



# BISHOP PERRIN

## Church of England Primary School

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| <b>Full Governing Body Meeting</b><br><b>7<sup>th</sup> February 2019 in the school at 7pm</b> |
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**Governor Attendees:**

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

**Non-governor attendees**

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

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|     | Father David Cloake led the governors in prayers. The meeting began at 7.01pm  |        |
| 28. | <b>Apologies for Absence</b><br>There were none. All Governors were present.   |        |
| 29. | <b>Declarations of Interest</b><br>None were declared.   |        |
| 30. | <b>Minutes and Matters arising from previous meeting on 6<sup>th</sup> December 2018</b><br>See comments in Actions below for feedback on last meeting's Minutes and Matters Arising/Actions. Shaded Actions are complete.<br><br>FrSC proposed the FGB Minutes from 20.9.18 a true representation of the meeting. This was seconded by RN. Governors were unanimously in favour of signing off the Minutes.   |        |
| 31. | <b>Membership Update (CH)</b><br><br>CH offered a detailed update on our current GB Membership.<br><br>1. We have 3 vacancies remaining on the Governing Body: LA, Parent, LDBS.<br><br><b>2. LA Governor</b><br>Andrew Leach, a Reception parent with a background in IT Account Management and many relevant skills, met with FrDC in January. After a detailed discussion wherein Mr. Leach clearly anticipated the work involved with being a Governor, FrDC felt he would make a highly suitable LA Governor. Therefore, FrDC proposed to appoint Andrew Leach as an Associate Governor |        |



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|     | <p>demonstrated some progress towards the end of term following diligent (re-)allocation of resources. There was a clear support plan in-place for this child in the Spring Term, these resources will now be re-allocated. FrDC commended AC and his team for their impressive resolve in tackling this challenging and unprecedented situation, and particularly in ensuring that the school remained fully operational with no apparent impact on the daily routine of teaching and learning to the children.</p> <p>4. Another child who had come to the school on a 'Fair Access Protocol' in October 2017, moved on pre-Christmas and started a new school in another borough.</p> <p>5. AC shared Graham Marriner's encouraging email regarding his visit to recently OfSTED-inspected school. Like Bishop Perrin, this school was classed 'Outstanding'. The school in question received commendation from OfSTED for their systems to track attainment and progress. Since Bishop Perrin employ similar systems through their work within the Data Monitoring Group, Graham Marriner felt it apt to share this encouraging feedback. Governors agreed that Graham Marriner's input in DMG meetings is positive yet challenging and it offers both teachers and Governors clarity in what they should focus on to benefit the children best. Graham Marriner also commented on how impressed he was by Bishop Perrin's ability to pro-actively identify areas for improvement and address them within, e.g. their SDP.</p> <p>6. In terms of a Premises update, the Solar Panels will be fitted this half term. The playground was jet-washed and this should have solved the puddles problem.</p> <p>7. The new Security System had originally been budgeted at £5k, but quotes were coming in about £2k+ higher, so the additional funds will need to be secured for this. Governors checked that the April deadline for this work would be met. AC assured them that this should be possible.</p> <p>8. Governors asked whether SLT could guide Governors as to how they planned to incorporate OfSTED's new Education Inspection Framework 2019. AC noted that Bishop Perrin's curriculum is rich and balanced, this has been previously commended in their SIP and Cathy Clarke will again comment on her next SIP visit, offering support and advice.</p> <p>9. Governors noted a small highlighting error at SDP Evaluation, line 1. AC to correct.</p> | <p>AC</p> <p>AC</p> |
| 33. | <p><b>Feedback from Committee Chairs</b></p> <p><b>1. B&amp;F (MSW)</b></p> <p>(i) B&amp;F had some good news to share regarding the budget, which currently has a predicted carry-over of £99k – this is compared with £31k last year. It is unusual for a school to be in such a positive financial position. MSW stated caution since this financial situation could potentially change once taking into account: pension contributions, additional payments, February and March Budgets, etc.</p> <p>(ii) It is important to recognize that this predicted carry-over has</p>  |                     |

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| <p>been possible following austere cost-cutting. Although the children at Bishop Perrin receive a solid education despite these austere measures, it was wholeheartedly felt that any budget surplus created following austere measures should be re-invested into teaching and learning for the benefit of all children currently at the school. It was also felt that any budget carry-over should not exceed 10% of the total budget. MSW therefore proposed that £10k of the current budget should be re-allocated into teaching and learning. Before taking a vote on this, Governors checked how this might impact the Year 3 budget since it is crucial to keep an eye on this. MSW assured that this looked healthy and Steve Llwellyn's advice is in-line with what MSW is proposing.</p> <p>→ MSW officially proposed that £10k of the current budget be re-allocated into the school. This was seconded by RN. All Governors voted in favour of this motion.</p> <p>Governors asked how this £10k might be spent. MSW answered that £2.5k would be spent to cover the additional cost of the Security System (mentioned in Agenda Item 32.7 above) and the remaining £7.5k would be available for AC to spend. Governors asked how this £7.5k would be allocated. AC said on specific interventions, including:</p> <ul style="list-style-type: none"> <li>- Year 2 and Year 6 extra hours for SATs support.</li> <li>- Additional hours for Jilly Dunwoody's interventions.</li> <li>- Additional hours for Helen Dovey.</li> <li>- Additional TA hours.</li> </ul> <p>(iii) Governors asked how this could be communicated with the parents. It was stressed that we should proceed with caution here since we do not want to confuse the reality of the current challenging funding situation within education. Also, we should be careful not to detract from our push to encourage parents to contribute to the Governor's Fund. Essentially, the aforementioned £10k is <i>re-releasing</i> money on the children which has been previously been held back during uncertain and austere times. It is in large part due to Parents' generosity in contributing to the Governor's Fund, thereby being able to cover essential building costs, that we are in a position to re-invest into the children's education once again. We should remain clear on the importance of parental contributions.</p> <p>(iv) MSW would like to formally propose that £1.5k of the Governor's Fund be used to spend on the Year 1 carpet. This was seconded by ZS. Governors unanimously voted in favour. The Governor's Fund's ability to cover such costs is a good example of how we are able to release money from the school budget to invest in teaching and learning.</p> <p>(v) In order to claim Gift Aid on a previous generous donation to the Unofficial Account (soon to be re-named), Denise Forster (DF) will give this donation to the Governor's Fund who will Bed &amp; Breakfast it for administrative purposes to enable DF to process the Gift Aid Certificate. Monies will be returned in due course.</p> <p>(vi) One School Hardship request was turned down since it was lodged late despite numerous reminders.</p> <p>(vii) MSW thanked SC for taking on the role of B&amp;F Vice Chair.</p> | <p>AC</p> <p>FrDC</p> <p>B&amp;F<br/>AW/DF</p> <p>AW / DF</p> |
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| <p>(viii) FrDC thanked MSW and his team for their work.</p> <p><b>2. CFC (FrSC)</b></p> <p>(i) There has been considerable input regarding clarification on the Complaints Policy. This will be discussed under Agenda item 9 (7.2.19/36) below.</p> <p>(ii) Through discussing the Lockdown Procedure, the Main Hall doors had been identified as a security weakness since it is currently not possible to barricade them from the inside. AC stated that it is a testament to the GB and their ability to see things from a different perspective, that £400 will now be spent on an internal lock mechanism to rectify this weak spot.</p> <p>(iii) FrDC thanked FrSC and his team for their work.</p> <p><b>3. CA (RN) – there has been no Spring 1 meeting for CA.</b></p> <p><b>4. DMG (RN)</b></p> <p>(i) RN was requested to feed back on the DMG meeting in the absence of an official Chair. Previously, Jodie Sharma had been default Chair. In practice, Graham Marriner (GM) leads these meetings.</p> <p>(ii) On this 1-year anniversary of the DMG Committee, RN praised Jodie Sharma in creating DMG as her legacy. It is an excellent opportunity to dissect data and RN offered for all Governors to attend this termly meeting which is held from 8.30AM – 10AM. GM is skilled at enabling us to understand ourselves as a school. SLT attends this meeting too and they find it as useful as the Governors since it's reassuring to know everyone has identified the same issues to focus on. Next DMG: Monday 15<sup>th</sup> July 2019 8:30-10:00.</p> <p>(iii) Picking up on GM's email mentioned in 7.2.19/32 above, DMG offers an excellent opportunity to ensure 'triangulation', something that OfSTED focuses on. I.e. that everyone within a school is able to offer the same answers to questions, demonstrating a whole-school approach to teaching and learning.</p> <p>(iv) Governors asked whether other schools were conducting similar data analysis. AC was unsure, but he does know that Bishop Perrin have significantly developed the initial template provided by GM.</p> <p>(v) RN invited Governors to read the DMG Minutes and spreadsheet for details regarding the discussions and target-setting.</p> <p><b>(vi) DMG Headlines:</b><br/>RN wanted to share two main highlights.</p> <p>(vi) A – Mid-term review data is looking strong. 2018/19's Year 6 is currently looking strong and above the national average and the Richmond average for Reading and not far behind for SPAG. This is very encouraging when the children are half-way through the academic year. Many of the children are on track to reach their targets in Reading, SPAG and Maths. Bear in mind that Richmond</p> | <p>AC</p> <p>Govs</p> |
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|     | <p>is always first or second within the national Primary School league tables.</p> <p>(vi) B- DMG has resulted in producing robust data and monitoring systems. Although these are not an end in themselves and no school will ever produce the perfect outcomes, the key to having such robust systems is that it enables us to effectively self-evaluate, target-set and efficiently allocate teaching and learning resources. Already this has proven effective since, as a school, we have been able to demonstrate to GM where we have identified any weaknesses and addressed them within our meetings or SDP and are realistically able to raise targets accordingly.</p> <p>(vii) FrDC thanked RN for his feedback and for the DMG's work on this, particularly noting the importance of numbers to OfSTED.</p> <p>(viii) Bishop Perrin's holistic approach to teaching and learning was praised and that under the new OfSTED Framework, Bishop Perrin should fare well.</p>  |    |
| 34. | <p><b>Governor's Fund Update: January 2019 (AW)</b></p> <p><b>1. Governor's Fund Account Update</b></p> <p>(i) MSW thanked AW for her hard work and diligence in taking on the weighty role of Treasurer. Her work is highly appreciated and extremely encouraging in terms of understanding the impact of the school's drive to increase donations to the Governor's Fund.</p> <p>(ii) AW shared her comprehensive presentation showing the incomings, outgoings and projected annual income of the Governor's Fund. See document '7. Governor's Fund Update January 2019'.</p> <p>(iii) In 2017/18, 123/159 families contributed to the Governor's Fund. This means that only 22% families have not contributed. Note that 22% of families contributed <i>extra</i> to the Fund.</p> <p>(iv) The interim accounts do not balance. We have an additional £13 which AW can't trace. Governors agreed to draw a line under this.</p> <p>(v) The interim accounts balance is £6842.</p> <p>(vi) Future projected income is £3,500, if 100% parents pay. With 78% paying this would be projected at £2,730.00.</p> <p>(v) There has been a push on Standing Orders since January 2018 and the number of standing orders has increased from 5 last year to 34 this year. The amounts parents are paying is as high as £20 per month. This is a lot more than was originally requested. In total, the standing orders are generating 247% more income than originally predicted and this should be celebrated. If continued to be paid at this rate, this will generate an additional £2637.51.</p> <p>(vi) Gift Aid generated an additional £400.</p> <p>(vii) A projected £9810.89 in the Governor's Fund account will be remaining once bills have been paid – it will be wonderful to share this with parents, so they can see what their generous contributions are achieving. Governors will be asked to include this</p> | DF |

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|  | <p>in her communications to parents.</p> <p>(viii) FrDC to include updated statistics in relevant communications with parents (linked to 6.12.18/20 &amp; 7.2.19/33.1.(iii) )</p> <p>(viii) Governors checked that this estimated account balance does not include the carpet costs. Carpet costs to be deducted from this estimate.</p> <p><b>2. Governor’s Fund Bank Mandate</b><br/>The Bank Mandate requires new signatories to replace the current mandated signatories: Karen, Geoffrey, Michael Winfield, Paul Saunders.</p> <p>(i) Paul Saunders needs to visit a local HSBC Bank to sign transfer papers enabling the mandated signatories to be updated.</p> <p>(ii) The following four people need to visit a HSBC branch to become mandated signatories for the Governor’s Fund account:</p> <ul style="list-style-type: none"> <li>• Adrian Corke</li> <li>• Mark Styles-Winfield</li> <li>• Alwyn Williams (as temporary Treasurer)</li> <li>• Father David Cloake</li> </ul> <p><b>3. Gift Aid</b></p> <p>(i) HMRC needs to be informed of the new contact person.</p> <p>(ii) AW to make a decision on how to best store Gift Aid records.</p> <p>(iii) Governors checked to see where this data was stored and whether it was GDPR compliant. AW said they are currently on a secure personal computer and that she will transfer to the secure G-drive on the school computer and then destroy all other records.</p> <p>(vi) Governors checked how we would know a donor was no longer giving Gift Aid? FrDC clarified that it was the donor’s responsibility to inform relevant bodies.</p> <p><b>4. SEND File</b><br/>There was one SEND file that AW needed to find a home for since the SEND Governor role is currently vacant. At this point, FrSC put his name forward as interim SEND Governor. All Governors voted in favour of this and FrSC is now our interim SEND Governor.</p> <p><b>5. Thanks</b><br/>Thanks and gratitude to both Paul Saunders for his historical work on the Governor’s Fund and Alwyn Williams’ current work on it were unreservedly extended.</p> <p><b>6. Communications</b><br/>Governors asked how thanks would be extended to the parents for their amazing response and wonderful contributions and to communicate what the Funds will be spent on. This might also encourage the remaining 22% of parents to contribute to the Fund. The following were agreed:</p> <p>(i) CH and SZ to hand out flyers in the playground as a gesture of thanks.</p> <p>(ii) Personalised thank-you’s to be written to all contributors.</p> | <p>FrDC</p> <p>Paul Saunders</p> <p>AC<br/>MSW<br/>AW<br/>FrDC</p> <p>PS/AW</p> <p>AW</p> <p>AW</p> <p>FrSC</p> <p>CH/ZS</p> <p>DF</p> |
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| 35. | <b>Update from Funding Committee (MSW)</b><br>All relevant matters have been discussed in previous item.   |                 |
| 36. | <b>Policies brought forward by Committees to FGB for sign off:</b> <ul style="list-style-type: none"> <li>• <b>CFC: Complaints Policy</b></li> </ul> <p>All Governors confirmed they had received the policy and FrSC invited AW to feed back to the Board. AW explained how herself and CH had developed the Policy, creating a flowchart to clarify the Complaints Processes. Some subsequent information in the January AfC newsletter supports the information conveyed in the flow chart.</p> <p>FrSC proposes the Complaints Policy for ratification. Seconded by MSW. All Governors vote in favour.</p> <p>AW and MS were thanked for their work on this.</p>   |                 |
| 37. | <b>Governor's Visits</b><br>RN had provided some training to AW and CH on Governor Visits. <p>It was checked where Governor Visits would be shared and logged. A Governor conducting a visit should complete the report proforma and share their findings at the following C&amp;A Committee meeting. The Clerk then files this accordingly.</p>   | C&A / Clerk     |
| 38. | <b>Training Update</b><br>The following Governors undertook the NGA online Safeguarding training:<br>Alwyn Williams 5.2.19<br>Charlotte Holder 4.2.19<br>Zoë Somolu 6.2.19 <p>AW is booked onto 27.6.2019 Performance Management of the Headteacher course. MSW and FrDC will also do this training. Noted in Action 39.1 below.</p> <p>MS to update training log.</p>   | MS              |
| 39. | <b>Governors' Responsibilities Audit</b><br>The Governor's Responsibilities audit created by the CFC Committee was considered by the FGB. <p>1. The Performance Management of the Headteacher responsibility needs to be filled by three Governors. The following Governors will undertake the relevant AfC training on 27.6.2019:<br/>Alwyn Williams<br/>Mark Styles-Winfield<br/>Father David Cloake</p> <p>2. The SEND vacancy will be filled by FrSC until the end of the academic year.</p> <p>3. ZS is Deputy Safeguarding Lead and will accompany FrDC on the relevant audit in July.</p> <p>Governors pointed out that RN and AW held seven responsibilities – significantly more than most other Governors.</p> <p>FrSC expressed gratitude to all Governors for the work they are willingly undertaking, particularly with such few Governors.</p> | AW / MSW / FrDC |
| 40. | <b>Correspondence</b>  |                 |

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|     | Kathryn Elliott, the former Clerk, sent a thank-you Christmas card to the GB. MS read this out. Governors enjoyed hearing the update on her recent move.  |                                     |
| 41. | <b>NGA Funding The Future lobby 28.2.19</b><br>This information was shared and briefly considered by Governors.   |                                     |
| 42. | <b>Staff/Governor Social</b><br>1. The venue of India India was proposed for this event. It is a 20-cover restaurant, so this may not be large enough to house both Governors and Staff. Alternatively, food will be delivered to St Philip & James Parish Church.<br><br>2. ZS to determine the per head budget for the food.<br><br>3. AC to canvas for numbers of attendees.<br><br>4. Date of Staff/Governor Social: 6.6.19 | FrDC<br><br>ZS<br><br>AC<br><br>ALL |
| 43. | <b>Any Other Business</b><br>1. MS to circulate Spring 2 meeting dates.<br><br>2. FrDC to draft letter of gratitude to Paul Saunders.<br><br>3. MS write highlights of FGB meeting for school newsletter.   | MS<br><br>FrDC<br><br>MS            |
| 44. | <b>Date of next meeting</b><br>Thursday 21 <sup>st</sup> March 2019 at 7PM in the school.   |                                     |
|     | The meeting closed with prayers led by FrSC at 8:55pm   |                                     |

Signed: .....

Date: .....

**Full GB Actions**  
As of 7<sup>th</sup> February 2019

| Minute               | Action  | Assign-ed      | Update  |
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| 20.9.18<br>10        | All Governors to complete/update online Safeguarding training. MS to check Safeguarding is up-to-date   | ALL<br>/<br>MS | Done:<br>AW – 6.2.19<br>CH – 4.2.19<br>ZS – 7.2.19                                  |
| 20.9.18<br>10        | All Governors to undertake relevant CPD (list available on Portal) (CH is Governor's Training & Recruitment link person)                        | ALL<br>/<br>CH | Done for now.   |
| 6.12.18<br>17.3      | Discuss Cathy Clarke's Bishop Perrin Review (dated 25.9.2018) at the next CA Committee meeting  | AC/<br>RM/ MS  | Done  |
| 6.12.18<br>17.4(i)   | Ensure all classroom displays are of a high standard, ideally pupil-generated   | AC             | Done. Very positive feedback.   |
| 6.12.18<br>17.4(ii)  | Develop additional higher-level resources to aid independent learning for <i>all</i> children.  | AC/ RM         | Done. Praised.  |
| 6.12.18<br>18.2(i)   | Keep Safeguarding Policy in current format, without hyperlinks to 'shorten' document  | AC             | Done via CFC.   |
| 6.12.18<br>18.2(iv)  | Share AfC feedback on clarification of Complaints Policy for immediate implementation.  | MS/ AC         | Done. Includes flowchart by AW & CH.  |
| 6.12.18<br>21.4      | Governors to inform Clerk of all non-AfC training undertaken.   | Govs/<br>MS    | Done.   |
| 6.12.18<br>24        | Write summary of effectiveness and content of FGB meeting for school newsletter   | MS             | Done  |
| 6.12.18<br>25        | Spring 1 agenda to discuss staff/governor social  | MS             | Done.   |
| 6.12.18<br>16.1(i)   | Complete Parent Governor nominations process round 3.   | MS/ CH         | Unsuccessful. Open round 3 of Parent Governor Nominations Spring 2, action 31.3     |
| 17/41 (iii<br>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/<br>FrDC    | Will be done following AW work on Gov Fund.   |
| 20.9.18<br>4b        | MS to contact Lyn Barnes and Angela Langford with person specification for new Bishop Perrin LA Governor  | MS             | There is a plan to fill this role.  |
| 20.9.18<br>12d       | CH to speak with John Cadogan regarding Finances.   | CH             | Spring 2  |
| 20.9.18<br>12e       | Offer School Association a Chair at each FGB. Confidentiality form for signing to be created.   | ZS             | (on-going) Forms part of macro conversation, particularly around role of Treasurer. |
| 6.12.18<br>16.1(iii) | Follow up on Parent Governor queries  | ZS             | Relevant for Spring 2 nominations   |
| 6.12.18<br>16.2      | Explore options for recruitment of LDBS Governor  | MS             | On-Going. To be applied once Parent and LA Governors in place.                      |
| 6.12.18              | (on-going) Policy reviews to FGB: only  | FGB            | Will form part of future  |

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| 18.2(iii)                               | cascade any <i>changes</i> within statutory policies to the FGB for discussion.  | MS                | Governance discussion                           |
| 6.12.18<br>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                | Will form part of future Governance discussion. |
| 6.12.18<br>18.4                         | Terms of Reference and Annual Plan of Work to be written for DGM once changes in GB Operations have been confirmed.  | DGM               | To be done at DMG.                              |
| 6.12.18<br>18.5                         | Establish who within the CTBI group can sign the Church Supplementary Form.  | FrDC              | On-going.                                       |
| 6.12.18<br>20 &<br>7.2.19<br>33.1.(iii) | 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/<br>ZS       | Will follow on from AW Gov Fund work.           |
| 6.12.18<br>21.2                         | RM & MM to deliver a presentation offering an overview of Foundation Curriculum and Assessment in Spring 2 FGB   |                   | Carry over to Summer 1.                         |
| 6.12.18<br>22.3                         | Seek funds within school budget for continuation of CWP Programme  | B&F               | Carry over.                                     |
| 6.12.18<br>22.5                         | Include rhetoric around continuation of CWP into promotion of Governor's Fund  | FrDC/<br>ZS       | Carry over.                                     |
| 7.2.19<br>31.2                          | Nominate Mr. Andrew Leach as Associate Governor.<br>Offer relevant induction.  | FrDC<br><br>MS/CH |   |
| 7.2.19<br>31.3                          | Open Round 3 of Parent Governor Nominations  | MS/ CH            |   |
| 7.2.19<br>31.4                          | LDBS Governor recruitment  | FrDC /<br>MS/CH   |   |
| 7.2.19<br>32.2                          | Log all Learning Walk reports  | AC/MS             |   |
| 7.2.19<br>32.8                          | Guide Governors as to how they planned to incorporate OfSTED's new Education Inspection Framework 2019   | AC                |   |
| 7.2.19<br>32.9                          | Correct small error in the highlights at SDP Evaluation, line 1  | AC                |   |
| 7.2.19<br>33.1(ii)                      | Allocate £7.5K to specific teaching & learning resources and interventions   | AC                |   |
| 7.2.19<br>33.1(iv)                      | Use £1.5k of Governor's Fund for Year 1 carpet.  | AW/DF             |   |
| 7.2.19<br>33.1(v)                       | Governor Fund to 'B&B' private donation to Unofficial Account in order to claim Gift Aid.  | AW/DF             |   |
| 7.2.19<br>33.2(ii)                      | Install internal lock mechanism into school hall doors.  | AC                |   |
| 7.2.19<br>33.4(ii)                      | All Governors invited to attend DMG. Next meeting: Monday 15 <sup>th</sup> July 2019 8:30-10:00  | Govs              |   |
| 7.2.19<br>34.1(vii)                     | Include Governor Funds update in communications to parents   | DF                |   |
| 7.2.19<br>34.2(i)                       | Paul Saunders needs to visit a local HSBC Bank to sign transfer papers enabling the mandated signatories to be updated.  | Paul<br>Saunders  |   |
| 7.2.19<br>34.2(ii)                      | The following four people need to visit a HSBC branch to become mandated signatories for the Governor's Fund account: <ul style="list-style-type: none"> <li>• Adrian Corke</li> <li>• Mark Styles-Winfield</li> </ul> | AC<br>MSW         |   |

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|                              | <ul style="list-style-type: none"> <li>Alwyn Williams (as temporary Treasurer)</li> <li>Father David Cloake</li> </ul> | AW<br>FrDC           |  |
| 7.2.19<br>34.3(i)            | Inform HMRC of new Gift Aid contact person for Governor's Fund   | PS /<br>AW           |  |
| 7.2.19<br>34.3(ii)&<br>(iii) | Make decision on how to best store Gift Aid information, ensuring GDPR compliance                                      | AW                   |  |
| 7.2.19<br>34.6(i)            | Governor Fund thank you flyering in playground   | CH/ZS                |  |
| 7.2.19<br>34.6(ii)           | Write personal thank you emails to all parents donating to Governor's Fund   | DF                   |  |
| 7.2.19<br>37                 | All Governor Visits to be recorded on proforma reports and discussed at relevant Committee                             | Govs/<br>MS          |  |
| 7.2.19<br>38                 | Update Training Log  | MS                   |  |
| 7.2.19<br>39.1               | Undertake AfC training 27.6.19: The Performance Management of the Headteacher  | AW/<br>MSW /<br>FrDC |  |
| 7.2.19<br>42.1               | Book St P&P for 6.6.19 Staff/Governor Social   | FrDC                 |  |
| 7.2.19<br>42.2               | Determine per head food budget for staff/gov social 6.6.19   | ZS                   |  |
| 7.2.19<br>42.3               | Canvas attendance for staff/gov social 6.6.19  | AC                   |  |
| 7.2.19<br>43.1               | Circulate updated Spring 2 meeting dates   | MS                   |  |
| 7.2.19<br>43.2               | Draft letter of gratitude to Paul Saunders   | FrDC                 |  |
| 7.2.19<br>43.3               | Write FGB highlights for school newsletter   | MS                   |  |