



BISHOP PERRIN

Church of England Primary School

Full Governing Body Meeting
20th September 2018 in the school at 7pm

Governor Attendees:

Father David Cloake (FrDC)	Chair
Aid Corke (AC)	Head Teacher
Paul Saunders (PS)	
Stephen Crinall (SC)	
Russell Nimmo (RN)	
Mark Stiles-Winfield (MSW)	
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

None

		ACTION
	Father David Cloake led the governors in prayers. The meeting began at 7.03pm	
1.	<p>APOLOGIES FOR ABSENCE There were none.</p> <p>All Governors were warmly welcomed by the new Chair, Father David Cloake (FrDC). Miranda Sikkens (MS) was formally welcomed and former Clerk Kathryn Elliott was thanked for her thorough handover.</p>	
2.	<p>ALL GOVERNORS TO COMPLETE:</p> <p>a. Declarations of interest – 10 Governors completed this by the end of the meeting. CH outstanding. To complete in next Committee meeting.</p> <p>b. Keeping Children Safe in Education – FrDC highlighted the amendment to this form to include ‘and will comply with’ [this document]. 10 Governors completed this by the end of the meeting. FrSC outstanding. To complete in the next Committee meeting.</p> <p>c. Individual Governor Commitment – 10 Governors completed these by the end of the meeting. FrSC to complete in next Committee meeting.</p> <p>FrDC requested for all documents to be submitted to MS at least</p>	<p>CH/MS</p> <p>FrSC/MS</p> <p>FrSC/MS</p>

3b.	Action: MS to include skills gaps identified in skills audit in Person Specification for new LA Governor.	MS
4.	<p>MEMBERSHIP UPDATE</p> <p>a. Vacancy: 1 Parent Governor Governors were rest assured that the recruitment process would ensure Safeguarding would be effectively addressed prior to appointment of a new Governor.</p> <p>Action: MS/CH to establish timings for Parent Governor election process which is to start w/c 24.2.18</p> <p>b. Vacancy: 1 LA Governor</p> <p>This discussion directly led on from Agenda Item 3 which will influence the person specifications for the vacant posts. See Agenda Item 3.</p>	CH/MS
4a.		
4b.	Action: MS to contact Lyn Barnes and Angela Langford with person specification for new Bishop Perrin LA Governor	MS
5.	<p>RATIFICATION OF UPDATED SAFEGUARDING POLICY</p> <p>MSW expressed his gratitude to AC for his hard work on creating and updating this incredibly thorough Safeguarding Policy. Governors asked if the document could be cut down with hyperlinks to the swathes of text copied from the original policy and increase readability/usability. AC explained that Hyperlinks are not always reliable plus AC stated that the Safeguarding Policy is a fantastic reference point for all staff to use which he himself regularly uses to ensure the school is compliant. Governors asked whether students visiting the school complied with Bishop Perrin's safeguarding duties. They were rest assured that all visiting students received appropriate induction which satisfies Bishop Perrin's Safeguarding Duty.</p> <p>RN proposed to ratify the updated Safeguarding Policy. This was seconded by FrSC. The Safeguarding Policy ratified.</p>	
6.	<p>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING, 5TH JULY 2018</p> <p>The minutes from 5th July 2018 were approved and signed as a true and accurate record of the meeting subject to an insertion on p.3 (xiii) of 'live link on the website'.</p> <p>16/31 (i) Done</p> <p>17/54 (v c) Ongoing</p> <p>17/82 (ii) Done</p> <p>17/83 (i) Apologies for lateness of this. To be completed by 28.9.18</p> <p>17/85 (v) AC said this needed more input following the Finance presentation. AC and PS will come to a view on this and pass it by FrDC</p>	FrDC/PS AC/PS

	<p>17/93 (i) There were some errors noted in the dates of Term1 2018-19 meetings and all staff were updated accordingly. These are the agreed dates for all meetings in Term 1 (<i>italics indicate noted changes in date or time</i>):</p> <p>Unless otherwise stated all meetings are on Thursday evenings</p> <p>Full Board (start time 7:00pm) 20th September 2018 6th December 2018</p> <p>Strategic Meetings arranged as required</p> <p>Admissions <i>Wednesday 10th October 2018, 5:30pm</i> Meeting late Feb/early March to be arranged</p> <p>Data Monitoring Group One meeting in September, January and May (to fit with dates when latest assessment results available)</p> <p>Business & Finance <i>27th September 2018, 6:00pm</i> 22nd November 2018, 6:30pm</p> <p>Children, Families and Community (start time 6:30pm) <i>4th October 2018</i> 15th November 2018</p> <p>Curriculum & Achievement (usual start time 6:00pm) <i>Wednesday 10th October 2018, 6:30pm</i> 8th November 2018</p> <p>17/94 (i) Governors have received the Training Log. CH will collate.</p> <p>17/96 (i) Done. Jodie Sharma wrote a very good letter stating Bishop Perin’s position against the proposed new Turin House site which received widespread praise. A disappointing response was received from Turing House.</p> <p>Actions from Funding Meeting with Parent</p> <p>17/41 (iii a) Ongoing. Still waiting on “keep the change” moneys to filter through therefore currently not yet in a position to include cash raised through this in the Financial Update. Should be by October.</p> <p>17/41 (iii b) Ongoing. Building Project to be included in future School Newsletters to build momentum for parent donations. Please include a request for referencing their standing orders ‘s.o.’</p> <p>17/41 (iii c) Closed. This has been delegated to Jen Clark at Homelink.</p>	<p>CH</p> <p>AC</p> <p>AC</p>
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	<p>17/41 (iii d) Done</p> <p>17/41 (iii e) Closed. Considered to be impractical.</p> <p>17/41 (iii f) Done</p>	
7.	<p>HEAD TEACHER'S REPORT</p> <p>There has been some resplendent development in terms of creating the new SDP and Governors expressed their sincerest gratitude to Aid Corke, Rachael Macklearn and Mary McAvoy for their hard work in amalgamating 5 documents into this one robust document which is aligned to OfSTED criteria and employs stricter time-scales with all targets allocated to Governor Committees. The SDP aligns itself to the SEF which, both are linked to staff appraisals. The SDP will be the new governing document for Bishop Perrin and AC stated that it had created far more clarity about where Bishop Perrin is going and what it should be doing. Since it is a 'living document', Governors asked how often it would be updated and how often Governors would get to see it for scrutiny and they requested for update highlights to be given at meetings. AC was happy to adopt a mechanism to regularly show Governors how the SDP is developing and to adopt an SDP update within the Headteacher's Report. FrDC suggested there would be a review in April/May and the SEF would be used to evaluate SDP effectiveness. The SDP is cyclical and will become more refined year upon year. AC was asked to print copies of the SDP and bring to next meeting. FrDC said the SDP should always be an FGB Agenda item. There should be annual holistic presentation on the SDP.</p> <p>17/18 KS2 results: amongst the highest in Richmond borough which scored amongst the highest in the country, a phenomenal result. Governors asked if the test had at all been 'dumbed down' this year, RM assured Governors that, if anything, the opposite was true. The results are attributable to the wonderful and unique bonds experienced within this particular Year 6 cohort. Respect and gratitude were expressed to Bishop Perrin staff for their incredibly hard work, in particular thanks to Stephen Crinnal, Rachael Macklearn and Jane Keightley.</p>	<p>AC</p> <p>AC</p> <p>MS</p> <p>AC</p>
8.	<p>NEW SCHOOL VISION FOR BISHOP PERRIN</p> <p>Bishop Perrin is developing a new School Vision which should align itself to the new SIAMs Framework (September 2018). Criteria:</p> <ul style="list-style-type: none"> • should communicate a clear vision • include a biblical reference. <p>Bishop Perrin staff gave humbling responses when asked why they choose to work at the school. Amanda Boyce has been tasked with gathering the pupil's voice. Ruth Lancaster has been tasked with gathering the parent voice, there have already been some beautiful submissions. AC invited all Governors to submit vision suggestions and either add them on a post-it note to the Vision Board in the corridor or email to AC. Think about:</p> <ul style="list-style-type: none"> • What does Bishop Perrin mean to you? • What should students strive to achieve? Learning journey? • Biblical reference <p>Submissions by 5th October</p>	<p>All Govs</p>

	<p>RM to mention the new school vision at next week's Harvest Festival to encourage parents to submit contributions.</p> <p>In the spirit of re-envisioning, Father David Cloake took this opportunity to share his new vision for The Governing Body: to build harmony between teaching staff and the Governing Body where, at times, he's felt a discord and interrogatory style. FrDC would like to promote a model where Governors spend less time in meetings and more time where the action is, in the classroom context with the students and teaching professionals for a deeper understanding of what we are governing, similar to what RN currently does. Governors can become critical friends to our trained teaching colleagues. FrDC commented on the high number of Governor meetings at Bishop Perrin (twice as often as some other GB's in larger schools) and, acknowledging that all Governors are volunteers, FrDC would like to develop increase efficiency by abandoning Committees and instead creating Link Governors for key areas and to specific SDP points. Governors asked if Committees were constitutionally required. No, Committees are one of several models. Governors asked what impact this might have in terms of their ability and opportunity to challenge. FrDC assured them that challenge will remain a significant ally to the successful governance of the school. It was pointed out that work/life/time commitments would prevent some from spending time at school during the school day. It was felt that Committees also build cohesion and that overall, the skillset of the current Governors complimented each other. Governors requested that Father David Cloake could write down his vision so that Governors could carefully consider for further discussion. FrDC agreed to this and will write his vision and share with Governors to be included on next FGB agenda.</p>	<p>RM</p> <p>FrDC MS</p>																		
<p>9.</p>	<p>AGREE TERM DATES 2019-2020</p> <p>Governors asked if there was much room for maneuver in terms of dates, AC explained that the school receives a proposed set of dates from Richmond which can be amended as long as there are 190 school teaching days plus 5 INSET days (195 days total) to fall within certain time-frames, but in reality, there is limited flexibility. Governors asked that we do not substantially deviate from this in order to accommodate parents with children at other schools. It was also pointed out that closing the school early meant that some children would miss out on their one warm meal of the day. AC assured Governors that warm meals would still be available for those children. The term dates had already been ratified at the FGB 24.5.2018 and are as follows:</p> <p>Autumn Term 2019</p> <table data-bbox="327 1675 976 1848"> <tr> <td>Wednesday 4th September</td> <td>INSET</td> </tr> <tr> <td>Thursday 5th September</td> <td>Children Return</td> </tr> <tr> <td>Friday 25th October</td> <td>INSET</td> </tr> <tr> <td>Monday 28th Oct– Friday 1st Nov</td> <td>Half Term</td> </tr> <tr> <td>Friday 20th December</td> <td>End of Term</td> </tr> </table> <p>Spring Term 2020</p> <table data-bbox="327 1915 1021 2051"> <tr> <td>Monday 6th January</td> <td>INSET</td> </tr> <tr> <td>Tuesday 7th January</td> <td>Children Return</td> </tr> <tr> <td>Monday 17th – Friday 21st February</td> <td>Half Term</td> </tr> <tr> <td>Friday 3rd April</td> <td>End of Term</td> </tr> </table>	Wednesday 4 th September	INSET	Thursday 5 th September	Children Return	Friday 25 th October	INSET	Monday 28 th Oct– Friday 1 st Nov	Half Term	Friday 20 th December	End of Term	Monday 6 th January	INSET	Tuesday 7 th January	Children Return	Monday 17 th – Friday 21 st February	Half Term	Friday 3 rd April	End of Term	
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Monday 17 th – Friday 21 st February	Half Term																			
Friday 3 rd April	End of Term																			

12.	ANY OTHER BUSINESS	
a.	Governors would like to express their thanks to John Cadogan for his three years of service to Bishop Perrin as Parent Governor. His time, effort and contributions were very much appreciated. Please check that he was given a thank you gift and include thanks in newsletter	MS
b.	The Governing Body formally thanked Jodie Sharma for her dedicated service to Bishop Perrin as Chair of Governors – she always went above and beyond her duty as Governor and her impact was irrefutable. Formal thanks to be included in newsletter. Formal thank you letter to be written.	MS
c.	Governors would like to contribute a brief summary of FGB meeting highlights to the school newsletter.	MS
d.	CH to speak with John Cadogan about the Governor Finances	CH
e.	Governors would like offer the School Association a chair at each FGB. This could be a new person every meeting. A confidentiality form to be created for signing.	SZ
	DATE OF NEXT MEETING: 6 th December 2018 at 7:00pm	
	The meeting closed with prayers at 9:36pm	

Signed:

Date:

Full GB Actions
As of 20th September 2018

Minute	Action	Assign-ed	Update	Completed?
17/54 (v c)	ZS to speak with Denise Forster about helping with the process of getting quotes for the new security system	ZS	Work-in-progress	
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	
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/PS	Requires more notes following Finance presentation.	
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/PS	PS has a useful form. AC waiting for money to come in.	
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	
20.9.18 2	FrSC and CH to complete missing forms	MS/FrSC/CH		
20.9.18 2	All authors of reports/documents to provide brief summary of highlights	All	On-going	
20.9.18 3a	Action: CH to include skills gaps identified in skills audit in Person Specification for new Parent Governor.	CH		
20.9.18 3b	MS to include skills gaps identified in skills audit in Person Specification for new LA Governor.	MS		
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		
20.9.18 4b	MS to contact Lyn Barnes and Angela Langford with person specification for new Bishop Perrin LA Governor	MS		
20.9.18 7	Adopt mechanism to regularly share SDP developments with Governors & incorporate SDP update in Headteacher’s Report	AC		
20.9.18 7	Print copies of SDP for FGB 6.12.18	AC		
20.9.18 7	Include SDP item on FGB agenda as standard.	MS		
20.9.18 7	Annual holistic presentation of SDP	AC		

20.9.18 8	All Governors to submit ideas for new school vision by 5.10.18	ALL		
20.9.18 8	Give mention of new school vision project at Harvest Festival	RM		
20.9.18 8	Proposal for new operational model of Bishop Perrin's Governing Body	FrDC		
20.9.18 8	Include Agenda Item for new GB operational proposal at 6.12.18 meeting	MS		
20.9.18 10	All Governors to complete/update online Safeguarding training. MS to check Safeguarding is up-to-date	ALL / MS		
20.9.18 10	All Governors to undertake relevant CPD (list available on Portal) (CH is Governor's Training & Recruitment link person)	ALL / CH		
20.9.18 11	Term 2 2018-19 Meeting Dates to be confirmed	MS / FrDC / AC		
20.9.18 12b	Jodie Sharma formally thanked for service as Chair of Governors in newsletter. Formal thank you letter to be sent.	MS		
20.9.18 12c	Submit brief summary of FGB 20.9.18 highlights to Denise Forster for school newsletter.	MS		
20.9.18 12d	CH to speak with John Cadogan regarding Finances.	CH		
20.9.18 12e	Offer School Association a Chair at each FGB. Confidentiality form for signing to be created.	ZS		