



**ST MICHAEL'S CE PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
WEDNESDAY 21st MARCH 2018 AT 7.00 PM**

PART 1 MINUTES

Local Authority Governor (1)	Staff Governors (1)	Parent Governors (2)	
+Vidhi Gupta (VG) (19-09-21)	*Frances Sorapure (FP) (21-11-20)	+ Matthew Kerr (MK) (07-04-19) *Cordelia Brown (CB) (07-04-19)	
PCC (2)	LDBS (2)	DEANERY SYNOD (2)	
+Jonathan Murphy VICE CHAIR (joint) (JM) (11-04-19) *Mark Dailey (09-11-20)	*Lucy Clarke (LC) (03-05-20) VACANT (1)	+Adam Zombory-Moldovan, VICE CHAIR (joint) (AZM) (26-11-18) *Adam Garfunkel, CHAIR (AG) (12-05-19)	
EX OFFICIO (2): FOUNDATION and HT		ALSO PRESENT	
*Reverend Kunle Ayodeji Ex Officio Foundation (KA) *Geraldine Gallagher Ex Officio Head Teacher (HT)		Niki Purvis, SBM Saru Balakrishnan, Clerk	
*denotes governor present +denotes apologies received			
ITEM NO.	SUBJECT/DECISION		ACTION BY
1.	Opening Prayer, Welcome and Apologies for Absence.		
1.1	The meeting started with an opening prayer led by Reverend Kunle Ayodeji.		
1.2	The Chair welcomed everyone to the meeting and noted that apologies had been received in advance from Adam Zombory-Moldovan, Jonathan Murphy, Vidhi Gupta and Mark Kerr.		
2.	Declarations of Interest in Respect of this Meeting		
2.1	None.		
3.	Minutes of Previous FGB held on 24th January 2018		
3.1	The Minutes of the previous meeting were agreed for the Chair's signature and school to file.		
4.	Matters Arising from previous FGB meeting		
4.1	GG and KA have signed the Highgate contract.		
4.2	AG to write to SBC re disappointment with the service provided on the catering procurement process – GG to provide specific details to AG.		AG/GG
4.3	6.7 Governors to write inviting parents to join the Fundraising Group, not GG.		
<i>Niki Purves jointed the meeting at 7.15pm</i>			
5.	GDPR		
5.1	NP has been to training on GDPR at Haringey and LDBS. The training at LDBS was very good.		
5.2	A Data Protection Officer will need to be appointed. LDBS are offering this service which is judged to be the best value for money. The school will do its own audit using an LDBS template. The cost for LDBS is £1k p.a. LDBS recommend the school appointing a Lead Team which would consist of the HT, SBM, Lead Governor, IT and someone from SEN. Governors AGREED that the school should proceed with LDBS. LC will be on the Lead team.		



6.	Policy for review - Finance	
6.1	There are minor amendments to the policy which was AGREED by Governors.	
7.	SFVS	
7.1	Governors AGREED the SFVS subject to the following amendments, correct Vidhi Gupta's name, change the five-year projection to a three-year projection. ACTION.	SBM
8.	Budget	
8.1	MD spent time at the school this morning discussing the budget. NP advised that the school has closed the year end as Haringey brought the date forward from 31 March to 16 March. The final accounts need to be submitted this Friday, 23 March.	
8.2	From an initial assessment of the accounts NP estimated £30k surplus which is good news as the predicted surplus was £20k.	
8.3	A lot of the income streams were at variance with predicted levels such as the nursery because the school did not know how many would sign up for the provision. The Nursery has proved very popular.	
8.4	There have been a few overspends which have been mostly on agency staff.	
8.5	A benchmarking paper was circulated at the meeting which shows that the school is providing good value for money: spending less than similar schools and performing above average in all areas except Writing.	
8.6	The proposed staffing profile for 2018-19 will cost more than it did in 2017-18 because we are going to employ more TAs than apprentices. On reflection, apprentices have been good for the school and budget but their recruitment requires a large time investment and they need a lot of support particularly when they start. They are also only with us for one year. So to form more stability in the classroom and across the school, we will employ more TAs, who generally stay longer with the school.	
8.7	The draft budget for 2018-19 means that the school would break even with no contingency.	
8.8	As there will be no more funding from central Government the neds to consider where a contingency will come from each year, which is either: <ul style="list-style-type: none"> • extra income, or • reserves. 	
8.9	Additional spending on TAs would be a good use of money as it improves learning. This model would improve attainment and morale. Governors asked about the proposed support staff costs per pupil of £1,038 which is 20% more than schools like us. GG advised that the benchmarking is two years older than our new budget, which includes the salary increase of 3%. And our pupil profile has changed with an increased number of pupils with no English and increased numbers with additional needs.	
8.10	A separate discussion would be had about using surplus if and when needed. Governors asked if the school is confident that it can recruit good TAs. Yes, the school has identified the profile for finding good TAs and has been successful to date.	
8.11	They can train for HLTA here and they have very good working conditions leading to retention. Governors AGREED the proposal which should be kept under review. HT to provide a report to Governors on recruitment at the September meeting. ACTION	Clerk Agenda HT
<i>NP left the meeting at 8.25pm</i>		



<p>9. 9.1 9.2 9.3 9.4</p>	<p>Fundraising MD circulated two papers at the meeting, the communications strategy which was worked on by Abby Samuel and a paper giving recommendations to apply for the Garfield Weston Anniversary Fund which was worked on by Rob Bahns who has given apologies for tonight's meeting. The deadline for applying for this fund is June and Governors AGREED that this should be applied for next year and that if the bid was successful the money could be used for improving classrooms. The Governors Fund could invest in someone to write the grant application and this should be considered further at the Governors Fund meeting. ACTION Governors asked about the positioning section in the paper which should be used for communications with parents. Governors AGREED that the Fundraising Group needs two more people and that applicants will be interviewed. MD to email the two papers circulated at this meeting to the Clerk to circulate to Governors not present at today's meeting. ACTION Governors gave thanks to RB and AS for their work on the Fundraising Group.</p>	<p>Governors Fund Agenda MD/Clerk</p>
<p>10. 10.1 10.2 10.3 10.4 10.5 10.6</p>	<p>SEND Papers were circulated in advance. CB advised that the article from NASENT is useful and sets out clearly what Governors need to know on SEND. CB met with Linda Kennedy and they picked six key questions. Governors to keep these papers for information and refer to them when needed. The other papers circulated in advance were for information particularly for new Governors. CB commended LK's work and the Governors gave thanks to CB and LK for preparing these papers.</p>	
<p>11. 11.1 11.2 11.3 11.4 11.5 11.6 11.7</p>	<p>Governors Self Evaluation Report LC spoke to the report which was circulated in advance of the meeting. Part 1 covers routine Governance and Part 2 covers structural changes which should be discussed outside of this meeting. Governors noted the improvements that need to be made. AG to consider how performance reviews should be conducted. It will be a light touch approach and may be done through a short questionnaire. ACTION. Governors raised the Premises key man risk and this is referred to in the report. The Strategic Working Group to discuss the strategic part of the report. ACTION Governors gave thanks to LC for her work on this useful paper.</p>	<p>Chair SWG</p>
<p>12. 12.1 12.2 12.3 12.4 12.5 12.6 12.7 12.8</p>	<p>Headteacher's Verbal Report The school had a SIAMS inspection which went very well, it was good to celebrate the contributions from all staff towards this achievement. The report arrived today and GG will circulate to Governors. ACTION The school will be having a STEM week this term. As part of our NLC Muswell Primary will review our school next week. GG and FS will review St James on 25/4/18. GG met with the person from the Wellbeing programme who will be conducting the first survey on 8 May with a view to commencing the programme in September. Four pupils are on EHCPs. One is going to Panel on Thursday and two applications are in progress. The school managed to keep open during the recent snow days- Thank you to all staff for enabling us to do so. GG went to Highgate to look at their 10-year premises plan. We have had Parents Evening and a successful Pantomime. On the last day of term we will have an Easter Parade as we walk to Church for service at 9.30am</p>	<p>GG</p>

12.9	The Y4 Flatford residential trip is first week of Summer term.	
12.10	An Open Day on a Saturday will be held in early October.	
12.11	The school will be a polling station this year on 3/5/18.	
12.12	Governors said they were very appreciative of all the staff for attending and keeping the school open during the snow days.	
13.	Chair's Verbal Report	
13.1	AG asked for another Governor to attend the mid-year HT performance review which CB will do along with AG, LC and AZM.	
13.2	AG met Hannah in the office re making changes to SCOPAY. The aim is to make payments easier for parents.	
13.3	Hannah will circulate a note about the Governors' fund.	
13.4	AG declared an interest in the Highgate 10-year premises plan as he is a resident within the boundary of the plan and is part of a residents group.	
14.	Governors Visits, Development and Training	
14.1	AG visits weekly.	
14.2	KA and AG attended Parents Evening	
14.3	CB spent time with Linda Kennedy.	
14.4	MD was at the school today.	
15.	Any Other Business	
15.1	None.	
15.	Date of Next FGB Meeting	
15.1	Wednesday, 16 May 2018 at 7.00pm.	

There being no further Part 1 business, the meeting closed at 9.10pm. The Chair thanked everyone for their attendance.

Signed (Chair).....Date

List of agreed Actions

Item No.	Agreed Action	By whom
4.2	GG to provide details to AG on the SBC procurement process for catering so AG can write to them.	GG AG
7.1	Make amendments to the SFVS	SBM
8.11	HT to provide a report to Governors on recruitment at the September FGB meeting.	GG Clerk Agenda
9.1	Agenda item Governors Fund Meeting – consider investing in someone to write grant applications.	Governors Fund Meeting Agenda
9.3	MD to email Clerk the two papers on Fundraising for circulation to Governors not present at today's meeting.	MD, Clerk
11.4	AG to consider how Governors' performance reviews are conducted.	AG
11.6	Strategic Working Group to discuss the strategic part of the self-evaluation report.	SWG Agenda
12.1	GG to circulate the SIAMS inspection report to Governors.	GG



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