



BISHOP PERRIN

Church of England Primary School

Full Governing Body Meeting
6th December 2018 in the school at 7pm

Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (AC)	Head Teacher
Stephen Crinall (SC)	
Russell Nimmo (RN)	
Charlotte Holder (CH)	
Zoë Somolu (ZS)	
Alwyn Williams (AW)	
Father Stephen Caple (FrSC)	

Non-governor attendees

Rachael Macklearn (RM)	Deputy Head
Miranda Sikkens (MS)	Clerk, Governing Board

Absent without apologies

Mark Stiles-Winfield (MSW)

		ACTION
	Father David Cloake led the governors in prayers. The meeting began at 7.01pm	
13.	Apologies for Absence There were none. ZS was 5 minutes late due to Twickenham Rugby traffic.	
14.	Declarations of Interest None were declared.	
15.	Minutes and Matters arising from previous meeting on 20th September 2018 See comments in Actions below for feedback on last meeting's Minutes and Matters Arising/Actions. Shaded Actions are complete. RN proposed the FGB Minutes from 20.9.18 a true representation of the meeting. This was seconded by AW. Governors were unanimously in favour of signing off the Minutes.	
16.	Membership Update 1. <u>Parent Governor</u> (i) The Parent Governor vacancy is currently open to nominations until Thursday 13 th December 2018. This is the second round of nominations following an unsuccessful first round. MS & CH are managing this process. AC has reminded parents of the deadline in this week's newsletter. (ii) On 7 th November, ZS spoke about the Parent Governor position at the Parent Carousel. Subsequently, she has had two parents	MS/CH

	<p>approach her about the role.</p> <p>(iii) ZS has had two further parents email her about the Parent Governor role since nominations opened last week. ZS is following up on these queries.</p> <p>2. <u>LDBS Governor</u> Following contact with Leanne Gower at LDBS, currently the nearest potential LDBS Governor lives 62 minutes away by public transport. Therefore, Bishop Perrin will most likely need to recruit their own LDBS Governor. If there are more than one Parent Governor nominations, one of these could potentially be appointed through the LDBS route. MS advised on this and will follow up based on Parent Governor election results.</p> <p>3. <u>LA Governor</u> Following appointment of our new Parent Governor, MS will contact the LA with the specific skills sought for in our LA Governor, based on the skills audit CH completed in September.</p>	<p>ZS</p> <p>MS</p> <p>MS</p>
<p>17.</p>	<p>Head Teacher’s Report & SDP AC suggested that in-depth questions on the SDP be asked in Spring 2 to allow for developments.</p> <p>1. New School Vision The New School Vision “faith, hope and love” has now been finalized following the canvassing of suggestions from parents, children, Governors and teachers earlier this term. LDBS had suggested a Biblical reference to be included and there were wonderfully heart-felt and well-researched suggestions put forward.</p> <p>“Faith, hope and love” (1 Corinthians 13:13) and mission statement with the School Aims will now embody all that Bishop Perrin School sets out to accomplish and be embedded in the SDP and school life.</p> <p>AC and FrDC thanked Amanda Boyce and Rachael Macklearn for their hard work on re-vamping and up-dating Bishop Perrin’s School Vision.</p> <p>FrDC proclaimed the Vision “marvelous”.</p> <p>Since re-vamping and re-branding might carry a cost, it was suggested that the FGB take a vote to approve the re-branding and form the basis for any related future spending:</p> <p>FrDC proposed the new School Vision and strap line. This was seconded by FrSC. Governors unanimously voted in favour of the new School Vision.</p> <p>AC stated that the journey to the New School Vision had been an incredibly rewarding process.</p> <p>2. AC explained that the newly incorporated RAG-rating into the SDP is linked to OfSTED.</p>	

	<p>3. SIP AC has incorporated feedback from their latest SIP with Cathy Clarke in September 2018 – her points are covered in the ‘Bishop Perrin Review dated 25th September 2018’. Her comments, ideas and suggestions will be covered in the next CA meeting, to reinforce and develop T&L. AC commented that he had already seen positive implementation of many of these points during the latest learning walk. This reflected that the expectation to respond to feedback is acted upon positively by teachers. Be noted that on some occasions, the teacher’s professional implementation of feedback should also be respected and some variances should be permitted where rationale to do so prevails.</p> <p>4. ‘teaching standards broken down’ AC shared the email handout ‘teaching standards broken down’ based on a 5th December 2018 visit from St Paul’s C of E Primary School Headteacher. This was a reciprocal visit following RM’s secondment at the school. St Paul’s team: conducted a learning walk; observed the learning environments; considered behaviour and attitudes of the children; looked at literacy and maths; conducted a pupil conference; and conducted an observation.</p> <p>Bishop Perrin staff found this experience incredibly rewarding. The team from St Paul’s also took back some valuable lessons to share back in their school.</p> <p>4 (i) Governors asked what AC and the team would do to address the comment regarding inconsistent classroom displays. AC talked through the various displays in the current classroom: Art, Literacy, Interactive, WOW, etc. They were very good, and often-alternating, displays. AC appreciated that in some instances around the school, displays could be more pupil-generated. LLT had conducted a separate displays audit recently and provided all teachers with feedback. This feedback was now being incorporated.</p> <p>4(ii) Governors questioned the ‘stigma around using resources for support’ from some children, which was pointed out in the report and whether this was of concern. RM explained that this attitude had been noted in one particular class amongst a small number of children and was currently being addressed. RM explained further that additional resources were always available for children, ultimately to develop their independence by providing opportunities to be self-selective. AC acknowledged that perhaps more resources could be developed to stretch the ‘higher ability’ children. SC highlighted ‘maths mastery’ as an example of resources used to promote independent maths learning.</p> <p>5. A sensitive internal matter is in-hand and staff are actively finding solutions for this. FrDC congratulated and thanked AC and the team on dealing with some very difficult and challenging situations this term.</p>	<p>AC/MS</p> <p>AC</p> <p>AC/RM</p>
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	<p>6. FrDC thanked AC for his excellently presented report. It was particularly helpful with the new RAG-ratings. AC said this report was very much a product of the useful input and guidance from the September 2018 FGB meeting.</p>	
18.	<p>Feedback from Committee Chairs on Annual Plan of Work and Terms of Reference</p> <p>1. B&F</p> <p>In the absence of the B&F Chair. The highlight from this term's B&F meetings were that the current projected reserve is £55k. This is up from £36k on the previous year.</p> <p>Please see item 20 in this Agenda for the discussion around replacement Treasurer and Governor's Fund.</p> <p>B&F Terms of Reference and Annual Plan of Work were agreed and signed by the Chair, FrDC, and Headteacher, AC.</p> <p>2. CFC</p> <p>Following detailed discussion at Committee level, FrSC, Chair of the CFC Committee, would like to propose the following for consideration and ratification by the FGB:</p> <p>2(i) Keep the Safeguarding and Health & Safety Policies as they are. This is following suggestion to amalgamate and insert hyperlinks. In their current format, they are robust and a reliable guide for all. The full GB agreed to this point.</p> <p>2(ii) The CFC Committee would like to request £2.5K from the school budget to continue the Child Wellbeing Programme next academic year. Please refer to Minute 22 below.</p> <p>2(iii) The CFC Committee would like to propose a more slimline process to reviewing policies: if there have been no changes to a Policy that has proven to be effective and robust, the FGB should Minute this rather than indulge in discussion. Only changes to a Policy should be cascaded to the Board for careful review and discussion. The FGB agreed this was a good idea and would save time without compromising their statutory duties.</p> <p>2(iv) There were two ambiguities within the Complaints Policy that we have sought clarification from AfC on. Angela Langford has helpfully responded with some alternative wording which can be incorporated into the Complaints Policy immediately. MS to share information with CFC and AC for implementation before the end of Autumn Term.</p>	<p>AC</p> <p>FGB</p> <p>MS/AC</p>

	<p>2(v) CFC Committee Terms of Reference and Annual Plans of work were agreed and signed by the Chair, FrDC, and Headteacher, AC.</p> <p>3. CA</p> <p>(i) RN, Chair of CA, explained that the Terms of Reference for the CA Committee required substantial re-wording considering particularly the formation of the Data Monitoring Group (DMG). Much of the DMG’s work has previously fallen under the CA Committee’s remit – it was felt that the DMG is better equipped to evaluate and monitor data, particularly with the input of Graham Marnier. The DMG will significantly impact the workload of the CA committee, and ultimately the number of CA Committee meetings.</p> <p>(ii) RN pointed out that the CA Committee has a substantially higher number of Policies under its umbrella compared with other Committees, mostly since all Curriculum Policies fall under its remit. It has been noted that these Curriculum Policies, written by and for staff, are particularly useful as a guide for their teaching. Strictly speaking, they do not need to be run past the Governing Body, yet Governors would <i>like</i> to see them in order to enhance their own understanding of what is happening on the ground in the school. These Curriculum-related Policies should be read ‘for information’ as opposed to ‘for review’, to respect the professional integrity of the teaching staff.</p> <p>(iii) RM helpfully divided the list of policies into “statutory” and “for information”, to be used as a guide from now on.</p> <p>(iv) Please note that any Policy with statutory content or implications for Health & Safety or Safeguarding will still be thoroughly reviewed for questioning, for example Educational Visits which is considered ‘non-statutory’.</p> <p>(v) PPG, PE Premium, SEF, SDP will all still come within CA Committee’s remit.</p> <p>(vi) The new modus operandi will be reflected in the new Terms of Reference.</p> <p>4. Data Monitoring Group (DMG)</p> <p>It was felt that September’s Data Monitoring Group meeting had produced very positive outcomes.</p> <p>At present, there are no Terms of Reference and Annual Plans of Work for the DMG. These may be drafted in relation to changed within CA (item 06.12.2018/18.3) and/or changes to the operation of the Governing Body as a whole.</p>	<p>CA</p> <p>DMG</p>
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	<p>5. Admissions</p> <p>ZS, Chair of Admissions Committee, explained that there were no challenges around the new Admissions Policy, which is currently out for consultation as part of its 7-yearly cycle. The main question raised was to firmly establish <i>who</i> within the CTBI group can sign the church Supplementary Information Form. Some further guidance on this was currently being sought.</p> <p>The Admissions Committee were satisfied that Bishop Perrin's Admissions Policy 2019/2020 was robust and water-tight and would comfortably stand firm against any appeal.</p>	FrDC
19.	<p>Policies brought by Committees to FGB for sign off:</p> <p>All the below policies had been carefully reviewed at Committee level this term and brought forward for ratification at FGB level. All Governors had subsequently received copies of the policies and read them.</p> <p>1. B&F: <i>Appraisal; Pay; Data Protection; Whistleblowing</i></p> <p>All B&F Policies were proposed for ratification by ZS. Seconded by FrSC. Governors voted unanimously in favour of ratifying these three Policies.</p> <p>Please note that the Pay Policy is still under review, to be brought forward to Spring 1 B&F Committee.</p> <p>2. CFC: <i>LCSB Child Protection and Safeguarding; Health & Safety; Single Central Record; Safe Working Practice Agreement.</i></p> <p>All CFC Policies were proposed for ratification by FrSC. Seconded by FrDC. Governors voted unanimously in favour of ratifying these four policies.</p> <p>3. CA: <i>Educational Visits</i></p> <p>RN proposed the Educational Visits Policy for ratification. Seconded by AW. Governors voted unanimously in favour of ratifying this policy.</p> <p>4. Admissions: <i>Admissions Policy 2020-2021</i> (for information)</p> <p>This policy is currently out for consultation having been approved by a quorate Committee and required no further action.</p>	MS/B&F
20.	<p>Treasurer & Governor's Fund</p> <p>The former B&F Vice Chair, Paul Saunders (PS) was also Treasurer, managing the Governor's Fund. This week, AW has started the process of taking over this crucial role. PS met AW to handover all spreadsheets, technicalities, banking information etc. Currently there are 2 years' of Governor Fund accounts with the auditors, including GiftAid applications. Last year's accounts now need to be prepared for the auditors – this is a considerable amount of work which AW will start in the new year. This will involve a meeting with Jill May to see what moneys have come in to the school for this account. AW has also checked with AC and</p>	

	<p>MSW to ensure that the accounts remain GDPR compliant – all are satisfied that they are.</p> <p>FrDC thanked AW for taking on this job which is proving bigger than expected and invited AW to ask for help wherever necessary.</p> <p>FrDC is currently developing a letter to send to parents requesting information about Standing Orders for the Governor’s Fund. ZS will support with this, incorporating Additional Contributions with perhaps a slant on the CWP Programme (See item 22 below)</p>	FrDC/ZS
21.	<p>Training Update</p> <p>RN had two questions and one offer.</p> <ol style="list-style-type: none"> 1. Question: were any Learning Walks planned for Spring Term? If so, it would be useful to share dates, should any Governors be able to request time off for work for these. These dates were confirmed by RM and two governors for each of the three planned Walks (Art D&T, Science, RE & Ethos) were selected. 2. Question to the Chair: are we thinking of incorporating in-house training into every FGB? If so, RM and MM have kindly offered to deliver a presentation offering an overview of Foundation Curriculum and Assessment. This offer was gratefully received and will be scheduled in the Spring term. 3. Offer: Several Governors had requested some Class Governor Training. RN requested permission to set a date for this training with any interested parties. Permission was granted by FrDC. 4. MS requested that all training not undertaken with the AfC be reported to her, for entry on our central Governors Training Log. 	<p>RM/MM/MS</p> <p>Governors/MS</p>
22.	<p>Child Wellbeing Practitioner Programme (CFC)</p> <ol style="list-style-type: none"> 1. Following the reported positive impact of the Child Wellbeing Programme (CWP) on many children, their families as well as school life, the CFC Committee would like to request £2.5K-£5K from the school budget to continue this programme for a third year in 2019-20 (reduced based on initial donation) 2. The CWP programme has employed the services of a trained educational psychologist to work directly with children and their families. Initially, this was a pilot programme in 2017-18. It was continued this year thanks to a generous private donation to the school. Since the impact of the Committee has been so profound – one parent describing it as “life-changing” – the CFC Committee truly feels that its continuation would be truly beneficial to the overall wellbeing of the school. 3. Requesting the necessary funds to continue this programme was formally proposed by RN. This was seconded by ZS. Governors voted unanimously in favour of seeking the necessary funds to continue the CWP Programme in 2019-20. 4. It was felt that this programme directly reflects the new school vision of “faith, hope and love”. 5. It was agreed that continuation of the CWP Programme would be well incorporated into rhetoric for promotion of the Governor’s 	<p>B&F</p> <p>FrDC/</p>

	Fund.	ZS
23.	<p>Confidentiality</p> <p>In summary, it was requested that sensitivity around the content and scope of discussions at both Committee level and FGB level should be borne in mind, particularly with its potentially legal implications should a line be breached.</p>	
24.	<p>Statement of Effectiveness and Content for ‘Governing Body News’</p> <p>For this week’s newsletter, highlights of this FGB were:</p> <ul style="list-style-type: none"> • Agreeing to seek approval to source funds to enable continuation of the CWP Programme. • Agreeing the new School Vision • Improved HT report in terms of focus and communication • Looking forward to welcoming a new Parent Governor to the team in 2019. <p>MS to write a summary of the meeting for tomorrow’s school newsletter.</p>	MS
25.	<p>Staff/Governor Social</p> <p>Rather than a pre-Christmas social, it was suggested that there could be one next term – be mindful for this to be arranged outside of Lent. This item will be re-visited at Spring 1’s FGB.</p>	MS
26.	<p>AoB</p> <p>AC was very excited to confirm that he has secured a £7K fund from the RFU for solar panels to be installed on the school roof. The quote stands at £10K in total, and the School Association will make up the difference. It is estimated that the solar panels will save the school an average of £1K in energy bills per annum. FrDC wanted to congratulate CA on procuring this funding, appreciating how challenging this process must have been.</p>	
27.	<p>DATE OF NEXT MEETING:</p> <p>Thursday 7th February 2019 at 7:00pm</p>	
	The meeting closed with prayers at 8:49pm	

Signed:

Date:

Full GB Actions
As of 6th December 2018

Minute	Action	Assign-ed	Update	Completed?
17/83 (i)	FrDC & PS to agree the correct form of words to include Governors in the Privacy Notice for Staff and provide Aid with this by the end of term.	FrDC/ PS	Apologies for lateness. Will be ready by cob 28.9.18	DONE
17/41 (iii b)	AC to make any possible changes to the online system to allow parents to opt for adding a donation, or indicating the school can "keep the change"	AC	By Oct will start including details in newsletter. Parents will be asked to include S.O. reference	DONE
20.9.18 2	FrSC and CH to complete missing forms	MS/ FrSC/ CH		DONE
20.9.18 2	All authors of reports/documents to provide brief summary of highlights	All	On-going	DONE
20.9.18 3a	Action: CH to include skills gaps identified in skills audit in Person Specification for new Parent Governor.	CH		DONE
20.9.18 3b	MS to include skills gaps identified in skills audit in Person Specification for new LA Governor.	MS	See 20.9.18.4b	
20.9.18 4a	MS/CH to establish timings for Parent Governor election process which is to start w/c 24.2.18	CH/ MS	First round unsuccessful. Second round currently in-process	DONE
20.9.18 7	Print copies of SDP for FGB 6.12.18	AC		DONE
20.9.18 7	Include SDP item on FGB agenda as standard.	MS	To be addressed in HT report	DONE
20.9.18 8	All Governors to submit ideas for new school vision by 5.10.18	ALL		DONE
20.9.18 8	Give mention of new school vision project at Harvest Festival	RM		DONE
20.9.18 8	Proposal for new operational model of Bishop Perrin's Governing Body	FrDC	Extraordinary FGB 30.11.18	DONE
20.9.18 8	Include Agenda Item for new GB operational proposal at 6.12.18 meeting	MS	Extraordinary FGB 30.11.18	DONE
20.9.18 11	Term 2 2018-19 Meeting Dates to be confirmed	MS / FrDC / AC		DONE
20.9.18 12b	Jodie Sharma formally thanked for service as Chair of Governors in newsletter. Formal thank you letter to be sent.	MS		DONE

20.9.18 12c	Submit brief summary of FGB 20.9.18 highlights to Denise Forster for school newsletter.	MS		DONE
17/85 (v)	Jodie Sharma to write a letter to all parents summarizing the content of the presentation and including a standing order form so they can set up the AVCs	AC/ FrDC	FrDC's letter will supersede this – action 20	Action 20 supercedes this now
17/54 (v c)	ZS to speak with Denise Forster about helping with the process of getting quotes for the new security system	ZS	Quote agreed.	March 2019
17/41 (iii a)	AC to include financial update as a regular slot in the newsletter – to include cash raised via front office from “keep the change” initiative.	AC/ FrDC	PS has a useful form. AC waiting for money to come in. Still waiting for more information on this	
20.9.18 4b	MS to contact Lyn Barnes and Angela Langford with person specification for new Bishop Perrin LA Governor	MS	Once Parent Governor is elected, MS will contact LA.	
20.9.18 10	All Governors to complete/update online Safeguarding training. MS to check Safeguarding is up-to-date	ALL / MS	ZS & CH to complete online Safeguarding . AW & FrSC to email MS their Diocesan training.	
20.9.18 10	All Governors to undertake relevant CPD (list available on Portal) (CH is Governor's Training & Recruitment link person)	ALL / CH	All non-AfC training information to be sent to MS for training log	
20.9.18 12d	CH to speak with John Cadogan regarding Finances.	CH	CH will do this	
20.9.18 12e	Offer School Association a Chair at each FGB. Confidentiality form for signing to be created.	ZS	Forms part of macro conversation, particularly around role of Treasurer.	
6.12.18 16.1(i)	Complete Parent Governor nominations process	MS/ CH		
6.12.18 16.1(iii)	Follow up on Parent Governor queries	ZS		
6.12.18 16.2	Explore options for recruitment of LDBS Governor	MS		
6.12.18 17.3	Discuss Cathy Clarke's Bishop Perrin Review (dated 25.9.2018) at the next CA Committee meeting	AC/ RM/ MS		
6.12.18	Ensure all classroom displays are of a high	AC		

17.4(i)	standard, ideally pupil-generated			
6.12.18 17.4(ii)	Develop additional higher-level resources to aid independent learning for <i>all</i> children.	AC/ RM		
6.12.18 18.2(i)	Keep Safeguarding Policy in current format, without hyperlinks to 'shorten' document	AC		
6.12.18 18.2(iii)	(on-going)Policy reviews to FGB: only cascade any <i>changes</i> within statutory policies to the FGB for discussion.	FGB MS		
6.12.18 18.2(iv)	Share AfC feedback on clarification of Complaints Policy for immediate implementation.	MS/ AC		
6.12.18 18.3(i)	New Terms of Reference and Plan of Work to be written for CA once changes in GB Operations have been confirmed.	CA		
6.12.18 18.4	Terms of Reference and Annual Plan of Work to be written for DGM once changes in GB Operations have been confirmed.	DGM		
6.12.18 18.5	Establish who within the CTBI group can sign the Church Supplementary Form.	FrDC		
6.12.18 20	Letter to parents regarding Standing Orders, Governor's Fund, additional contributions, CWP. Include a standing order form so they can set up the AVCs	FrDC/ ZS		
6.12.18 21.2	RM & MM to deliver a presentation offering an overview of Foundation Curriculum and Assessment in Spring 2 FGB			
6.12.18 21.4	Governors to inform Clerk of all non-AfC training undertaken.	Govs/ MS		
6.12.18 22.3	Seek funds within school budget for continuation of CWP Programme	B&F		
6.12.18 22.5	Include rhetoric around continuation of CWP into promotion of Governor's Fund	FrDC/ ZS		
6.12.18 24	Write summary of effectiveness and content of FGB meeting for school newsletter	MS		
6.12.18 25	Spring 1 agenda to discuss staff/governor social	MS		