ST MICHAEL'S
C of E PRIMARY
HIGHGATE

North Road, Highgate
London N6 4BG
Tel: 020 8340 7441
Email: admin@stmichaelsn6.com
Headteacher: Geraldine Gallagher

ST MICHAEL'S C of E PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD
WEDNESDAY 2nd APRIL 2025 at 7PM ONLINE

Membership:

Position	Name	Initials	Term End Date
Local Authority Governor (1)	Vana Sarimpalidou	VS	22/03/2029
Staff Governor (1)	Julia Machin	JM	23/02/2026
Parent Governors (2)	Stephen Bethel – Vice Chair	SB	07/04/2027
Parent Governors	*King-Lynn Swayne	KS	09/05/2027
Foundation PCC (7)	*Lisa Maguire	LM	11/04/2027
Foundation PCC	*Valerie Doulton	VD	02/02/2025
Foundation LDBS	Annie Chalmers Mavor	AC	11/03/2029
Foundation LDBS	Cordelia Brown – Chair	CB	07/06/2027
Foundation Deanery Synod	*Claire Southern	CS	12/05/2027
Foundation Deanery Synod	Maja Raskovic	MR	09/11/2027
Foundation	*Reverend Kunle Ayodeji	KA	Ex-Officio
Executive Headteacher	Geraldine Gallagher	EHT	Ex-Officio

*Denotes Apologies ^ Denotes absent

Also in Attendance:
Jasbir Aujla, Clerk to the Governing Body, Haringey Education Partnership
Sinead O'Brien, Head of School, HoS

PART 1

1. Opening Prayer, Welcome and apologies for absence

1.1 The Chair welcomed all to the meeting, which was quorate.

1.2 The HT opened the meeting with a prayer.

1.3 The Chair welcomed Annie Chalmers-Mavor, appointed as Foundation LDBS Governor. Annie introduced herself and updated on her background, skills, and knowledge. The FGB welcomed Annie to the meeting

1.4 Apologies for absence were received and accepted from KS, LM, VD, CS and KA.

2. Declaration by Governors of Interest Pecuniary or Otherwise in Respect of Agenda Items

2.1 There were none declared.

3. Minutes of the FGB meeting and any matters/actions arising not elsewhere on the agenda.

3.1 The Minutes of the FGB meeting held on 29TH January 2025, were **agreed** as an accurate record for the Chair to sign and school to retain on file.

3.2 Actions arising: None

4. Committee update

4.1 Finance & Premises Committee – 10 March 2025

The FGB noted and received the update from the Chair of the Finance & Premises committee circulated in advance of the meeting and had no further comments.

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5. Finance

5.1 Schools Financial Value Statement - SFVS

The EHT provided an update to the FGB and explained that this is a checklist and evaluation of the school's financial and resources management. The SFVS helps to provide schools with assurance they are meeting the basic standards.

The Chair asked MR from her perspective does her school have a similar document. MR responded her school does but it is basic as in more of a yes/no response and that St Michaels SFVS is much more detailed and very good.

The Chair said she too found the SFVS to be very comprehensive: it clearly sets out what we do with regards to the management of the school financial arrangements and requested a thank you and congratulations to Nicola Purvis for all her work on this be noted.

The FGB noted and **agreed** the SFVS as a comprehensive document for the Chair to sign off and submit to Haringey.

5.2 The FGB noted and agreed the Third-Party related transactions.

6. Executive Headteachers Report

6.1 The FGB received the EHT report shared in advance of the meeting and the EHT highlighted:

Roll: There are fewer pupils generally across London with vacancies particularly in Year 1 possibly due to lower birth rates.

Attendance: is at 95% slightly lower than target but higher than the national figures of 94%. Significant reasons are due to chicken pox, tonsillitis and some families taking extended holidays during term-time. The HoS has sent letters to these families reminding them of the process required. There is one family with persistent absence and the school is working with the Education Welfare Officer.

Safeguarding: The school monitors a number of children and families and seeks support for families through the appropriate agencies. The school attends meetings with Social Services and other agencies to have a shared understanding about how to support specific families.

SCR and DBS checks: are done as part of safeguarding and there are checks and measures in place, the Chair CD as the Safeguarding Governor checks these records and reports are provided, and checks are also completed by the SBM. All staff have completed the relevant Safeguarding training.

Behaviour: looks high as there are multiple entries for the same incident, updated on the actions be undertaken.

No SAR requests.

Staffing: The AHTs John left at Christmas and Alex is leaving on Friday, pleased to report have appointed a Deputy Headteacher, Rebecca she previously was a teacher at St Michael's and had left to go abroad. She is currently a Senior Leader and teacher at another school and will join here after Easter.

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The EHT welcomed Governors and particularly Link Governors to aim to attend at least one event during the academic year.

Partnership: Link with St James are being expanded further, HoS is meeting with St James to discuss behaviour tracking using CPOMS, also jointly looking at AI, sustainability and complaint investigation.

Have received notification we will have a SIAM investigation during 2025-2026 this is a statutory inspection of Anglican and Methodist schools. The LDBS are very supportive prior to the inspection and offer relevant training and have suggested some general training for governors on 19th June, online from 11 – 12 noon. The EHT encouraged governors to try and attend and said what works well is having a small group of governors who can talk to the inspector/s. Previously, these inspections were graded similarly to Ofsted ratings. Instead, the @vision and practice@ of schools will be categorised as either 'living up to' or 'not fully' living up to the Christian foundation.

At our strategy day the FGB discussed toilet refurbishments. We have the final costs and have sent a letter to parents requesting contributions to the Learning Fund.
The EHT reported the school has been successful in getting a £28k grant from the Greig Trust towards the gardens/allotments work.

Governor commented the number of grants the school has been successful with is incredible and well done.

The Chair thanked the EHT for her report and comprehensive updates.

The Chair welcomed Vana to the meeting - joined at 7.15pm.

The Chair asked if the school could consider having a "spend a penny" themed fun event to raise funds, where children take home an empty loo roll, tape up the bottom, decorate it and fill up with coins and bring back to school on the first day of term. The FGB felt this was a lovely idea and the HoS will pursue.

7. Chair's Report

The Chair noted that the majority of her items have been covered by the EHT above and added:

7.1 Deputy Headteacher: Have been through the recruitment process, is very pleased with the new Deputy Headteacher appointment and is looking forward to Rebecca coming in and supporting the HoS and the school. Also as previously mentioned if governors are interested in doing the Safer Recruitment training they can sit on these interesting interview panels.

7.2 Angela Stathi: At last Finance and Premises said goodbye to Angela, thanked her for her contribution to the school during her tenure and presented her with gift and card. Angela has sent a lovely thank you message back and said how she enjoyed her time here.

7.3 The Chair welcomed new Governors Vana and Annie to the FGB.

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7.3 Training: Chair referred to her email to the FGB regarding HEP training package charges, has looked to see if cost effective and it is expensive, and have decided not to purchase the HEP training package this year. However, if anyone wants to go on a course we can pay for that individually and in email mentioned the statutory areas that need to be covered. In addition, the Key on Governor Hub also offers free training, and the LDBS also provides training and drew attention to the Safeguarding training for new governors to attend. The DfE are providing Prevent training which the Chair has booked to attend in July and will feedback in person.

VS said she has started the Prevent training on the Key on Governor Hub, it was really interesting and could stop, start and make notes. Will also try and book the DfE Prevent training in July.

8. Policies for approval

8.1 The FGB received the policies listed below shared in advance of the meeting and no further comments were received and agreed as follows:

- **Complaints Policy and Procedure - Agreed**
  The Chair explained her minor amendment to the section relating to vexatious complaints. A Governor asked if parents could email teachers directly. The EHT said all correspondence goes via the school office.
- **PSHE RSHE Policy – Agreed**
- **RE Policy - Agreed**

The Chair said the following three SEND reports are excellent, she provided the HoS some minor comments and to check the links in documents are working and asked the FGB if anyone else had any comments, none were received and the FGB agreed the following:

- **Special Educational Needs Policy - Agreed**
- **Abridged SEND Policy - Agreed**
- **SEND Information report - Agreed**

The Chair asked how abridged the abridged version was and whether in future should just have the one policy. The HoS said in future she is looking to abridge further. The Chair thanked the HoS and Andrea for the huge amount of work they input into these SEND reports.

Equality information and Objectives Policy: **Agreed**.
VS asked about the Equalities statement and suggested where reference is made to different groups say to include what specific groups, ACAS says some conditions are to be treated as a disability and to mention them and maybe say more relating to teachers as well as the children. The HoS explained the policy and the statement and references to protective characteristics. The EHT suggested VS sends her comments to the Chair as tracked changes and they will be reviewed where needed or provide comments back.

Whistleblowing policy: Agreed

The Chair thanked all members of staff involved in reviewing and writing policies.

9. Governor visits, development, and training

9.1 HEP Training Package

See 7.4 above.

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9.2 Governor Visits

VS updated on her visit to the school, the HoS was amazing and explained everything, she really enjoyed speaking to the teachers and the children were really well-behaved. One class she visited she asked if the children know another language and found out only a couple spoke English only, which was really good and impressive and asked what does the school do to embrace this characteristic. The HoS updated on World Heritage Day parents from various backgrounds come in and talk to all and share experiences and is very well received.

VS suggested to promote the language could say this week focus on a word such as "good morning" for example in Italian and pick another language the following week and so on. The EHT was pleased to report that the school has been doing this for a very long time right from when children start in nursery/reception, some children are trilingual, and we find out this information prior to them starting here. We acknowledge and embrace this as a strength and parents come in and talk about all this and is celebrated during international week amongst many other things. VS said everything the school does is amazing and wants to visit again.

VS updated on AI conference she attended and will share the presentation. We all are using AI for instance google and need to be strict about how data is used as it can make mistakes, need to look at the boundaries and ethics and have a specific policy. The Chair thanks VS and noted that this is covered in the IT policy and when it is up for review next will consider whether we need to develop the AI section.

10. Any Other Business

None.

11. Dates and Times of next meeting

11.1 It was noted the next FGB meeting will take place on Wednesday 14th May 2025 at 7pm at the school.

There being no further Part 1 business, this part of the meeting closed.

Signed Cordelia Brown

Chair **Date 14/05/2025**

Cordelia Brown