



# BISHOP PERRIN

## Church of England Primary School

### Meeting of the Board of Governors Wednesday 26th March 2025, 5:30pm at the School 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-opted Governor  
Lucy James (LJ)  
Wahida Alladin (WA)  
Catherine Reddin (CR)

#### Non-governor attendees

Ivy Sy (IS)  
Jo Sweeney (JS) Guest

#### Apologies

Adrian Corke(AC)

#### Non attender

None

	Item
1.	<p><b>Opening Prayer</b> The meeting opened at 5:30 pm with a prayer led by AW.</p> <p><b>Welcome to governors</b> AW welcomed everyone to the meeting.</p> <p><b>Apologies &amp; Declarations of interest</b> Apologies were received from AC. AC will come to school on 4<sup>th</sup> April and it will be his last day at Bishop Perrin.</p> <p>There were no declarations of interest.</p> <p>RM thanked governors for changing the date of meeting and for being accommodating with the timing.</p>
2.	<p><b>Governing Body Items</b></p> <p><b>Minutes &amp; Matters Arising from 12 December 2024 meeting</b></p> <ul style="list-style-type: none"><li>Minor corrections were noted in Item 2, second line “r” was missing in “December”. In item 5 “reviewd” should be “reviewed” and “effectiveness” should be “effective”.</li><li>Meeting to be set up by KD/WA/RM/MM to review the Pay policy.</li><li>Governors have completed the Effectiveness tool in GovHub. AW and IS will analyse the result and share the report in the next meeting.</li><li>Governors asked about the staff wellbeing item, if funds can be available in next year budget for the “Educational supervision”?</li></ul>

	<p>Finance panel will look at this and try to put this item into next draft of budget.</p> <ul style="list-style-type: none"> <li>AW shared information provided by AfC detailing organisations that can provide support for staff wellbeing. Stress risk assessment is available for teachers if they are feeling under pressure.</li> </ul> <p>RN proposed and WA seconded, unanimously agreed.</p> <p><b>Gov Training Update</b></p> <ul style="list-style-type: none"> <li>LJ has done Safer Recruitment Renewal training.</li> <li>KD and CR have done School Revenue Funding Workshop training.</li> <li>AW and CR have done The Role of Governors in the Exclusions Process training.</li> <li>AW has done Chairs' Network training and Teacher training.</li> <li>LJ and CR have done Prevent Awareness training.</li> </ul> <p>Clerk to the governors can access individual governor training and will compile a report.</p> <p><b>Membership update</b></p> <ul style="list-style-type: none"> <li>KD is waiting for a decision on her application to LDBS. Governors agreed to appoint KD as co-opted governors because she is expertise in finance. RN proposed and LJ seconded, unanimously agreed.</li> <li>St Augustine's have a nomination for the vacant Foundation governor. The election result will be notified once the process is completed.</li> </ul> <p><b>FGB Year Planner and Meeting Dates</b></p> <p>There were no changes.</p>
3.	<p><b>Statutory Policies and Tasks</b></p> <ul style="list-style-type: none"> <li>Admissions – updated links added.</li> <li>Prevent Risk Assessment - no changes made</li> </ul> <p>CR proposed and LJ seconded, unanimously agreed.</p> <p><b>New policy: Malicious Complaints</b></p> <p>RM explained the rationale for the policy and thanked Governors for listening to the concerns raised recently. Everybody recognises that unreasonable complaints can add a lot of work and pressure to staff.</p> <p>Governors agreed the policy will clarify for staff and parents what constitutes a malicious complaint.</p> <p>Governors suggested considering the title as unreasonable complaints and contacts.</p> <p>Governors suggested adding a rider on parents survey: "this survey should not be used to raise specific concerns."</p> <p>Governors indicated that HT is entitled to end discussions of specific complaints at the parent forum - where it is recognised that this is repeat comment / complaint being shared anonymously.</p> <p>SA is considering developing their own communications policy that would sit alongside the school communications policy.</p> <p>RN proposed and LJ seconded, unanimously agreed.</p>
4.	<p><b>Governor Visit Reports</b></p> <ul style="list-style-type: none"> <li>H&amp;S Visit report Governors asked what training was necessary. It was agreed that Link Governors should complete the AfC H&amp;S training.</li> <li>Safeguarding Visit report No concern raised.</li> </ul>

	<ul style="list-style-type: none"> <li>World Book Day Visit report</li> </ul> <p>No concern raised.</p>
5.	<p><b>Admissions – Minutes of meeting on 4<sup>th</sup> March, 2025</b></p> <ul style="list-style-type: none"> <li>Offer date is 16<sup>th</sup> April, 2025.</li> <li>Minutes are yet to be signed off by Admission Panel.</li> </ul>
6.	<p><b>Leadership &amp; Management</b></p> <p><b>HT Report</b></p> <ul style="list-style-type: none"> <li>Monitoring completed this term, with two learning walks - one was done with Marie.</li> <li>HT/SLT were completing staff appraisals this week.</li> <li>Staff have looked a lot at how the provision for swimming will have bigger impact to student. Next year the school will continue to work with the existing swimming provider. Because of not getting enough parent volunteers, next year's swimming lessons will offer to the children from year 3 and who need it. Swimming gala is on 16<sup>th</sup> July.</li> <li>There are few significantly persistent absences which have been referred to the EWO.</li> <li>Holidays/days off during term time continue to be an issue.; no fines have been issued. School will keep monitoring.</li> <li>SIAMS report was received and shared.</li> <li>There are lots of things going on with the SA this term, which is very positive. Summer Fete will be on 29<sup>th</sup> June.</li> <li>Jemma Chawla has returned to work.</li> <li>There was a H&amp;S incident, when a door fell off hitting some children. It's been an unfortunate and upsetting incident. In fact, the site manager regularly checked the door, the diocese came to do the building survey and they raised nothing about it. The health and safety walk had been done and nothing was found. The schools had all these checks in place. It was an internal mechanism problem. It is concluded there was no indication the school could have foreseen this. The Health and Safety team came in the next day, they gave some recommendations which were put in place. To be extra safe, a service of all the doors was immediately commissioned.</li> <li>Easter service is on next Thursday 3<sup>rd</sup> April. Governors are welcomed to attend and walk with the children.</li> </ul> <p><b>SIP Report – Spring 2025</b></p> <ul style="list-style-type: none"> <li>This report was shared in last FGB meeting, there was nothing to update.</li> </ul> <p><b>SEDP 2024-2025</b></p> <p>The report was just updated, and school are doing well with that.</p>
7.	<p><b>Finance</b></p> <p><b>Budget Approval 2025/26</b></p> <ul style="list-style-type: none"> <li>KD discussed the Budget shared with governors</li> <li>Government have not fully funded pay increase so it was a challenging budget. Less funding available for next year as well as considering recruitment and staffing.</li> <li>Deficit will be in year 2 and year 3 on current projections.</li> <li>Governors were happy with the 1<sup>st</sup> draft of Budget. Changes could be made in next draft.</li> </ul> <p><b>Approval of the SFVS</b></p> <ul style="list-style-type: none"> <li>SFVS has already been approved over email and it has been submitted. SL has acknowledged receipt.</li> <li>Unanimously agreed. AW signed paper copy.</li> </ul> <p><b>Governor Maintenance Fund – Fund Report</b></p>

	<ul style="list-style-type: none"> <li>• AW handover to CR is pending. AW had to rebuild all data/document before she can hand over to CR.</li> <li>• Governors discussed there are significant pieces of work to be done on health and safety including fire doors and replacement cooker which is a large amount of expenses that the GMF cannot cover.</li> <li>• Governors discussed the need to raise money and how well is GMF being publicised and promoted to encourage parents to pay. A reminder to families to be sent after Easter.</li> <li>• Governors discussed possible incentives for a new oven in the school kitchen. Governors considered if there is any money being allocated in the main budget that can be moved so that the money for the oven can be taken from the budget.</li> <li>• Quotes to be obtained for the new oven.</li> </ul>
8.	<p><b>AOB</b></p> <p><b>Pay Policy</b> A meeting will be scheduled to discuss the content of the new policy.</p>
9.	<p><b>Confidentiality</b> Governors agreed anything confidential that was discussed at the meeting is not to be shared outside of the meeting. Confidential items will be recorded in separate minutes, these will be password protected prior to filing on Governor Hub; Governors will only be given access to the minutes if they were present at the actual meeting.</p> <p>A governor asked where are the past confidential minutes? AW stated that, as far as she was aware, these are held in paper files.</p> <p><b>Newsletter Highlights</b> Governors thanked the school for all their work and the excellent SIAMs report. We welcomed the letter from Bishop Emma which highlighted the school's success. Governors have passed the school budget for 2025-26 but we recognise that there are significant maintenance costs coming which will be challenging for the school budget. We will update parents as and when we have more information. Mrs James was delighted to see the children's excellent learning and behavior at a recent learning walk. We look forward to welcoming Mrs Chawla back to school.</p> <p><b>Closing Prayer</b> The meeting concluded at 18:51 pm with a prayer led by AW.</p> <p>Thank you Alwyn for the cake and fruit treats.</p> <p><b>The Next FGB meeting is Wednesday, 21st May at 6pm.</b></p>