



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors 7th December 2022 held in School And via Google meet 6.00pm **MINUTES**

Governor Attendees:

Fr David Cloake	(FrDC)	Chair / Acting Clerk
Fr John Kafwanka	(FrJK)	
Lucy James	(LJ)	
Russell Nimmo	(RN)	Co Vice-Chair
Adrian Corke	(AC)	Head Teacher
Rachael Macklearn	(RM)	Deputy HT, Associate
Alwyn Williams	(AW)	Co Vice-Chair

Apologies:

Wahida Alladin	(WA)	
Ankur Pruthi	(AP)	
Satty Panesar	(SP)	
Kerry Doggett	(KD)	
Helen Bott	(HB)	Clerk

Other:

Harsha McArdle ...failed to gain access through Google Meets

Absent without apologies:

None

	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.02pm with a prayer led by FrDC</p> <p>WELCOME TO GOVERNORS FrDC welcomed everyone to the meeting</p> <p>APOLOGIES & DECLARATIONS OF INTEREST Apologies were received from WA, AP, SP, and KD</p> <p>There were declarations of interest</p> <p><i>Note: HM tried to join online at 6.19pm but failed to access the meeting</i></p>	
2.	<p>GOVERNING BODY ITEMS</p> <p>Minutes & Matters Arising RN proposed and AW seconded: all governors agreed that the Minutes were a true and accurate record of the meeting held on 1st November 2022. FrDC will sign the Minutes when they are at hand</p> <p>Actions updated from the last meeting held on 1st November 2022</p>	<p>FrDC to sign Minutes</p>

Minute	Action	Assigned	Update
18.05.22 3	<ul style="list-style-type: none"> - Emergency Action Plan - Premises management documents <p>The above Statutory Policies will be presented at a future meeting</p>	AC	In progress
01.11.22 3	<p>Statutory Policies process</p> <p>Policies in hand</p> <ul style="list-style-type: none"> - Pay: this meeting - Admissions: this meeting - Prem Management: March 23 - EYFS: this meeting - Appraisals: this meeting - SEND: this meeting - Data: March 23 	<p>HB</p> <p>AC</p>	<p>In progress</p> <p>In progress</p>
01.11.22 5	<p>Parent Questionnaire – FGB to discuss</p> <p>HT Report – AC to send revised copy with correction</p>	<p>HB</p> <p>AC</p>	<p>This meeting</p> <p>Done</p>
01.11.22 6	Admissions – HB to inform SBM the FGB have seen the draft proposal and it is ready to go for wider consultation	HB	Done
01.11.22 8	Finance – Minutes of the meeting 20/10/22 to be circulated	HB	Done
01.11.22	Pay Panel – Minutes of the meeting 20.10.22 to be circulated	HB	Done

- **Helen Bott** – FrDC informed (with sadness) the FGB that HB has tendered her resignation. HB has offered to remain in post until the end of the Sprint Term 2023 or until a new Clerk is employed and a hand-over effected. Expressions of thanks were held over until the next meeting where HB is present
- **Gov Training Updates**
 - LJ – Safeguarding and Prevent training
 - KD – Financial Management training
 - RN – Director’s Termly Briefing
 - AW, AC, RN – SIAMS briefing
- **GB Year Planner** (*note: uploaded document unable to be accessed through GovHub*)

Governors raised an issue of a clash with the October 2023 date and a planned Half Term.

FrDC suggested that all governors communicate away dates to HB in advance and will revise the October 2023 date

FrDC / HB / Govs

	<p>the next meeting:</p> <ul style="list-style-type: none"> • <u>Curriculum</u> – RN/WA • <u>Safeguarding</u> – LJ • <u>PE</u> - LJ 	
5.	<p>LEADERSHIP & MANAGEMENT</p> <ul style="list-style-type: none"> • Parent Questionnaire <u>Governors' comments:</u> ... Concern about the low participation (c20% overall) ... of limited or no value given low participation ... Would incentivisation work (reward pupils)? ... Is the electronic presentation fully accessible? ... Should Governors lead for greater effect? ... What is the purpose of the questionnaire ... Perhaps only unhappy parents take the time ... Could the Q start with a single question and cascade? ... This raises wider issues about communication SIP offered a Comms audit Website needs some work ... maybe adopt a three-pronged approach <ol style="list-style-type: none"> 1. Receive a Comms Audit 2. Governor led 3. Incentivised through pupils ... Q18 seemed to indicate high connection through digital comms ... Static websites less used when compared to social media (who's content evolved constantly) <p><u>Summary:</u> Statistical indicators were overwhelmingly positive. The issues surrounding communication is a current focus. Bullying appears through statistics to not be a matter for particular concern. Issues raised by and surrounding the questionnaire will be raised at the next Parent Forum</p> • HT Report The HT offered to give some highlights for particular attention ... it was good to see <u>Sixth Formers from Turing House School</u> in school assisting with reading ... the <u>Parent Carousel Workshop Evening</u> achieved a disappointing turnout on the day despite considerable efforts to facilitate the considerable content and presence of visitors ... <u>Yr 6 pupils visited the Whitton Youth Zone</u>, which was well received, with three pupils later re-visiting the facility just off Whitton High Street ... <u>illness and health issues</u> – guidance surrounding Strep-A received by school ... <u>Extra-Curricular Club</u>: an issue was raised and discussed among Governors. • SIP Report Focus on writing a priority, particularly in terms of consistency of approach to teaching it. Also on increasing vocabulary – the SIP spoke with Mary 	

	<p>McAvoy in her new role as Inclusion Leader in addition to undertaking a Writing Learning Walk (with Governors) and discussing the SEDP for 2022-23</p> <p>Governors asked how the school support staff who aren't quite reaching the expected standard</p> <p>AC explained that systems were already in place, including a marking policy, and the exhibition of best practice amongst staff members</p> <p>Governors asked whether this increased the time required by those teachers</p> <p>AC explained that systems have become increasingly streamlined through use. The school is also acquiring examples of 'best practice' from the school where RM is currently seconded. AC also explained that some training was planned for the new year with Marie Newman delivering CPD at the January Inset.</p>	
6.	<p>ADMISSIONS The Minutes of the meeting held on 18.10.22 were presented to governors</p>	
7.	<p>FINANCE The Minutes of the meeting held on 20.10.22 were presented to governors</p>	
8.	<p>PAY PANEL The Minutes of the meeting held on 20.10.22 were presented to governors</p>	
9.	<p>AOB No items were received</p>	
10.	<p>CONFIDENTIALITY</p> <p>Governors agreed that there was nothing discussed at the meeting that warranted being classified as confidential.</p> <p>NEWSLETTER HIGHLIGHT</p> <p>Governors were pleased that the Admissions Consultation had begun formally and await feedback on that process. They were grateful to those who took the time and effort to complete the Parent Questionnaire and offered specific feedback. They were glad that the newest staff members were settling into their roles well, and that the current secondment role with Miss Macklearn remains a positive experience for all. They were delighted by the news of involvement of Turing House School and the sixth form students who visited the school.</p> <p>The meeting concluded at 743pm with prayers led by FrJK</p>	

Signed

Date

Full GB Actions
As of 7th December 2022

Minute	Action	Assigned	Update
01.11.22 2	<u>Staff Governor vacancy</u> – revisit advertising in Sprint Term 2023	FrDC / HB	
7.12.22 2	Receive <u>future absence dates</u> from Governors and re-consider meeting date scheduled for October 2023	All Govs / HB	
01.11.22 3	<u>Statutory Policies</u> FrDC and HB to finalise final date allocation	FrDC / HB	
7.12.22 3	<u>Policies</u> to be amended as discussed and final copies to be signed	AC / DC	
7.12.22 3	The following <u>policies</u> will be presented at future FGBs <u>Teachers' Pay</u> - <i>tbc</i> <u>Admissions</u> – <i>March 2023</i> <u>Data Retention</u> – <i>March 2023</i> <u>Premises Management Docs</u> – <i>March 2023</i>		
7.12.22	<u>Parent Questionnaire</u> – governors to discuss its future and format	FrDC / HB	