

**ST MICHAEL'S CE PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
WEDNESDAY 24<sup>TH</sup> JANUARY 2018 AT 7PM**

**PART 1 MINUTES**

<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) *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) *Mark Dailey (09-11-20)	+Lucy Clarke (LC) (03-05-20) VACANT (1)	*Adam Zombory-Moldovan, <b>VICE CHAIR (joint)</b> (AZM) (26-11-18) *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) *Geraldine Gallagher <b>Ex Officio Head Teacher</b> (HT)		Saru Balakrishnan, Clerk Nicki Purvis, SBM (Part)
<i>*denotes governor present +denotes apologies received</i>		
<b>ITEM NO.</b>	<b>SUBJECT/DECISION</b>	<b>ACTION BY</b>
<b>1.</b>	<b>Opening Prayer, Welcome and Apologies for Absence.</b>	
<b>1.1</b>	The meeting started with an opening prayer led by Reverend Kunle Ayodeji.	
<b>1.2</b>	The Chair welcomed everyone to the meeting and noted that apologies had been received in advance from Lucy Clarke.	
<b>2.</b>	<b>Declarations of Interest in Respect of this Meeting</b>	
<b>2.1</b>	None.	
<b>3.</b>	<b>Minutes of Previous FGB held on 22<sup>nd</sup> November 2017</b>	
<b>3.1</b>	The Minutes of the previous meeting were agreed for the Chair's signature and school to file.	
<b>4.</b>	<b>Matters Arising from previous FGB meeting</b>	
<b>4.1</b>	Two Code of Conduct forms are outstanding. CB to sign and return to the school this evening. <b>ACTION</b> LC to sign and return to the school.	<b>LC</b>
<i>NP, SBM joined the meeting at 7.10pm.</i>		
<b>5.</b>	<b>Finance 3<sup>rd</sup> quarter report including Nursery</b>	
<b>5.1</b>	NP spoke to the report circulated in advance of the meeting.	
<b>5.2</b>	The school is cautiously optimistic about being on target, there are a few variances but nothing significant. EY is doing well in terms of income with a £26k contribution from the Nursery. PP was budgeted at £22k but is now expected to be £37k. Lettings are down and the lane money has not come through from Highgate. AZM advised that this comes into the Governors fund which gives the school £23k. The Governors fund could do this now rather than the school waiting for the money. Governors <b>asked</b> if there will be further opportunities for markets. There will be but not until the Spring/Summer, NP to contact the organisers.	<b>NP</b>
<i>VG joined the meeting at 7.15pm.</i>		



	<p>Staff salaries will have a £6k hit due to the increase in main scale teacher pay TA salaries are slightly over. The Assistant Site Manager is contracted, not a salaried employee so his costs have been taken out of salaries and correctly accounted for as a contracted service. Governors thanked NP for a very clear report and the Chair asked that a higher figure is put in the budget next year for agency staff.</p>	
6.	<b>Premises Update</b>	<b>AZM</b>
6.1	AZM advised there has been no meeting since the last FGB. GG and AZM have met to progress the 10-year plan which will be brought to the next FGB. <b>ACTION.</b>	<b>Agenda - Clerk</b>
6.2	The negotiations with Highgate are nearly there. The surveyor thinks the school should ask for a slightly higher figure as the starting point for the annual fee, AZM is dealing with this.	
7.	<b>Fundraising Group update</b>	<b>Agenda - Clerk</b>
7.1	MD advised that the fundraising group is awaiting the 10-year plan to provide them with strategic direction and focus.	
7.2	The group is strong on the parent side but no stronger on the corporate side. The corporate pack is nearly ready and can be presented to Governors at the next FGB. <b>ACTION</b> The big issues are the nursery reconfiguration, the school office reconfiguration and the learning hub reconfiguration. There are five members in the group and it would be helpful to have one more member. Robert has given a lot of his time to the group. AG to mention in the next Chair's newsletter that the group is looking for someone to join with professional experience of fundraising and will ask for expressions of interest. <b>ACTION</b>	<b>AG</b>
8.	<b>Governors' strategy update</b>	<b>Agenda - Clerk</b>
8.1	AZM, VG, LC and AG are in this group. They will accelerate progress and meet a couple more times in February and have something to present to the FGB in March. GG will be part of this process. <b>ACTION</b>	
9.	<b>Policies for Review</b>	<b>Agenda - Clerk</b>
9.1	<ul style="list-style-type: none"> <li>• <b>Charging and Remissions Policy</b> – agreed, subject to the following amendment – change the line after Free School Meals to Pupil Premium. Once change has been made for the school to retain on file.</li> <li>• <b>Safeguarding and Child Protection Policy</b> – agreed subject to the following amendments: - p.22 7.2.2 take out “non-SEN” and under 7.2.3 change to pupils with self-care needs and/or SEND. Once amended, Chair to sign and school to retain on file.</li> <li>• <b>SEND Policy</b> – Tracked changes agreed, GG to finalise for Chair to sign and school to retain on file.</li> </ul> <p>CB will give a short presentation to Governors on SEND at the March FGB meeting. CB to circulate to Governors an article from the NASEN website on SEND. <b>ACTION</b></p> <ul style="list-style-type: none"> <li>• <b>Whistleblowing Policy</b> – Agreed, Chair to sign and school to retain on file.</li> </ul>	<b>CB</b> <b>CB</b>
10.	<b>LIP progress: Parent View questionnaire and Wellbeing bid</b>	
10.1	<u>Parent Questionnaire</u> The questions are those asked by Ofsted and AG has inserted additional questions, 13 to 18 which take into account the school's C of E status. Governors <b>asked</b> for the following changes to be made to the questions.	



<p><b>10.2</b></p>	<p>Remove q.13, retain q.14, remove q.15, 16, 17 and retain q.18. Add one question – are you getting the information you need about the school's ambition/direction. Governors <b>asked</b> how the survey will be sent out. It will be issued via Survey Monkey in the next couple of weeks.</p> <p><u>Wellbeing Bid</u></p> <p>The local Ward Councillor, Liz Morris has approached the school with regard to the Ward budget which allows her to allocate up to £10k. She has several things to fund out of the £10k pot so there may be around £3k available for the school. The school has identified the key risk to delivering on our strategy as staff burnout and following research has found a charity that does an assessment and provides an action plan which includes a range of services for staff to use. It would help with staff retention and future recruitment. The programme costs £6k. The deadline for the bid is the end of January. The Governors top up would be £3k plus all the VAT. Governors <b>asked</b> if the need is more with the SLT or all staff. The package would be consistent with the ethos and strategy of the school which as a VA school, is the employer of the staff and therefore owes a duty of care. Governors <b>AGREED</b> that they would top up the grant. <b>ACTION</b></p>	<p><b>AG</b></p> <p><b>AG</b></p>
<p><b>11.</b> <b>11.1</b> <b>11.2</b> <b>11.3</b> <b>11.4</b> <b>11.5</b> <b>11.6</b> <b>11.7</b> <b>11.8</b> <b>11.9</b> <b>11.10</b> <b>11.11</b> <b>11.12</b> <b>11.13</b> <b>11.14</b> <b>11.15</b> <b>11.16</b> <b>11.17</b> <b>11.18</b></p>	<p><b>HT Report</b></p> <p>GG gave thanks to the staff for all the successful events over Christmas and for getting into the school to keep it running during the snowy weather.</p> <p>The Inset day had a focus on safeguarding and more able pupils.</p> <p>There is weekly staff training.</p> <p>A member of staff, who has trained to be a Phonics Lead trainer, has run one programme and the school is looking to see if she will be able to train people from other schools.</p> <p>British Values are taught in the curriculum but it was felt that it needed to be more explicit. FS put together a British Values week and speakers came in to give the children a better understanding of what they are.</p> <p>There will be lesson observations this week and next. GG will report on this at the next FGB.</p> <p>Governors Fund – there is £10k to do work on the EY outdoor area and Felicity Robinson will advise and work with the school</p> <p>AG and GG meet weekly.</p> <p>The school held a Special Assembly at which the two pupils in Y5 who won a competition made a presentation to the school.</p> <p>SMSA have had successful events and I attend their meetings</p> <p>Smaller works will be done over the half term.</p> <p>H and S audit is on 5 February 2018.</p> <p>Upcoming events are given in the newsletter.</p> <p>ESafety week is the week after half term.</p> <p>Next week MK and his wife, both secondary teachers, will be coming in to do a talk on digital safety which will be held in the evening. There has been an overwhelming response from parents.</p> <p>STEM week is 5 March.</p> <p>Highgate Neighbourhood Forum has a week of events in the summer which the school would want to be involved in. GG will keep Governors updated.</p> <p>The school is due a C of E SIAMs inspection, it has been five years since the last one.</p>	<p><b>Clerk</b> – <b>Agenda</b> <b>Feb 2018</b></p>



<p><b>11.19</b> <b>11.20</b>          <b>11.21</b></p>	<p>The school is due an Ofsted inspection, it has been three years since the last one.</p> <p>School Branding, the next step is to agree the school's uniform. A wider focus group was involved and the preference was for navy and white.</p> <p>There are a lot of variations in costings, the school has contacted three suppliers. The knitwear is the most expensive piece. The decision governors need to make is whether the polo shirt will be plain or branded. Branded would be within the price range parents agreed to pay. Governors agreed the polo shirt would be branded a.</p> <p>The new uniform will be introduced from September 2018 with a two-year transition.</p> <p>Governors <b>asked</b> that the school discuss with the SMSA holding used uniform sales.</p> <p>Governors <b>AGREED</b> the new items of school uniform.</p> <p>Catering bids – the school has employed a schools buying club to assist with the procurement process. The school met five bidders last week and collectively decided on proceeding with two and getting references. However, it has been noted that one of the bidders has missing information. The school buy in club will ensure that their information is complete so that they can be properly considered. GG will notify Governors of recommendations by email as the change needs to take effect in April 2018.</p> <p>Governors <b>asked</b> if the school meal price is fixed and if FSM covers the cost. Yes, the school is charged £2.23 and the funding is £2.30. MD to do a summary email to Governors with the recommendations, <b>ACTION</b></p> <p>Governors <b>asked</b> how long the contract is for.</p> <p>Three years with an option to renew annually thereafter for two years.</p> <p>Governors <b>asked</b> about current catering staff.</p> <p>If another company is chosen there will be a TUPE transfer.</p>	<p><b>MD</b></p>
<p><b>12.</b> <b>12.1</b> <b>12.2</b>          <b>12.6</b></p>	<p><b>Chair's Report</b></p> <p>AG and GG are working on the Parent survey and the Ward application.</p> <p>The Chair attended two confirmation services with pupils, one at St Augustine's and one at St Michael's.</p> <p>The Chair was in Church on Christmas day for Kunle's first service which went very well.</p> <p>The Chair has had some correspondence with parents.</p> <p>There is a vacancy for an LDBS Governor and this may be filled by the Vicar at St Augustine's, Peter Vanzozi, who is a very experienced governor and would be delighted to join the Governing Body at St Michael's. Governors <b>AGREED</b> to this approach. AG will progress the invitation to PV through the Archdeacon. <b>ACTION</b></p> <p>The school needs to ensure it is Ofsted ready and ensure that all paperwork is up to date. Some support will be needed and a Panel of Governors will need to be identified, who would be prepared to be on the Panel during the second day of an inspection. The Panel members must also be willing to attend training sessions before the inspection. <b>AGREED</b> All Governors present at this meeting would be willing to be on the Panel subject to availability on the inspection days.</p> <p><b>ACTION</b> AG to notify LC.</p>	<p><b>AG</b></p> <p><b>AG</b></p>
<p><b>13.</b> <b>13.1</b>          <b>13.4</b></p>	<p><b>Governors Visits, Development and Training</b></p> <p>JM, Safeguarding Lead, visited before Christmas and went through the central record and the paper files with GG. JM will be visiting again this term.</p> <p>KA met with GG a couple of weeks ago to plan the Spring assemblies.</p> <p>AG has signed up for a Financial Effectiveness training course.</p> <p>JM, AG, CB, MK and Fr Peter attended Christmas lunch at the school and a number of Governors attended the end of term service.</p>	



<b>13.5</b>	CB has met with Linda Kennedy, the new Inclusion Lead	
<b>13.6</b>	KA, GG, NP and SB attended GDPR training at Haringey.	
<b>14.</b>	<b>Any Other Business</b>	
<b>14.1</b>	None.	
<b>15.</b>	<b>Date of Next FGB Meeting</b>	
<b>15.1</b>	Wednesday, 21 February 2018 at 7.00pm.	

There being no further Part 1 business, the meeting closed at 9.30pm. The Chair thanked everyone for their attendance.

Signed (Chair).....Date .....

### List of agreed Actions

Item No.	Agreed Action	By whom
4.1	Code of Conduct form to be completed, signed and returned to the school.	LC
5.2	SBM to contact market organisers re Spring Summer lettings	NP
6.1	Agenda item 10-year premises plan – February FGB	GG, AZM, Clerk – Agenda item
7.2	Corporate fundraising pack to be presented to Governors at the next – February FGB.	MD, Clerk – Agenda item
8.1	Governors strategy update to be presented at March FGB.	AG, Clerk– Agenda item
9.1	CB to give SEND presentation at March FGB.	CB, Clerk– Agenda item
10.1	Chair to amend Parent View questionnaire.	AG
11.6	HT to report to next FGB on lesson observations.	GG, Clerk– Agenda item
11.20	MD to do a summary email to Governors with the recommendations on Catering tenders.	MD
12.5	Chair to progress the invitation to Fr. Peter Vanzozi to be an LDBS Governor through the Archdeacon.	AG
12.6	Chair to notify LC re being available for Ofsted inspection and for training.	AG