



# BISHOP PERRIN

## Church of England Primary School

### Meeting of the Full Governing Body

20th March 2024 MINUTES

#### Governor attendees:

Wahida Alladin (WA)  
Fr David Cloake (FrDC)  
Kerry Doggett (KD)  
Lucy James (LJ)  
Rachael Macklearn (RM)  
Mary McAvoy (MMc)  
Harsha McArdle (HMc)  
Russell Nimmo (RN)  
Satbir Panesar (SP)  
Alwyn Williams (AW)

#### None-governor attendees:

(None)

#### Apologies

Fr John Kafwanka  
Ankur Pruthie

	Task	Action
1.	<p><u>Opening Prayer</u></p> <ul style="list-style-type: none"> <li>The meeting of the FGB opened at 605pm with prayers led by FrDC</li> </ul> <p><u>Apologies</u></p> <ul style="list-style-type: none"> <li>Received from FrJK and AP</li> </ul> <p><u>Welcome to governors</u></p> <ul style="list-style-type: none"> <li>The FGB was informed of FrJK's elevation to the Bishopric of Northern Zambia. He is expecting to move in June and this would have been his final meeting. FrJK expressed his gratitude to the FGB for its welcome to him and the FGB expressed its prayers and best wishes for him as he prepares to move to Zambia</li> <li>Governors were informed that Sarah Asher has resigned her role as Clerk and it expressed its gratitude and best wishes to her.</li> </ul> <p><u>Minutes of the Meeting 6<sup>th</sup> February 2024</u></p> <ul style="list-style-type: none"> <li>Item 8 – Minutes to read: 'Fire Safety Check to be paid for by the GMF – governors are happy to fund this'</li> <li>Pr: JL; Sec: RN – carried; Minutes to be signed by FrDC (who is acting as Clerk for this meeting)</li> </ul>	<p>FrDC to write to FrJK</p> <p>FrDC to sign and file the Minutes</p>
2.	<p><u>Governor Training update</u></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul> <p><u>Membership Update</u></p> <ul style="list-style-type: none"> <li>A closer look at the Constitution revealed that there was a vacancy for a staff governor and also a further LDBS governor, LJ's membership ends soon and she will need to be re-appointed by the PCC of Ss Philip &amp; James Whitton. Governors welcomed RN back for a further 4 year terms as the second Foundation governor representing Ss Philip &amp; James Whitton</li> </ul> <p><u>Year Planner</u></p> <ul style="list-style-type: none"> <li>The planner has fallen out of good order in recent months – this will be remedied in the coming weeks</li> </ul>	<p>LJ to approach her PCC for re-appointment</p> <p>FrDC and group Chairs to work</p>

		though the planner
3.	<p><b>Leadership &amp; Management</b></p> <p><u>Ofsted Feedback</u></p> <ul style="list-style-type: none"> <li>The FGB was offered a more comprehensive set of feedback from the Inspectors after the recent visit. It was explained what aspects were good and what were outstanding point-by-point, all of which culminated in the judgement that the school was <b>Outstanding</b> in all criteria measured.</li> <li>FrDC reminded governors that this was the first inspection for most of them and that their contribution was of high value</li> <li>Governors expressed their thanks and congratulations to the SLT for the outcome of the inspection and the way in which the two days were conducted (whilst RM and MMC were on site for the inspection, it was acknowledged by the governors that the inspection outcome was as a result of the work of all leaders and staff.</li> </ul> <p><u>HT Report</u></p> <ul style="list-style-type: none"> <li>As this report served the meeting originally planned for an earlier date, the Report was received with thanks as there was nothing to add beyond the matters surrounding the inspection.</li> </ul> <p><u>SIP Report</u></p> <ul style="list-style-type: none"> <li>The SIP will be visiting the school w/c 6<sup>th</sup> May 2024 and the report will follow</li> </ul> <p><u>Proposed Curriculum change</u></p> <ul style="list-style-type: none"> <li>RM explained to governors the rationale for changing the current provision for French as the modern language taught in school to <u>Spanish</u>. <ul style="list-style-type: none"> <li>Shortage of teachers</li> <li>Turing House School teaches Spanish, and it makes sense to prepare the pupils for their transition to secondary education</li> <li>Spanish is a majority language more widely spoken across the world than French</li> <li><u>Governors asked</u> how the transition would be made and were told that it would happen in one go at the start of the next academic year</li> </ul> </li> <li>This change was ratified by governors</li> </ul>	RM to send a copy of slides to FrDC for the file
4.	<p><b>Statutory Policies and Tasks</b></p> <p><u>RSE Policy</u> – the revised policy was received by governors who asked the following:</p> <ul style="list-style-type: none"> <li>Pt 11 – <u>how will this be done?</u> Through ‘book-looks’, lesson visits, HT Reports, PHSE Lead to visit a future FGB Meeting</li> <li>School Uniform Policy</li> <li>Page 10 – ‘<u>inform HT</u>’ should read ‘<u>inform DSL</u>’ (the roles were previously held by the same person and this has now changed)</li> <li>Section 11 – <u>states that the policy will be reviewed every two years though the cover indicates every year</u>. This is confirmed as an annual review</li> </ul>	

	<p><u>Uniform Policy</u></p> <ul style="list-style-type: none"> <li>The school had received good feedback from parents and students</li> </ul> <p><u>Governor Expenses Policy</u> (remained unchanged)</p> <ul style="list-style-type: none"> <li>The policy was received. Pr: WA; Sec: KS - carried</li> </ul>	
5.	<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>The Committee reported that all processes and procedures were followed and noted that this was the first round of applicants under the revised Criteria.</li> </ul>	
6.	<p><b>Finance</b></p> <p><u>Budget Approval 2024/25</u></p> <ul style="list-style-type: none"> <li>This was agreed electronically by governors due to the earlier meeting being postponed. The draft budget was signed and sent</li> </ul> <p><u>Approval of the SFVS</u></p> <ul style="list-style-type: none"> <li>As above</li> </ul> <p><u>Governor Maintenance Fund – Policy</u></p> <ul style="list-style-type: none"> <li>There was a change in the delegated authority levels to match those of delegation across the whole school. Pr: AW; Sec: HM - carried</li> </ul> <p><u>Governor Maintenance Fund – change of Payment Method</u></p> <ul style="list-style-type: none"> <li>The Finance Group, following a period of consideration, proposed that the means of payment to the GMF be changed to SCOPAY which is used in other areas of the life of the school. It was noted that banks accounts would need to be reflected in this change</li> <li>Governors discussed the possibilities of suggesting donation ‘by child’ rather than the current ‘by family’, and resolved that this sum should £36 per child</li> </ul> <p><u>Governor Maintenance Fund – Fund Report</u></p> <ul style="list-style-type: none"> <li>Received with thanks</li> <li>FrDC comments that AW was ceasing to manage the GMF and has overseen a period of considerable reorganisation, clarity and viability in the Fund which was largely moribund when she took it over. Governors expressed their gratitude to AW for her sterling work.</li> </ul> <p><u>Number Two Bank Account</u></p> <ul style="list-style-type: none"> <li><u>Governors asked what the account was used for</u> and there was no clear answer (it has served as a place to deposit <i>ad hoc</i> funds raised for various purposes over the years).</li> <li>Delegation of authority would be amended to match the whole-school policy in the shorter term</li> <li><u>FrDC expressed concerns</u> that such an account exists and that it lacks a policy to manage its use. A suggestion was made to close this account and migrate funds with the GMF whose spending aspirations were largely the same and governed by a current Policy – to be discussed by the Finance Group</li> </ul> <p><u>Minutes of previous meetings of the Finance Group</u></p> <ul style="list-style-type: none"> <li>Not available for this meeting but would follow electronically and added to the suite of papers for this meeting.</li> </ul>	
7.	<b>AOB</b>	

	<p><u>Membership</u> – there is a vacancy for a governor representing the London Diocesan Board for School. FrDC proposed that SP be put forward for this vacancy as she currently sits as an Associate Governor. SP was happy to be put forward. Seconded by AW and carried unanimously.</p> <p><u>Security Gates</u> – in line with previous discussions, a quotation given in the sum of £5264 (exc VAT) was proposed to governors. Pr: KD; Sec: SP – carried</p> <p><u>Open School</u> – 23<sup>rd</sup> May 2024 – a request was made for presence and assistance from governors on this important day</p> <p><u>School Association</u></p> <ul style="list-style-type: none"> <li>• The EGM was successfully held, the new SA Constitution agreed and the existing Trustees ratified for the remainder of the SA cycle (starting again in October 24)</li> <li>• Concerns remain about compliance ahead of the School Fete, though these matters were in hand in conjunction with FrDC</li> <li>• Governors discussed financial checks – KD and/or SP will approach the Trustees to check compliance to avert and mitigate the risk of reputational damage to the school and its governors if anything were amiss</li> <li>• The license to sell alcohol was raised by it was identified as an SA matter as a third-party user of the school and its buildings.</li> <li>• A request from the SA for assistance to run a stall was placed before governors</li> </ul>	<p>FrDC to write to LDBS to formalise this</p> <p>School to instruct contractors</p>
8.	<p><u>Date of the next meeting</u></p> <ul style="list-style-type: none"> <li>• The next meeting of the FGB is scheduled for May 23<sup>rd</sup></li> </ul> <p><u>Confidentiality</u></p> <ul style="list-style-type: none"> <li>• No confidential issues were raised or discussed</li> </ul> <p>The meeting closed with prayer at 8.03pm</p>	