



**ST MICHAEL'S CE PRIMARY SCHOOL**  
**MEETING OF THE FULL GOVERNING BODY**  
**At the School**  
**Wednesday 20<sup>th</sup> September 2017 at 7pm**

**MINUTES**

**Part 1**

| <b>Local Authority Governor (1)</b>   | <b>Staff Governors (1)</b>                 | <b>Parent Governors (2)</b>   |
|---|--|---|
| *Vidhi Gupta (VG) (19-09-21)  | *Frances Sorapure (FP) (21-11-20)          | Matthew Kerr (MK) (07-04-19)<br>*Cordelia Brown (CB) (07-04-19)   |
| <b>PCC (2)</b>  | <b>LDBS (2)</b>                            | <b>DEANERY SYNOD (2)</b>  |
| *Jonathan Murphy <b>VICE CHAIR (joint)</b> (JM) (11-04-19)<br>*Mark Dailey (09-11-20)                                 | *Lucy Clarke (LC) (03-05-20)<br>VACANT (1) | *Adam Zombory-Moldovan, <b>VICE CHAIR (joint)</b> (AZM) (26-11-18)<br>*Adam Garfunkel, <b>CHAIR</b> (AG) (12-05-19) |
| <b>EX OFFICIO (2): FOUNDATION and HT</b>  |  | <b>ALSO PRESENT</b>   |
| *Reverend Kunle Ayodeji <b>Ex Officio Foundation</b> (KA)<br>*Geraldine Gallagher <b>Ex Officio Head Teacher</b> (HT) |  | Michele de Broglio, Clerk   |
| *denotes governor present<br>+denotes apologies received  |  |   |

|  |  |
|--|--|
| <p><b>1. Opening prayer, welcome and apologies for absence.</b></p> <p>1.1 The meeting started with an opening prayer led by Reverend Kunle Ayodeji.</p> <p>1.2 The Chair welcomed everyone to the meeting and governors, particularly Reverend Kunle Ayodeji, the newly appointed vicar of St Michael's and new Ex Officio Foundation Governor, and Vidhi Gupta, nominated by Haringey Council to be considered as an LA Governor (attending as an observer up to Item 4 when her selection would be considered). They both introduced themselves to Governors.</p> <p>1.3 Governors NOTED that no apologies had been received from MK.</p> <p><b>2. Declaration by Governors of Interest Pecuniary or Otherwise in Respect of Items on the Agenda.</b></p> <p>2.1 No Interests were declared in items on the agenda.</p> |  |
|--|--|

|  |                              |
|--|------------------------------|
| <p><b>3. Election of Chair and Vice-Chairs for the 2017/18 academic year and decision regarding periods of office.</b><br/> <u>Terms of Office for Chair and Joint Vice Chairs:</u> Governors AGREED that the terms should continue to be for a period of one year.</p> <p><b>(The Clerk took over as Chair of the meeting)</b><br/> <u>Election of Chair:</u> The Clerk asked if there were any nominations and Adam Garfunkel was nominated by MD. This was seconded FS. There being no other nominations or expressions of interest, AG confirmed that he would like to stand and Governors unanimously AGREED to appoint him as Chair for a second term.</p> <p><b>(AG took over as Chair of the meeting)</b><br/> <u>Election of Vice Chair:</u> JM was nominated by LC and this was seconded by MD, and AZM was nominated by AG and seconded by CB. Both nominees stated that they would like to stand as Joint Vice-Chairs. Governors AGREED that having joint Chairs had worked very well last year and that this arrangement should continue. and unanimously AGREED to appoint JM and AZM as JOINT Vice Chairs for a second term.</p> <p><b>4. Appointment of new LA Governor</b></p> <p>4.1 The Chair stated that the LA (Haringey Council) had approved its appointment of Vidhi Gupta as an LA Governor and she had been nominated by the LA to be considered as LA Governor for St Michael’s. He explained that all candidates initially put forward by the LA as potential nominees had been considered by himself and HT. Having met with VG they were very happy with her and felt she would be a very suitable LA Governor. VG was invited to say a few words about herself and informed governors that she is a local resident, had lived abroad and now works as a strategy consultant in financial services, and wants to use her experience and skills to assist the Governing Body. There were no questions from Governors and she left the room whilst a decision was reached. Governors unanimously APPROVED her appointment as LA Governor and she was invited back into the room and informed of this decision. Her term will run for a period of four years with immediate effect.</p> <p><b>5. Annual Register of Interests and Publication of Governor’s Details</b></p> <p>5.1 Individual Declaration of Interests Forms and the Annual Register of Interests were completed by all Governors present to be filed at the school. The Clerk will chase up MK to ensure that he also completes a form and returns it to the Headteacher who will need to ensure that his details are entered on the Annual Register.</p> <p>5.2 The Clerk also reminded Governors that the Annual register needs to be published on the school’s website and entered on ‘Edubase’.</p> <p><b>6. Membership of the Governing Body, Committees and Link Governors.</b><br/> To review and update membership of the Governing Body: Governors NOTED that there is now only one vacancy, for LDBS Governor</p> <p><b>a)</b> A Review of membership of the Committees for 2017/18 and ensuring provision for Pay Committee, a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee and Staff Appeals Committee and a panel to carry out the Headteacher’s Performance review in 2017/18)<br/> <i>On the advice of the HT Governors AGREED that membership of the Pay Committee and Headteacher’s Performance Review Panel should be agreed at this meeting: They AGREED to APPOINT MD and JM to the Pay committee.</i> The Clerk advised that the current terms of reference probably require three governors on the committee and she will confirm the required number to the Chair tomorrow.</p> | <p>Clerk/MK/HT</p> <p>HT</p> |
|--|------------------------------|

|   |          |
|---|----------|
| <p><i>Governors AGREED to appoint AZM, LC and AG to the Headteacher's Performance Review Panel.</i></p> <p><i>Governors also AGREED that membership of Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee and Staff Appeals Committee Committees will be determined as and when necessary.</i></p>  | Clerk    |
| <p><i>Governors then AGREED to DEFER membership of Governing Body Committees and Working Groups to the next full Governing Body meeting, after the Review of the Governing Body's Committee Structure has been discussed at the Governors' Day on the 27<sup>th</sup> September 2017, and any changes to the Committee Structure have been agreed at the next full Governing Body Meeting in October.</i></p>   | Chair/HT |
| <p><b>b) Governors AGREED to DEFER the appointment of a Chair of the Fundraising Working Group and Noted that each Committee will appoint its Chair at its next meeting after any changes to the Committee Structure have been agreed in October.</b></p>   |          |
| <p><b>Governors AGREED that the following will be also be DEFERRED to the next full Governing Body meeting in October:</b></p>  | Chair/HT |
| <p><b>c) To agree to review the list of functions to be delegated to Committees and individuals by the Governing body at the next Full Governing Body.</b></p>  | Chair/HT |
| <p><b>d) To Agree the terms of reference for the Governing Body, Fundraising Working Group and Committees.</b></p>  |          |
| <p><b>e) To review Link Governors: Governors will review Link Governors at the next meeting and AGREED in the meantime to appoint KA as Christian Ethos Lead and</b></p>  |          |
| <p><b>7. Governors' Role Profile and Code of Conduct (circulated)</b></p>   |          |
| <p><b>7.1</b> Governors were advised by the clerk that changes had been made to the document provided by the LA this year and these are highlighted in red. The Chair reminded Governors that the existing Code adopted by the Governing Body makes allowance for governors to set up and participate in the Fundraising Working Group and these changes need to be reflected in the new Code. <i>It was AGREED that since the information that needs to be inserted may also vary, once the new committee structure has been discussed and approved, this item should be deferred to the next meeting. The revised and updated Code will need to be agreed and signed by each governor at the next Governing Body Meeting.</i></p> | Chair/HT |
| <p><b>Main Business:</b></p>  |          |
| <p><b>8. Minutes of the previous meeting (12/07/17) and Matters Arising.</b></p>  |          |
| <p><b>8.1</b> <i>The Minutes were APPROVED as an accurate record and were duly signed by the Chair for filing at the school.</i></p>  |          |
| <p><b>8.2</b> Matters arising: Item 8.2 – All Governors were reminded of the need to arrange to provide a photo for the website and a short biography of themselves. It was AGREED that all Governors should also review their biographies and update them. These should be sent to HT as soon as possible.</p>   | ALL      |
| <p><b>9. First quarter budget monitoring (Circulated)</b></p>   |          |
| <p><b>9.1</b> The Headteacher presented this item and informed governors that expenditure is largely on track. The following were brought to their attention and NOTED:</p>   |          |
| <p><b>9,2</b> Recommendations made by the Teachers' Pay Review Body were accepted by the Government and Teachers on the main pay scale will get a 2% pay rise. We had 1% increase in budget so it's an extra 1% that was not budgeted for and only on mainscale teachers not UPS or Leaders. Estimated to be approximately £5-£6k additional cost for 2017-18</p>   |          |

|   |              |
|---|--------------|
| <p>This will impact on the budget as the pay increase had not been agreed or included at the time it was set by Governors. This is likely to result in an overall increase of 5% in the budget.</p> <p>9.3 There is a shortfall of income from the market of £3,540 compared with the projection included in the budget.</p> <p>9.4 Pupil Premium Income is higher than budgeted for.</p> <p>9.5 Council tax for both flats and energy bills for Flat 3 were included in the budget but as one of the flats has now been designated as 'educational' a refund has been applied for.</p> <p>9.6 The School Improvement SLA expenditure is for Mike Thompson, not the LA.</p> <p>9.7 An existing TA vacancy is being covered by Agency staff and expenditure is higher than budgeted for.</p> |              |
| <p><b>10. SES and LIP (Learning Improvement Plan) discussion and approval</b></p>   |              |
| <p><b>(Circulated)</b></p>  |              |
| <p>10.1 Senior Leadership Team (SLT) met with Mike Thompson, an Ofsted Trained Inspector, to discuss the school's strengths and areas for development, and they then completed the Self Evaluation (SES) based on the supporting evidence and school performance data.</p>  |              |
| <p>10.2 The Areas identified for development are fed into the Learning Improvement Plan (LIP) and these in turn feed into all staff members' objectives, including those of teaching and non-teaching staff.</p>  |              |
| <p>10.3 The Chair also had input into this and spent half a day with SLT looking at the self - assessment and identifying strengths and areas for development.</p>  |              |
| <p>10.4 The Chair commented that it was a great achievement to be thought of as an 'Outstanding' school and stated that the SLT's assessments are accurate and that they are very good at judging performance of the school. At the last inspection, the only difference related to an assessment of 'behaviour' of the children.</p>   |              |
| <p>10.5 <i>A governor asked what had improved since the last inspection? The Headteacher stated that a lot had improved, including, new and revised practices and procedures as well as the school environment. There have been big as well as incremental improvements in teaching, Teamwork and clear structures, have contributed as well as work undertaken on the ethos and key values of the school. FS added that the data sets are very good along with the evidence being relied on.</i></p>   |              |
| <p>10.6 <i>A governor asked how often SLT has met with the external adviser? Once a year when the SES and LIP are reviewed He will also be attending the Governors' Day next week.</i></p>  |              |
| <p>10.7 <i>A governor asked how the school's performance is monitored? All staff, including teaching staff are set targets and then have performance reviews. Leadership and management also includes 'Governance' and an assessment and review of the Governing Body's Performance. The clerk reminded governors that Ofsted now also check the contents of the school website, and the importance of ensuring that all the required information has been uploaded as schools have been marked down where information has been lacking.</i></p>  |              |
| <p>10.8 <i>The Chair stated that the standard, quality and consistency of learning is excellent, enabling children to review their own learning and to have an understanding of what is needed for them to improve. The expectations are very clear.</i></p>  |              |
| <p>10.9 <i>A governor asked about communication with parents and how the results of these assessments can best be communicated? The Chair has added some information to the website about the Ofsted rating. This was discussed and Governor AGREED it would be useful to communicate the focus of planned improvement and the current evaluated status. The Chair will talk to Mike Thompson about the context and format</i></p>  | <p>Chair</p> |

|  |   |
|--|---|
| <p><i>that this might include. Thought will also be given as to how this could be feedback to children in a version for pupils.</i></p> <p>10.10 The Chair thanked the Headteacher, SLT and all staff for their hard work.</p> <p>10.11 <b>The SES and LIP were both APPROVED by the Governing Body.</b></p> <p><b>11. Governors' Day in September</b></p> <p>11.1 Governors' Day will take place as planned on Wednesday 27<sup>th</sup> September in the House on the school site, from 2.30pm until 8pm. Governors discussed the format and arrangements for this.</p> <p>11.2 The Day will be a development day aimed at producing a three- year plan for the whole school, with priorities set for each of the three years.</p> <p>11.3 The Chair outlined the proposed format for the day:</p> <ul style="list-style-type: none"> <li>• The context, taking account of the current political climate.</li> <li>• A Brain storming exercise.</li> <li>• Focus on the main ideas resulting from the brainstorming</li> <li>• A review of Governance and FGB Committee Structure, with discussion and agreement on the way forward</li> </ul> <p>11.4 In previous years the, Governors' Development Day had looked at areas of governance and leadership which fed into the Governors' Development Plan that focused on the key 3 priorities. The Chair will recirculate this. The issues that will be focused on this time, in order to develop a 3-year plan will be:</p> <ul style="list-style-type: none"> <li>• The Budget</li> <li>• Premises</li> <li>• Teaching and Learning</li> <li>• Pupils Outcomes</li> <li>• Links with the local community</li> </ul> <p>Governors were asked to send any ideas they have about format or content of the day to be sent to AG.</p> <p>11.5 <i>A governor asked if the development plan will be sent to parents and staff? The intention is to send it to staff in the first instance, with a version to be shared with parents at a later date.</i></p> <p>11.6 <i>A question was asked about how the issues raised will be captured and the consensus was that a facilitator will be needed to co-ordinate the session on the day to ensure that the Chair and Headteacher can participate fully on the day and ensure that a plan for the way forward can be committed to by all who attend. This will be arranged if possible.</i></p> <p>11.7 <b>The Clerk Reminded governors that whatever decisions are made by Governors on the day will have to be Approved by the Full Governing Body in October, particularly the 3-Year Plan and any changes to the Governing Body Committee Structure and ways of working.</b></p> <p><b>12. Policies:</b></p> <p>a) Whistleblowing Policy (Circulated) – LC had worked on amending the Council's Model Policy and incorporating elements of the current policy, including the spirit of the current policy and recognising that St Michael's is a Church School. The Main changes incorporated in the new version, includes the Vicar of St Michael's as someone to whom s disclosure may be made, and including LDBS as a source of advice on handling disclosures and implementation of the policy. <b>Governors were asked to send any comments to LC as soon as possible with a view to approving the policy at the next meeting in October. In the meantime, LC stated there is still an issue about the "Confidentiality Code" referred to in the Council's model Policy, not having been received by the</b></p> | <p></p> <p></p> <p></p> <p>Chair</p> <p></p> <p>All</p> <p></p> <p>Chair/HT</p> <p>Chair/HT</p> <p></p> <p>All/LC</p> |
|--|---|

|   |          |
|---|----------|
| <p><b>school although the clerk had chased this up with Governors Services who had in turn asked Human Resources some months ago. It is required to be made available to all members of staff. The clerk and Headteacher will endeavour to obtain a copy of this document</b></p> <p>b) Pay and Performance Management policies (Circulated) – Both of the policies were APPROVED by the Governing Body.</p> <p>c) Admissions Criteria Review – Governors AGREED that the latest had been thoroughly reviewed and amended by Governors Earlier in the year, in January and that they are happy with the existing policy. Governors AGREED to re-APPROVE the same policy for 2018/19 admissions.</p> <p>d) Policy Reviews – the headteacher will circulate the Document listing all the school's policies, and the dates on which they were last approved, to governors for consideration at the next meeting in October.</p> <p>e) Annual Planner (Circulated) – Governors stated that this document would be very useful in planning the work of the governing Body and its Committees and in setting agendas for future meetings.</p> | Clerk/HT |
| <p><b>13. Headteacher's Report (verbal)</b></p> <p>13.1 Premises: various works and repairs were carried out over the summer, identified in the Premises Improvement Plan, including refurbishment of the pavilion, widening the footpath to KS2 and fencing in Early Years. There was a Summer Club letting to Premier Sport and work carried out by the IT support team</p> <p>13.2 Branding:</p> <p>a) New Uniform: A focus group was held with the class reps meeting with the HT, and parents were given I Pads with photos of pupils wearing different uniforms under option. The reps rated their satisfaction with each of the options and the outcome was to adopt navy and white knitwear with silver piping and logo, with other items available from supermarkets. Suppliers now need to be sourced and costs ascertained. The new uniform will be introduced from September 2018 with a 2 Year transition phase.</p>   |          |
| <p><i>Governors raised the issue of no logo being on view in warmer weather when knitwear won't be worn. They were informed that it may also be possible to have the logo on the polo shirts but this will depend on the costs quoted.</i></p> <p>b) Letter Head: <b>this was discussed and Governors AGREED to retain the purple in the logo.</b></p> <p>c) Website: There have been a lot of pages to write and more information is needed. A meeting will be held with those responsible for the website next week. In the meantime, the Headteacher thanked AG and his wife for all their assistance.</p> <p>d) Signage: Governors AGREED that this should be discussed by the Premises Committee in the first instance and it will make recommendations to the Full Governing Body on the way forward.</p>   | HT       |
| <p>13.3 Staff Profile: Information was distributed in the meeting, showing details of all staff allocated to classes from the nursery up to year 6. The Head Teacher drew attention to the Part-time SEN Leader, three apprentices with another hoping to be recruited, and the NQTs. A lot of time has been spent on induction and settling in this term.</p> <p><i>The NQTs are being trained within the School and FS is leading on delivery of the training package and sharing good practice across the Learning Network. A governor asked how many of the staff are new? Nine in total, which is more than last year and has created a bit more of a challenge for the school timewise. Governors asked if this could be reviewed later in the year with an update on how the year this is going.</i></p> <p>Due to shortfall in mid day meal supervisors SLT are continuing to provide lunch</p>   | HT/AZM   |
|   | HT       |

|  |                       |
|--|-----------------------|
| <p>time cover with a view to moving away from this.</p> <p>13.4 EYFS. Information was distributed in the meeting about the options taken up by parents for Nursery hours, including take up and vacancies. Governors were informed that all fees due have been paid. Asked how delivery of the additional hours is going, the headteacher said it was going well but staff have to supervise access at all points.. <b>This will be looked at by the Committee responsible for premises and if sufficient income is raised it may be possible to carry out capital improvements.</b></p> <p>13.5 School Roll: There are 18 vacancies and adverts have been placed in the local press. A higher number of pupils who have no English at all have joined the school. <i>A governor asked about the challenges posed by this. Some translation is needed whivch is provided by a member of staff and some children.</i></p> <p>13.6 KS2 specialist teaching is in place.</p> <p>13.7 Ofsted: will be looking at the broader curriculum rather than focussing on just Maths and English.</p> <p>13.8 Attainment: EYFS did really well, as did KS1 and KS2, with KS2 doing particularly well in reading The school also applied for Quality Marks and was awarded a Silver Eco and a Gold PE award. The headteacher thanked Mel Gittens and Michael Whiting for their work in achieving these.</p> <p>13.9 School Improvement: School to school support is being delivered via the NLC with schools carrying out reviews of each other. The Headteacher and Assistant Headteacher at St Michael's will be carrying out a review of St James' and A review of St Michael's will be carried out by Muswell Hill SLT.</p> <p>13.10 Showcase at Lauderdale House: On 17<sup>th</sup> November St Michael's will showcase artwork and have a stall throughout the day. This came about through FS making contact with Lauderdale House to talk about joint working.</p> <p>13.11 Data Protection: New regulations will be coming into force on the 18<sup>th</sup> May and the school is making preparations for this.</p> <p>13.12 The Chair thanked the Headteacher for this informative report.</p> <p><b>14. Reports from Committees, Working Groups and Lead Governors:</b></p> <p>14.1 <u>Premises Committee</u>: The Current Committee Chair, AZM reported that the Committee had met on the 6<sup>th</sup> July 2017 and that minutes would be made available to governors. The Committee had planned works to be completed over the summer and the Chair recently took a tour with the Site Manager to look at the works that had all been successfully completed. He also reported that a substantial part of the capital budget has now been spent. He thanked the Site Manager, Troy, for a successful summer. The Committee will be meeting again this term.</p> <p>14.2 <u>Fundraising Working Group (MD)</u>: This has met twice since the last Governing Body Meeting and members of the working party will be attending parents' evenings and meetings with parents. They have started work on an Investors Pack and good progress is being made in look at potential corporate donors.</p> <p>14.3 <u>Inclusion Lead (CB)</u>: CB will be meeting the Inclusion Leader next week to review plans and follow up from the meeting held with a group of parents in the summer term. Individual meetings are being offered to some parents to follow up on issues raised. <i>The Chair expressed his gratitude to CB for the support she is able to offer. In answer to a question from a new governor CB explained the role and remit of Inclusion lead governor.</i></p> <p>14.4 <u>Safeguarding Lead (JM)</u>: JM reported having updated his training on 'Prevent' and 'Safeguarding'</p> <p>14.5 <u>Finance Lead (MD)</u>: No update</p> <p>14.6 <u>Curriculum and Assessment Lead (MK)</u>: MK's report of his meeting with relevant</p> | <p>Premises Cttee</p> |
|--|-----------------------|

|  |                        |
|--|------------------------|
| <p>staff is still outstanding and the clerk has chased him up.</p> <p>14.7 <u>Admissions Lead (CB)</u>: Nothing to Report.</p> <p>14.8 <u>Christian ethos Lead (KA)</u>: see Item 6 e) above.</p> <p>14.9 <u>Communications Lead (MD)</u>: No Report.</p> <p>14.10 <u>STEM Lead (AZM)</u>: No Report</p> <p>14.11 <u>Governors' Development Plan</u>: No Report.</p> <p><i>Adam Zombory-Moldovan left the meeting</i></p> <p><b>15. Chair's Report</b></p> <p>15.1 The Chair had nothing to report.</p> <p>15.2 He stated that he usually attends Year group meeting but will be away on this occasion, in the first week of October and won't be able to do the presentation. MD agreed to be there instead and will liaise with the Headteacher.</p> <p><b>16. Governors Visits, Development and training.</b></p> <p>a) Receive reports from governors who have undertaken monitoring visits to the school – no reports for this meeting.</p> <p>b) Receive feedback from governors who have attended training courses since the previous meeting – None for this meeting.</p> <p>c) Development and training: the training programme has been sent to Governors and new governors will be informed of Induction sessions. The Governors' Development Plan will be circulated.</p> <p><b>17. Any Other Urgent Business Items</b></p> <p>17.1 None</p> <p><b>18. Future Meeting Dates</b></p> <p><b>Governors' Day: Wednesday 27<sup>th</sup> September:</b> 2.30pm – 8pm at the School.</p> <p><u>Meeting Dates 2017/18:</u> The Governing Body AGREED to continue to meet at the School on Wednesdays at 7pm on the dates circulated to all governors.</p> <p><u>Next Meeting: 7pm on Wednesday 18<sup>th</sup> October at the school.</u></p> <p><u>Committee and Working Group Meetings:</u> Governors Noted that dates and times meetings will be agreed once the Committee structure has been reviewed.</p> <p><b>19. Review of the Meeting</b></p> <p>Governors agreed to move on to part 2 because of pressure on time.</p> <p>Parts 1 and 2 of the meeting concluded at 9.25pm</p> <p>..... Date .....</p> <p>Chair of Governors (Adam Garfunkel)</p> | <p>MD/HT</p> <p>AG</p> |
|--|------------------------|