



BISHOP PERRIN

Church of England Primary School

Meeting of the Board of Governors
Wednesday 11 September 2024, 6.00pm
held in school and on-line meet.google.com
MINUTES

Governor Attendees:

Alwyn Williams	(AW)	Chair
Rachael Macklearn	(RM)	Head Teacher
Mary McAvoy	(MM)	Dep Head Teacher/Staff Governor
Russell Nimmo	(RN)	Co -Vice Chair
Kerry Doggett	(KD)	Co -Vice Chair
Wahida Alladin	(WA)	

Non-governor attendees

Ivy Sy (IS)

Apologies

Lucy James (LJ)
 Harsha McArdle (HM)

Non attender

Satty Panesar (SP)

	ITEM	ACTION
1.	<p>OPENING PRAYER The meeting opened at 6.07 pm with a prayer led by AW.</p> <p>WELCOME TO GOVERNORS AW welcomed everyone to the meeting.</p> <p>APOLOGIES AND DECLARATIONS OF INTEREST</p> <p>Apologies were received from LJ and HM; AW informed all present that AP had resigned, effective immediately, due to family commitments. AW has written to thank AP for his service and to remind him of the continuing need for confidentiality. We wish him and his family well at this time.</p> <p>AW welcomed Ivy Sy (IS) to the meeting, as an observer this evening. However, she was pleased to inform everyone that IS has agreed to take on the role of School Clerk. There had been no formal interview as IS is already employed by the school, as HR manager. FGB agreed that this was a good plan, and that IS be given the opportunity to take on the role with a caveat that she can review at 3 months.</p> <p>There were no declarations of interest.</p>	
3.	<p>GOVERNING BODY ITEMS</p> <p>Minutes & Matters Arising from 16 July 2024 meeting Minor corrections were noted as follows:</p> <ol style="list-style-type: none"> 1. Spelling of AP's name 2. Item 2 -Capital W – for Hampton Wick 3. Item 2- Remove "and JS' as she was appointed after this meeting. 4. Item 6 (3) – remove sentence in brackets – <i>incorrect version</i> – 	

AfC.

5. Item 7: HTPM – KD was nominated as stated.

Matters arising:

1. It was suggested that when preparing future budgets documents are given version numbers to avoid using the wrong version. RM will discuss with JdeB
2. School staff to formalise MM position as staff governor - RM action Sept 2024

Note: it would seem that we overlooked the need to vote on these minutes – we will do this when we meet in October. My apologies for this oversight

Introduction to new Academic Year

AW: the Board was delighted by the successes of last year, especially the Ofsted inspection – and thanked both pupils and staff. It is important not to rest on our laurels, and this is a time to look forward.

There will be a SIAMs inspection this year. LDBS have arranged training for Governors; details were circulated today and Governors are encouraged to attend this online training.

RE Ethos – the Link governor was Fr John and we must fill that role quickly. The role also included Behaviour.

AW asked Governors to focus on their understanding of key issues e.g. compliance. Hopefully, the SDP will be ready for next FGB and that will help to focus on objectives.

RN: we need to be aware that this new government may have big plans in mind for education more widely.

GB Year Planner and Meeting Dates

AW requested a date change – for the Spring 1 meeting – from 22 May to 21 May to avoid clashing with the Directors termly briefing. Change agreed by all present.

KD has shared some dates with SL, to be shared with HM now they are confirmed. Dates to be added to planner.

Data impact and admissions dates to be added. WA - admissions. SP - data impact.

Govs to liaise with appropriate members of staff as required. Share dates with AW to add to the annual planner.

Board vacancies:

- LA governor – seek AfC advice on steps to take
- Ex-officio governor - St Augustine's parish (in interregnum)
- LDBS – we now have 2 vacancies. Follow up with SP re application to LDBS; we will need to decide whether to seek a nominee for the second post or wait until a vicar is appointed to SSs P & J.
- Parent governor election - HM term ends Nov 2024. Election will be required in October.
- Parent governor election - WA term ends Feb 2025. Election will be required in January.

If there is interest in the parent governor position, an existing parent Governor could apply for the vacant LDBS position; KD could move into the LA position and then we could approach St Augustine for a new Foundation Governor. AW advised that we should check processes and then decide how to take this forward.

	<p>Governor Roles and vacancies for coming year (red text denotes school adviser): DIG: SP, MM Finance Group: KD HM, Vacancy, RM, JdB SL GMF Treasurer - HM Admissions Panel: WA, RM RR/JC (plus a vicar for pastoral support and advise on any doubts on what is considered to be a church - consider StP&J when appointed) EYFA link: HM MM Safeguarding, all aspects: LJ, AW MM Health and Safety: LJ AW RM SEND, PPG and behaviour: WA MM HTPM: LJ KD RN, MN HT Recruitment Panel AW, RN, KD RE and ethos: vacancy – temp cover AW & RN; ACr Equality, race and diversity: it was unclear who was the lead in this area; WA has said she is happy to undertake this role, RM Complaints panel: RN - co-ordinator / ad hoc with IS RM Pay panel: AW, KD, vacancy (from Finance) RM Curriculum: RN, RM and subject leaders Exclusions panel: ad hoc – IS to coordinate RM</p> <p>Staff wellbeing: agreed that this should become a standing item on FGB; no longer a need to have a link governor</p> <p>KCSIE changes - all governors to read and be updated with changes (of which there are only a few). Safeguarding training: check in October meeting that all have completed relevant training.</p>	
4.	GOVERNOR VISIT REPORTS: None	
5.	<p>LEADERSHIP & MANAGEMENT</p> <p>RM: summary of HT report Priorities for the year: SIAMs; behaviour; assessment systems (teacher workload); Google suite - long term switch over; outward looking possibilities to share practise with other schools (ECTs). Discussion about new YR starter - budget to explore how child can be supported - KD to look at options as the budget is monitored.</p>	
6.	<p>STATUTORY POLICIES AND TASKS</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding • Safer recruitment and selection • Governor Conduct Policy • Staff Code of Conduct • Allegations against staff • Emergency Action Plan <p>All policies had been circulated 7 days prior to the meeting; Governors were asked if they had any comments prior to voting. No comments received.</p> <p>Vote:</p> <ul style="list-style-type: none"> • RN proposed the policies were accepted; • KD seconded the proposal. • All policies carried unanimously. <p>Maintained School Governors' Guide - AW reminded Governors an updated Guide was now available; she agreed to circulate a PDF version that she had tracked online.</p>	

7.	<p>FINANCE AW advised that the GMF accounts are now ready to send to the Auditor; and a Gift Aid claim has been submitted. A full report will be submitted in October. Now we have appointed a Clerk AW can change the GMF Mandate, before completely handing it over to HM.</p>	
8.	<p>AOB Governors are now all logged as authorised visitors on Entry Sign.</p>	
9.	<p>CONFIDENTIALITY <i>Governors agreed that there was nothing at tonight's meeting that should be classed as confidential.</i> No issues of confidentiality. Minutes will be published on the website once confirmed.</p> <p>NEWSLETTER HIGHLIGHTS RM advised that highlights have not been included with recent newsletters. For this to happen the Board needs to send an article to RR for inclusion. AW to share governor newsletter highlights with RM for newsletter this week. In future FGB this confirm highlights, and the Clerk can submit to RR (in agreement with AW.)</p> <p>The meeting concluded at 7.00 pm with prayer led by AW.</p> <p>The Next FGB meeting is Thursday, 24/10 at 6pm. Governors are all welcome to join school staff for an Indian food cookery class at 4:30pm, and dinner before the meeting. A donation of £5 is requested. <i>Please let MM know if you would like to join.</i></p>	