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 2 OCTOBER 2024 at 5.30PM AT THE SCHOOL

Membership:

Position	Name	Initials	Term End Date
Local Authority Governor (1)	Angela Stathi	AS	22/03/2025
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	Vacant		
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	HT	Ex-Officio
Head of School	Sinead O'Brien	HoS	Ex-Officio
Clerk	Jasbir Aujla	Clerk	Ex- Officio

*Denotes Apologies - Denotes absent

PART 1

1. Opening Prayer, Welcome and apologies for absence

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

1.2 Apologies for absence were received and accepted from LM and KA.

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

2.1 There were none declared.

3. GOVERNING BODY ADMINISTRATION

3.1 To elect in Chair/Vice for the academic year 2024/25.

Nominations for the role of Chair were requested. CB was nominated as Chair, this nomination was supported by SB and seconded by MR. The FGB unanimously **agreed** for Cordelia Brown to be Chair for the academic year 2024-25.

The Chair asked for nomination for the role of Vice Chair. CB nominated SB and this was supported by CB and seconded by JM. The FGB unanimously agreed Stephen Bethel to be Vice-Chair for the academic year 2024-25.

3.2 To note the Instrument of Government

The FGB noted the Instrument of Government as previously agreed.

3.3 To agree FGB and Committees terms of reference, Membership and Link Governor roles

The FGB noted no change to the Terms of References in place for the FGB and Committees.

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FGB Membership
The Chair mentioned she has advertised the vacant governor position and asked governors to let her know if they knew of anyone that may be interested in becoming a governor. CS said she is aware of a potential person that is interested and will provide their information to the Chair.

Children's Committee
The FGB **agreed** to Stephen Bethel to be Chair of the Children's Committee during 2024/25. The membership of this committee is: SB, JM, LM, VD, KA, EHT and HoS.

Finance Committee
The FGB **agreed** to King-Lynn Swayne to be the Chair of the Finance Committee during 2024-25. The membership was confirmed as: KS, AS, CS, MR, EHT and CB said she will move from Children's to join the Finance committee whilst there is a vacant governor position.

The Chair emphasized attendance is crucial at all meetings to ensure are quorate.

Link Governor roles were agreed as follows:
- Safeguarding – Cordelia Brown
- SEND & Inclusion – Lisa Maguire
- Religious Education & conscious inclusion – Angela Stathi and Reverend Kunle Ayodeji
- BAME - Reverend Kunle Ayodeji
- Communication and Strategy – Stephen Bethel & Clair Southern
- Health & Safety – King-Lynne Swayne
- Finance – Maja Raskovic
- Writing and Arts mark – Valerie Doulton
- AI – Stephen Bethel
- Right respecting and peace garden – Clare Southern & Reverend Kunle Ayodeji
- Early Years and outdoor learning - Maja Raskovic
- Sustainability - Cordelia Brown & King-Lynne Swayne
- Wellbeing – Cordelia Brown

The Chair asked all to aim to arrange one visit per term, write up a short visit report, keep the FGB informed of their area/s of responsibility and to attend any relevant training.

3.4 Governors to review/sign Code of Conduct & Annual Declaration of Interest form on Governor Hub as read and understood.
The Chair reminded all to complete their individual Declaration of Business Interests 2024/25 and confirm acceptance of the Governor Code of Conduct under their profile on Governor Hub. It was noted some declarations were updated on Governor Hub and others were completed on the relevant form at the meeting and given to the Clerk. Absent governors to complete this action. **Action: FGB.**

3.4 Keeping Children Safe in Education
The Chair reiterated it is the FGB's duty to read Keeping Children Safe in Education 2024 and to declare they have read and understood on Governor Hub. A safeguarding update will be provided at this meeting.

3.5 Prevent Training
It was noted Prevent training is due in 2025/26 and agreed to do at the 2025 Strategy Day.

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4. Review Minutes of the previous FGB meeting 15 May 2024 and any matters arising not elsewhere on the agenda.

4.1 The Minutes of the FGB meeting held on 15th May 2024, were **agreed** as being an accurate record, were electronically signed by the Chair.

4.2 Actions

The Chair updated on actions listed and reported all have been completed.

5. Finance update Q1

5.1 The EHT reported Quarter 1, report is carried forward from the July meeting and Quarter 2 update will be provided at the next FGB meeting. To note as anticipated the school had a successful summer and received the expected income from lettings and parents have contributed to lunches to bring contributions up to targeted levels.

6. Premises

6.1 The EHT reported the Nursery updates are as discussed earlier at the Strategy event and all have had a walk around to see the works carried out and thanked everyone for their involvement in achieving this. The FGB wished to note Thank you to all staff for their patience in accommodating the building works to create the wonderful Nursery and Reception Classes. The FGB acknowledged congratulations in getting to this point with the build, and it has been well worth the wait.

7. Committee Reports – summary of key points and actions

7.1 Finance Committee (11 June 24) – KS

KS updated the key point related to the Learning Fund having policies in place and the Finance committee agreed for them to adopt the school's policies but to develop their own policies in relation to Conflict of Interests and Financial Reserves. CS volunteered to look at what the Charity Commission has in place in relation to these two policies and will put drafts together for consideration. **Action: CS**

7.2 Children's Committee (26 June 2024 July) – SB

A lot was covered, a number of presentations received in relations to strategy, considered attainment, conscious inclusion, curriculum report, attendance, and Intimate Care policy. There were no actions or items for the FGB.

8. Executive Headteachers Report

8.1 The FGB received the end of year report circulated in advance of the meeting. The EHT added:

- School has 35 vacancies, full in reception, almost full in Years 3 & 5 and updated on year groups with vacancies and where the children have moved to.
- 26 SEN children on register.
- 9 ECHPs.
- The school is fully staffed. New staff joined particularly due to the expansion of the nursery and wraparound care. The EHT updated on recruitment and retention. There are two SCITT students.

A Governor asked about a new member of staff from minority community teaching, what that person taught and about representation at the school. The EHT updated on the teacher and on

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minority community representation at the school amongst all staff which the FGB noted as a positive step forward.

- The EHT said as mentioned in the school's Newsletter a number of events are planned in and highlighted below for governors to attend:

- Open morning on Saturday 12 October
- Peace Garden opening by the bishop on 29th November at 2pm

There were no further questions. The Chair thanked the EHT for her updates.

9. Chair's Items

9.1 Governors Strategic Improvement Plan (GSIP)

The Chair said following today's Strategy event day discussion she will update the GSIP and circulate**. Action: Chair.**

9.2 Chair Elections

The Chair thanked all for voting her to be Chair of the FGB for a further year. As part of succession planning going forward she asked governors to give thought to putting themselves forward to be elected as Chair from September 2025, or as Chair Elect to work alongside the Chair, prior to taking over as Chair from September 2026.

9.3 The Chair thanked governors for taking on accepting additional tasks.

10. Policies for approval

10.1 The FGB received the Policies listed below as circulated in advance of the meeting. The Chair asked for any changes to be highlighted on all policies so easy to track and asked if anyone has any questions.

- Admissions policy – **Agreed**
  Discussion took place regarding faith and no faith children's admission. The EHT explained the criteria applied.
- Child protection and safeguarding policy - **Agreed**
- Behaviour policy – **Agreed**
- Complaints policy – **Agreed** subject to the Chair sharing with LDBS and reviewing comments received from AS.
- Appraisal policy – **Agreed**

(AS joined the meeting)

11. Governor visits, development, and training

11.1 Single Central Register: The Chair reported she checked the Single Central Register on 25th September 2024, all is up to date the school has a very good systems in place and wished to record a Thank You to Leah and the team for all the hard work they do with regards to safeguarding.

11.2 EYFS Forest school: MR updated she visited EYFS and Forest school and was very impressed, the children were well engaged, carrying out independent purposeful activities and she saw displays linking to the outdoors. A report on the visit has been submitted to the Chair to review. Thank you to Miss Cooper and all of the EYFS Team.

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11.3 Sustainability/Site Presentation by Year 4 children will be provided at the next meeting. **Action: Clerk agenda item.**

11.4 MR updated she attended Performance Management Training.

11.5 The Chair said she needs updated password to log-in to new training system. Clerk to check if HEP can assist.

12. Any Other Business

12.1 Safeguarding report

The FGB received the Safeguarding report shared in advance of the meeting.

Q: A governor asked about the support for staff that have to deal with safeguarding issues, what is the provision, do they have the time how is the workload reduced. **A:** HoS explained not just one person would deals with the safeguarding issues as there are 5 members of SLT trained as DSLs it is spread out, supervised, and discussed.

The HoS reported gave a verbal update on the number of referrals since September.

The FGB thanked the HoS for her update.

13. Dates and Times of next meeting

13.1 The Chair updated the 2024/25 meeting dates have been circulated to all to place in their diaries. If anyone is unable to attend a meeting to provide any relevant updates in advance.

13.2 It was confirmed the next FGB meeting will be held on Wednesday 11 December 2024 at 7pm, on Zoom.

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

Signed (Chair) Cordelia Brown Date 11/12/2024

Cordelia Brown

ACTIONS LIST

Item	Action	By whom
3.4	Governors to review/sign Code of Conduct & Annual Declaration of Interest form on Governor Hub as read and understood**.**	
7.1	For the Learning Fund check what the Charity Commission has in place in relation to Conflict of Interests and Financial Reserves policies and put drafts together for FGB consideration.	**CS**
11.3	Sustainability/Site Presentation by Y4 children will be provided at the next meeting.	**EHT, Clerk**