed, RN seconded and all Governors agreed that the minutes were a true and accurate record of the meeting held on 24th March 2021. These will be signed off online in Governor Hub.</p> • Skills Audit/Gov Training Update The Chair thanked everyone for completing the Skills Audit and thanked HB for putting it together. The Chair reported that he has the results and will work with The Head, RN and HB to review the gaps in knowledge and make sure everyone gets the training they need. <p>Trainings attended by Governors since the last meeting: WA and HM both attended the New Governor- Understanding Your Role and The Role of Parent Governor trainings. LJ has attended Safeguarding Part 1 & 2, Health & Safety, Implications for Governors and Questions Demonstrating Effective Challenge trainings.</p> • GB Year Planner and Meeting Dates The Chair explained that he would like to get everyone together face to face. Hopefully before the end of the academic year, possibly on Monday 19th July before the Year 6 Leavers' BBQ. It will be an opportunity for everyone to meet together in person, re-launch the governing body and meet the teacher/s they will be linked with for the next academic year. <p>The updated list of dates was distributed before the meeting. FGB Meetings 2021: July meeting TBC, 8th Sept 2021, 14th Oct 2021 and 9th Dec 2021.</p> 	<p>FrDC</p> <p>FrDC</p> <p>All</p>
3.	<p>STATUTORY POLICIES AND TASKS</p> <ul style="list-style-type: none"> • Data Protection Policy The Head reported that this is not quite finished and will follow. • Risk Assessment The Risk Assessment V13 April 2021 was circulated by ACo prior to the meeting. The summary of changes can be seen in the HT Report. <p>AP noted that the format of the document on Governor Hub is not showing the document fully. HB will make sure a corrected version is put on Governor Hub after the meeting – Here is the link: https://app.governorhub.com/document/60b60aa6ff8d470022260d04/view</p> • Overview of Statutory Policies A copy of <i>Draft Policies and Documents list 3 Year Plan</i>, had been circulated by HB prior to the meeting. <p>The Chair explained that there were around 21 statutory polices that are set by DfE that the school has to be regularly update, have ratified by the FGB and published on the School website. Mary McAvoy, Assistant Head Teacher looks after the list and works with the staff to make sure the policies are updated. The school are responsible for writing the policies and the Governors' role is to support the staff and ratify the policies. The document table that has been presented tonight is to help spread the workload across the year and to help make sure the FGB doesn't miss any policies that need updating.</p> 	<p>ACo</p> <p>HB</p>

	<p>Governors asked where are the list of policies are held? HB explained the current DfE list is held on The Key Link: https://schoolgovernors.thekeysupport.com/policy-bank/writing-reviewing-policies/statutory-policies-and-documents-complete-list/?marker=full-search-q-statutory%20policies-result-1 Also the list of current school polices can be found on the school website: Link: https://www.bishopperrin.richmond.sch.uk/key-information/key-policies</p> <p>HB is to speak with Mary McAvoy about the plan and ACo will work with MM & HB to make finalise the list.</p>	<p>HB/ACo</p>
<p>4.</p>	<p>GOVERNOR VISIT REPORTS</p> <p>The Health & Safety Link Visit report was circulated by LJ prior to the meeting. LJ explained that she went in and visited the school and met with The Business Manager, Caretaker, The Head and Yr 5 & 6 pupils from School Council. The children raised questions and are to create their own report for School Council.</p> <p>The Chair thanked LJ for her report and thanked the children for their contribution and was pleased to see the school were asking the children to help with the H&S report. The Head thanked LJ for taking the time to come into the school and do the visit.</p> <p><i>Note: LJ Left the meeting at 6.30pm</i></p>	
<p>5.</p>	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • HT Report <p>The Head Teacher's report and pupil progress had been circulated by ACo prior to the meeting. The Head highlighted some areas including; The alcohol consumption by staff on residential trips, School Improvement Partner, Cathy Clarke had a very successful visit yesterday. Cathy will provide a report at our next FGB.</p> <p>The budget is currently being finalised by Denise Forster, with the aim of sharing it with the Governors after half term and allowing time for any questions/considerations to be raised before it has to be submitted to the Council it on the 29th June.</p> <p>The Head explained due to COVID the Year 6 residential trip location has changed and as it is a new venue the Governors need to be asked if they are in agreement with this trip? FrDC proposed the Yr 6 trip to Broadstone Warren stating that the Governors reserve the right to request to see the RA before or after the event. AW seconded and all Governors were in favour.</p> <p>RM questioned The Head about there being no SPA referrals. The Head explained that there has been one currently going through at the moment.</p>	<p>ACo</p>
<p>6.</p>	<p>FINANCE</p> <ul style="list-style-type: none"> • Governor Maintenance Fund <p>The final draft of the Governor Maintenance Fund Policy was circulated by AW prior to the meeting.</p> <p>The Chair gave an overview of the GMF and thanked AW for working hard to get the GMF to where it is now. AW explained that the GMF needed to be clearer where the fund can and can't be used, remembering</p>	

	<p>the parents give voluntary donations and we want to make sure the money is spent correctly. This new policy hopefully addresses these issues.</p> <p>Governors asked what size the payments were being signed off at and is it always necessary to have two signatures signing off every time on smaller amounts? The Chair explained that this would be good for this to be discussed further at the Finance Group using their knowledge.</p> <p>Governors asked if there had been a decline in donations over the last year? AW reported not that she could see so far, but she hadn't sent any reminders out to people to pay as she didn't feel comfortable doing that in the current climate. AW is to write a thank you for the Newsletter and say if people wish to contribute, they would still be welcome.</p> <p>AW proposed, FrDC seconded and all Governors agreed to the Governor Maintenance Fund Policy.</p> <p><i>Note: KD Left the meeting at 7.10pm</i></p>	AW
7.	<p>ANY OTHER BUSINESS There was no AOB.</p>	
8.	<p>CONFIDENTIALITY Governors agreed that there was nothing at tonight's meeting that should be classed as confidential.</p> <p>NEWSLETTER HIGHLIGHTS There was a Full Governing Board meeting held on Wednesday 26th May and during the meeting the Governors were pleased to see that the attendance figures for the school are high and are above average for Richmond Borough.</p> <p>The Governors were pleased to see the Year 6 will have the opportunity to take part in a residential trip before they leave the school. They were also very impressed to hear about how mature the children were when asking questions at the recent Health & Safety walk around the school and talking to the external School Improvement Partner during her visit to the school on 25th May.</p> <p>The meeting concluded at 7.17pm with prayers led by FrDC</p>	

Signed:

Date:

Full GB Actions
As of 26th May 2021

Minute	Action	Assigned	Update
26.05.21 2	Sign off minutes on Gov Hub	FrDC	Complete 7 th June 2021
26.05.21 2	The Skills Audit to be reviewed by FrDC, ACo, RN & HB	FrDC/HB	
26.05.21 2	Please note the next FGB meeting will possibly move to 19 th July TBC	FrDC/ACo	
26.05.21	Data Protection Policy – to be sent out to	ACo	

3	Governors in June for agreement.		
26.05.21 3	Risk Assessment Document update on Governor Hub	HB	
26.05.21 3	Policies 3 yr plan HB is to speak with Mary McAvoy about the plan and ACo will work with MM & HB to make additions finish the list.	HB/ACo	
26.05.21 5	Final Budget to be shown to Governors for approval before end of June.	ACo	
26.05.21 6	GMF- thank you for the Newsletter and reminder if people wish to contribute to the fund.	AW	