



# BISHOP PERRIN

## Church of England Primary School

**An Extraordinary Meeting of the Board of Governors**  
**7<sup>th</sup> September 2022 held in School**  
**and via Google Meet 6.00pm**  
**MINUTES**

### Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (AC)	Head Teacher
Kerry Doggett (KD)	
Lucy James (LJ)	<i>Until 6.25pm</i>
Rachael Macklearn (RM)	Deputy Head, Associate Member ( <i>Online from 6.35pm</i> )
Russell Nimmo (RN)	Co -Vice Chair
Alwyn Williams (AW)	Co -Vice Chair

### Non-governor attendees

Helen Bott (HB)	Clerk
-----------------	-------

### Apologies

Wahida Alladin (WA)	
Father John Kafwanka (FrJK)	
Harsha McArdle (HM)	
Ankur Pruthi (AP)	

### Absent without apologies

Satty Panesar (SP)	Associate Member
--------------------	------------------

	ITEM	ACTION								
1.	<p><b>OPENING PRAYER</b> The meeting opened at 6.00pm with a prayer led by FrDC</p> <p><b>WELCOME TO GOVERNORS</b> FrDC welcomed everyone to the meeting. FrDC informed the Board of the recent sad passing of Peter Greening a parishioner at St Augustine's Parish, respected member of the local community and former Governor to Bishop Perrin Primary School. Our thoughts and prayers are with his wife and family at this sad time.</p> <p><b>APOLOGIES AND DECLARATIONS OF INTEREST</b> Apologies were received from WA, FrJK, HM &amp; AP. SP was also absent at the meeting.</p> <p>There were no declarations of interest.</p> <p><b>MINUTES &amp; MATTERS ARISING</b> Actions updated from the last meeting held on 6th July 2022.</p> <table border="1"><thead><tr><th>Minute</th><th>Action</th><th>Assigned</th><th>Update</th></tr></thead><tbody><tr><td>23.03.22 6</td><td>The Chair agreed to write letter of thanks to the 3 members of Staff that are due to leave on behalf of</td><td>FrDC</td><td>AW to draft ready for FrDC to approve and sign <b>Done</b></td></tr></tbody></table>	Minute	Action	Assigned	Update	23.03.22 6	The Chair agreed to write letter of thanks to the 3 members of Staff that are due to leave on behalf of	FrDC	AW to draft ready for FrDC to approve and sign <b>Done</b>	
Minute	Action	Assigned	Update							
23.03.22 6	The Chair agreed to write letter of thanks to the 3 members of Staff that are due to leave on behalf of	FrDC	AW to draft ready for FrDC to approve and sign <b>Done</b>							

		the Governors.			
	18.05.22 2	FrDC will start to work on dates for the next academic year for meetings and circulate them.	FrDC	In progress  <b>Done</b>	
	18.05.22 3	<ul style="list-style-type: none"> <li>Emergency Action Plan</li> <li>Health and safety</li> <li>Premises management documents</li> </ul> <p>The above Statutory Policies will be presented at a future meeting.</p>	AC	In progress  <b>H&amp;S – Done</b>  <b>Rest still in progress</b>	<b>AC</b>
	18.05.22 3	Governors Code of Conduct – Cross reference with website and Review	FrDC/HB	<b>Still to do</b>	<b>FrDC/HB</b>
	18.05.22 3	FrDC to format the Terms of Reference.	FrDC	<b>Still to do</b>	<b>FrDC</b>
	18.05.22 9	Ethos Visit Report presented to next FGB	FrDC/AW	To follow <b>For Nov FGB</b>	<b>FrDC/AW</b>
	06.07.22 4	Cross check the Home School Agreement with the Behaviour Policy. Does the Governors responsibilities a line with the policy?	AC	<b>Done</b>	
	06.07.22 6	AW to contact the Business Manager regarding the invoice for Little Wandle.	AW	<b>Done</b>	
	06.07.22 7	Future Finance meeting dates will be discussed at the next Finance meeting.	Fin Grp	<b>Done</b>	
	It was acknowledged that the minutes could not be agreed at this meeting as the Board was not quorate and that they would go to the next meeting in November for approval.				<b>HB</b>
2	<p><b>GOVERNING BODY ITEMS</b></p> <ul style="list-style-type: none"> <li><b>Election of Chair</b> The Clerk reported that there had not been any requests from The Board to be Chair. FrDC agreed to stand as Chair for another academic year. RN proposed FrDC as Chair, this was second by AW and all Governors were in favour. FrDC was elected unopposed as Chair for a one-year term of office.</li> <li><b>Election of Vice Chair</b> FrDC proposed to continue with 2 Co-Vice Chairs, RN &amp; AW again for the next year. All Governors were in favour and agreed. It was declared that RN and AW were elected unopposed as Co-Vice Chairs for a one-year term of office.</li> <li><b>Review Associate Governors</b> The Chair would like to re-elect SP as an Associate Member for another one-year term of office, however as she wasn't at the meeting he would contact SP directly and ask if she still wished to be an Associate Member.</li> <li><b>Staff Governor Vacancy</b> It was noted that the school still needs to replace the staff Governor role on</li> </ul>				<b>FrDC</b>

	<p>the Board and that the Chair and Clerk would arrange an advert to pass onto staff.</p> <ul style="list-style-type: none"> <li>• <b>Introduction to new Academic Year</b> The Chair gave an overview of how he would like to see The Board work this academic year. <ul style="list-style-type: none"> <li>• Dates of meetings to be set and kept for the academic year.</li> <li>• Policies, try to keep a steady stream coming to FGB and not all at once.</li> <li>• Governors are more experienced in their roles now so the Chair would like to see them checking on the basic processes within the school for example; the Single Central Record is up to date.</li> <li>• If Governors wish to explore different areas in school governance, then please do.</li> <li>• The Chair reminded Governors they may have been elected onto the Board by the parents or the local Parish Church, but their role is not to be their voice. For example, if a parent within the school has an issue with the school they must follow the correct school procedures to report the issue and not bring it to a School Governor for the next FGB.</li> <li>• The Chair also reminded that now Governors know each other better and are more confident in their roles, meetings can get quite 'chatty' at times. This can be issue for anyone online if meetings are being held in a hybrid online/In person meeting, as those online will struggle to hear when everyone is talking at once.</li> </ul> </li> <li>• <b>Roles for coming year</b> The Chair explained that he would keep the Groups and Group Chairs and Link Governors the same as last year, giving the opportunity for the Governors to expand and bed in the skills they have gained over the last year.</li> <li>• <b>GB Year Planner and Meeting Dates</b> A list of meeting dates were circulated prior to the meeting. Please note the next FGB is on 1<sup>st</sup> November at 6pm.</li> <li>• <b>Updates to Keeping Children Safe</b> The Chair noted that there have been updates to Part 1 of this document and all Governors need to make sure that they have not just read the document, but also understand it. Please make sure that you have updated on Governor Hub that you have read this and also your Declaration of Interest and the Code of Conduct. Any question on who needs to do this, please contact the Clerk.</li> </ul>	<p><b>HB/FrDC</b></p> <p><b>ALL</b></p>
<p>3.</p>	<p><b>LEADERSHIP &amp; MANAGEMENT</b> The Head gave a verbal report at the meeting.</p> <ul style="list-style-type: none"> <li>• <b>HT Verbal Report Sept 2022</b> Staffing Update <ul style="list-style-type: none"> <li>• Avril/Rachel/Tom have settled in and been made to feel welcome</li> <li>• Lots for them all to take on, but all have been assigned a mentor/buddy</li> <li>• Rachel is undertaking the Early Careers Teacher programme, which is very different from the previous Newly Qualified Teacher programme. Very structured programme and content, with Ruth Lancaster being Rachel's Mentor and AC being the Induction Tutor</li> <li>• Supply agency Teaching and Learning Assistant appointed for the</li> </ul> </li> </ul>	

whole term to work in Reception in the morning and then Yr 1 in the afternoons

- Rachael is undertaking outreach work at Holy Trinity CE Primary School in Richmond, helping with their curriculum development. This is two days per week for Autumn and Spring Terms. Year 4 teaching commitment being covered by known and experience supply teacher who will be with us for the duration. Outreach work will generate an income for the school which will be very helpful with uncertainty over price and energy cost increases.

The Chair noted that this extra income can be spent in any way the school wishes to spend it.

- Mary has started in her Inclusion Leader role and we will look to get her enrolled on the national SENDCo qualification, but have three years for her to complete this.
- The new Reception intake had started this week as the whole process had been accelerated this year, with the home visits done before the summer, meaning all the children are in the school three weeks earlier than previously.

Governors asked; The Government announced a 5% pay award for teachers (and 8.9% for starters) back in mid-July after our finance group meeting. I believe this award is higher than what was budgeted - do you know if the budget has since been updated? Also, do we have any information at all concerning electricity/heating bills from the council yet?

#### Budget

The school had not been informed as yet of any significant increase in cost of gas/electricity. Contract through Richmond Council, so bulk tender with other schools.

No news yet from Government as to whether they will fund the additional 2% pay increase for teaching staff. We had budgeted for 3% back in April, with Government announcing over the summer that teachers will get 5%, but that schools had to pay for this extra increase out of own school budgets.

#### INSET Days

- Whole staff attendance on 1st Sept for update from AC about new Behaviour Policy. Training from Ali McLure about new behaviour strategies and then in the afternoon statutory safeguarding training delivered by AC
- Fri 2nd was new year admin plus Little Wandle Phonics training and new spelling systems for Juniors

#### Safeguarding

AC attending a Child In Need meeting on Thurs 9th linked to a SPA referral made by the school in the Summer Term

#### Pupil Attendance

Most of the classes had some children missing over first couple of days due to illness and extended holidays. Will be monitoring this to make sure children are back in.

#### SDP Update

Rachael, Mary and myself will be looking at last year's SDP to evaluate the main objectives and see what needs to carry over into this year. Will also look at self-evaluations from curriculum subject leaders to see if there is anything from any of the subject areas that needs focusing on. Some additional things we will include are:

- Focus on writing and improving combined Reading/Writing/Maths outcomes across the school



	<p>some adult trained as well. As least two staff members know how to manage the children's diabetes and the School Nurse will come in and train staff as needed. The Head would make sure the list of First Aiders is updated in classrooms.</p> <ul style="list-style-type: none"> <li>• Equality Information and Objectives - <i>no changes</i></li> <li>• Complaints Policy - <i>no changes</i></li> </ul> <p>Governors noted that Complaints and Data Protection polices that came to meeting were not due until 2023 and this could have saved The Head some time before the meeting.</p> <ul style="list-style-type: none"> <li>• Data Protection Policy - <i>no changes</i></li> <li>• Whistleblowing Policy - <i>no changes</i></li> <li>• Online Safety Policy and the accompanying Acceptable Use</li> </ul> <p>Governors noted that on the KS2, item 14 the sentence didn't finish properly.</p> <p>The Head noted the above</p> <ul style="list-style-type: none"> <li>• Charges and Remissions Policy</li> </ul> <p>The Head reported that they have added an administration fee for pupils needing references, counter signing passports and visa renewals. They had looked at what other schools on the Borough charge for writing pupil references and have decided to give 50% of the fee to the teacher writing the reference in their own time and the other 50% for the school to cover admin for the reference.</p> <p>Governors questioned how they would pay the member of staff, noting it needs to go through the school pay role system and can be taxed.</p> <p>The Strategic Group agreed to the changes made to the Charges and Remissions Policy. All Governors will be asked to agree the policy online.</p> <ul style="list-style-type: none"> <li>• Term Dates 2023/2024</li> </ul> <p>Term Dates for 2023/24 were circulated at the meeting. AC proposed, all Governors present agreed to the Term dates for 2023/24.</p> <p>The Chair requested at all the above polices are circulated again amongst the Governors for approval online and any questions be referred to The Head. Then they will be formally signed at our next FGB.</p>	<p><b>AC</b></p> <p><b>AC</b></p> <p><b>HB</b></p>
5.	<p><b>Data Impact</b></p> <p>Minutes of the meeting held on 14<sup>th</sup> July 22 were circulated prior to the meeting.</p> <p>The Chair asked to bring these Minutes again to our next meeting due to The Board not being quorate.</p>	<p><b>HB</b></p>
6.	<p><b>Finance</b></p> <p>Minutes of the meeting held on 11<sup>th</sup> July 22 were circulated prior to the meeting.</p> <p>The Chair asked also to bring these Minutes to our next meeting due to The Board not being quorate.</p>	<p><b>HB</b></p>
7.	<p><b>AOB</b></p> <p>The was none.</p>	

8.	<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> The Governors met for an Extraordinary Board meeting on Wednesday 7<sup>th</sup> September. They elected Fr David Cloake as Chair, Mr Russell Nimmo and Mrs Alwyn Williams as Co- Vice Chairs for the next one year term of office.</p> <p>The Governors were pleased to welcome the new members of staff that have joined the school this year.</p> <p>Governors are looking forward to further working with the school for the next year ahead.</p> <p>The meeting concluded at 7.23pm with prayers led by FrDC</p>	
----	--	--

Signed: .....

Date: .....

**Full GB Actions**  
As of 7<sup>th</sup> September 2022

Minute	Action	Assigned	Update
18.05.22 3	<ul style="list-style-type: none"> <li>• Emergency Action Plan</li> <li>• Health and safety</li> <li>• Premises management documents</li> </ul> <p>The above Statutory Policies will be presented at a future meeting.</p>	AC	<p>In progress</p> <p><b>H&amp;S – Done</b></p> <p><b>Rest still in progress</b></p>
18.05.22 3	Governors Code of Conduct – Cross reference with website and Review	FrDC/HB	<b>Still to do</b>
18.05.22 3	FrDC to format the Terms of Reference.	FrDC	<b>Still to do</b>
18.05.22 9	Ethos Visit Report presented to next FGB	FrDC/AW	<p>To follow</p> <p><b>For Nov FGB</b></p>
07.09.22 1	FGB Mins 6 <sup>th</sup> July 22 to next FGB for approval	HB	
07.09.22 2	Associate Governors SP – Chair to contact	FrDC	
07.09.22 2	Staff Governor Advertise	HB/FrDC	
07.09.22 2	Governor Hub – read Keeping Children Safe and your Declaration of Interest and the Code of Conduct are updated	ALL	
07.09.22 3	Governors to consider what they want to aim to achieve this academic year so this can be included in the SDP	Str Grp	
07.09.22 4	Changes/ suggestions to Safeguarding policy	AC	
07.09.22 4	Office to keep log of whom is driving pupils	AC	
07.09.22 4	The Head would make sure the list of First Aiders is updated in classrooms	AC	
07.09.22 4	Changes/ suggestions to Online Safety policy	AC	

07.09.22 4	The Chair requested at all the above polices are circulated again amongst the Governors for approval online and any questions be referred to The Head. Then they will be formally signed at our next FGB.	HB	
07.09.22 5 & 6	Data Impact and Finance Group Meeting Mins to next FGB	HB	