

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 Co Vice-Chair (RN) Adrian Corke **Head Teacher** (AC) Rachael Macklearn Deputy HT, Associate (RM) 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.	OPENING PRAYER	
	The meeting opened at 6.02pm with a prayer led by FrDC	
	WELCOME TO GOVERNORS	
	FrDC welcomed everyone to the meeting	
	APOLOGIES & DECLARATIONS OF INTEREST	
	Apologies were received from WA, AP, SP, and KD	
	There were declarations of interest	
	There were declarations of interest	
	Note: HM tried to join online ay 6.19pm but failed to access the	
	meeting	
	- The carry	
2.	GOVERNING BODY ITEMS	
	Minutes & Matters Arising	
	RN proposed and AW seconded: all governors agreed that the	FrDC to
	Minutes were a true and accurate record of the meeting held on	sign
	1st November 2022. FrDC will sign the Minutes when they are at	Minutes
	hand	
	Actions updated from the last meeting held on 1st November 2022	
	Therefore apacted from the last meeting field off 1 Movember 2022	

Minute	Action	Assigned	Update
18.05.22 3	Emergency Action Plan Premises management documents The above Statutory Policies will be presented at a future meeting	AC	In progress
01.11.22 3	Statutory Policies process Policies in hand	НВ	In progress
	 Pay: this meeting Admissions: this meeting Prem Management: March 23 EYFS: this meeting Appraisals: this meeting SEND: this meeting Data: March 23 	AC	In progress
01.11.22 5	Parent Questionnaire – FGB to discuss	НВ	This meeting
	HT Report – AC to send revised copy with correction	AC	Done
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	НВ	Done
01.11.22 8	Finance – Minutes of the meeting 20/10/22 to be circulated	НВ	Done
01.11.22	Pay Panel – Minutes of the meeting 20.10.22 to be circulated	НВ	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

	• Link Governor DE Er IV agreed to adopt this link role	
	 Link Governor RE – FrJK agreed to adopt this link role Link Governor Prevent – FrDC and LJ agreed to take this 	
	alongside the SG Link role	
	All Covernous was in a superior	
	All Governors were in agreement	
3.	STATUORY POLICIES & TASKS	
	Teacher Appraisals Policy S10, para 2: Governors asked if this was worded appropriately. AC responded that the wording was accurate but if ever this situation were to arise, the school would always take advice from HR and/or Occupational Health	AC
	Governors asked whether there were template policies given the litigious and technical nature of this and similar policies. AC reported that for policies linked to HR (appraisal/pay/capability/disciplinary/etc) the school adopts model policies from the LDBS/The Key/HR Action (the HR organisation associated with Kingston Council/AfC that the school 'buys in to'. We then bespoke these model policies with contextual information about BP.	
	Governors awaited the Pay Policy which would ride alongside this closely.	AC
	alongolae tillo olosety.	AC
	 SEND Policy Governors asked that the text on the Contents page be de-capitalised 	
	S4, para 1: Governors questioned the term 'periodically' as it could be construed both as weekly and as once per decade. It was agreed that the wording would be adjusted to 'periodically and as the need arises, as determined by the SENDCo'	40
	Prevent Risk Assessment Received without further questions	AC
	EYFS (Foundation Stage Policy) S1, para 2" correct 'comprises of' (remove 'of')	FrDC
	The above Policies and Risk Assessment were received with thanks and ratified <i>en bloc</i> – Proposed AW, seconded LJ, all Governors in favour. FrDC to sign hard copies when corrected	HB / AC
	Policies to follow Teachers' Pay - tbc Admissions – March 2023 Data Retention – March 2023 Premises Management Docs – March 2023	
1	GOVERNOR VISIT REPORTS	
4.	GUVERNUR VISII REPURTS	
	No written reports were received at this meeting, but an indication was given of Visit Reports that can be expected at	

the next meeting:

- Curriculum RN/WA
- Safeguarding LJ
- PE LJ

5. **LEADERSHIP & MANAGEMENT**

• Parent Questionnaire

Governors' comments:

- ... 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
 - 1. Receive a Comms Audit
 - 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)

Summary:

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

HT Report

The HT offered to give some highlights for particular attention

- ... it was good to see <u>Sixth Formers from Turing</u>
 <u>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 revisiting the facility just off Whitton High Street
- ... <u>illness and health issues</u> guidance surrounding Strep-A received by school
- ... Extra-Curricular Club: 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

	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	
	Governors asked how the school support staff who aren't quite reaching the expected standard	
	AC explained that systems were already in place, including a marking policy, and the exhibition of best practice amongst staff members	
	Governors asked whether this increased the time required by those teachers	
	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.	
6.	ADMISSIONS	
0.	The Minutes of the meeting held on 18.10.22 were presented to governors	
7.	FINANCE The Minutes of the meeting held on 20.10.22 were presented to governors	
8.	PAY PANEL The Minutes of the meeting held on 20.10.22 were presented to governors	
	AOD	
9.	AOB No items were received	
10.	CONFIDENTIALITY	
	Governors agreed that there was nothing discussed at the meeting that warranted being classified as confidential.	
	NEWSLETTER HIGHLIGHT	
	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.	
	The meeting concluded at 743pm with prayers led by FrJK	

Signed	

Date	
Dale	

Full GB Actions As of 7th December 2022

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