



**ST MICHAEL'S CE PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
WEDNESDAY 21<sup>st</sup> FEBRUARY 2018 AT 7.00 PM**

**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
<i>*denotes governor present</i> <i>+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 Frances Sorapure. MD advised he would be slightly late to the meeting.	
<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 24<sup>th</sup> January 2018</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>	The article on SEND to be circulated to Governors in advance of the March meeting when CB will give a presentation. Chair to notify LC re Ofsted training and availability for inspection.	<b>Clerk, CB AG</b>
<b>5.</b>	<b>Premises Update – 10-year premises plan</b>	
<b>5.1</b>	AZM advised there will be a meeting next week.	
<b>5.2</b>	The deal with Highgate is almost there with contracts to be exchanged soon.	
<b>5.3</b>	AZM will need signatures from KA and GG after this meeting. <b>ACTION.</b>	<b>AZM,KA,GG</b>
<b>5.4</b>	The school will receive a lump sum when contracts are signed and an additional sum for drainage works on the footpath.	
<b>5.5</b>	The first year's rent of a 12-year period will be higher than previously. This will give Highgate guaranteed access for the next 12 years and this school guaranteed income for the next 12 years.	
<b>5.6</b>	Governors <b>asked</b> if the money can be used for other things. Traditionally this money has gone to the Governors fund which in turn provides an annual amount to the school.	



<i>MD joined the meeting at 7.20pm.</i>		
5.7	<p>There are five potential contenders for fundraising.</p> <ul style="list-style-type: none"> <li>• EYFS building re-organisation</li> <li>• Surface for sports cage and resurfacing of top playground.</li> <li>• New library and computing suite</li> <li>• Remodelling classrooms</li> <li>• New Science, Technology and Maths lab.</li> </ul> <p>Governors <b>asked</b> how much equipment and furniture is required for a new Science, Technology and Maths lab. This has not been specified yet but major equipment such as gas supply, sinks and versatile furniture will be required. Governors <b>asked</b>, in terms of surfacing, the grass next to the sports cage is only used part of the year. Has using the bottom field as an all-weather pitch been considered? No, it will either be a separate project or an escalation of this one. The sports cage should be the first consideration and then the additional work can be considered. It was noted that an expanded surface would provide lettings income.</p>	
6. 6.1 6.2 6.3 6.4 6.5 6.6 6.7	<p><b>Fundraising Group</b></p> <p>Governors asked which of the projects identified in Premises should be concentrated on by fundraising. The Fundraising group met two weeks ago and are keen to have an overall vision which they can deliver to parents and start raising money. However, to do this, they will need a nominated priority for 2018.</p> <p>It was noted that parents are more likely to contribute to improvements that will impact on the school immediately and corporations would be more willing to contribute to longer term investments. In addition, there are a number of grants which can be applied for, and Robert has identified the most promising ones.</p> <p>It was noted that it would be helpful if mobile donations could be made easier. It was <b>AGREED</b> that Mark can inform the fundraising group advising them that a survey of the school has been commissioned.</p> <p>Governors <b>AGREED</b> to prepare introductory text outlining the vision and strategy for the school's development plans.</p> <p>Governors <b>DISCUSSED</b> the request from the fundraising group for drawings. This to be discussed further at the next meeting.</p> <p>Governors <b>asked</b> what GG's priorities for the school would be and it is the re-organisation of the EYFS.</p> <p>The school will send an email asking for new parent members to join the fundraising group. will lead on parent contributions and funds. Robert to present to the next FGB.</p>	<p><b>MD</b></p> <p><b>MG/AG/GG</b></p> <p><b>Clerk-agenda</b></p> <p><b>GG Clerk Agenda</b> -</p>
7. 7.1 7.2	<p><b>Policies for Review: Admissions</b></p> <p>GG advised that Haringey will be over capacity in the near future and that they will be requesting that Community schools reduce numbers in the first instance. They may then ask VA schools to do the same.</p> <p>This school comes under the PA2 category where there is a surplus of 54 places, Governors <b>AGREED</b> that the school catchment area should be expanded. An Open Day will be held in October, flyers have been circulated and the school will ensure that local estate agents are notified of the expanded catchment area. The map on the website to be amended to show the larger catchment area. The phraseology in the Policy around the points system should be amended to state that the criteria apply in the case of over-subscription.</p>	



	<p>The school's values should be included in the Policy and it should be stated that the school welcomes applications from those who share these values. The links with St Michael's church should be reinforced in the Policy. <b>ACTION</b> GG to amend the Policy for ratification by Governors.</p>	<b>GG</b>
<b>8.</b>	<b>Learning Improvement Plan Update</b>	
<b>8.1</b>	GG advised that the quality of dialogue in marking has been enhanced. A set of questions for teachers have been created which are subject specific for different levels. The LA adviser has visited the school and said this was a good start.	
<b>8.2</b>	Observations were conducted with the LDBS adviser Teaching across the school is very good.	
<b>8.3</b>		
<b>9.</b>	<b>HT Report</b>	
<b>9.1</b>	Attendance is at 95.6% against a target of 97%. At this time of year there is a lot of sickness absence especially amongst the younger children.	
<b>9.2</b>	There are 10 in-year vacancies across the school.	
<b>9.3</b>	A paper on catering was circulated and it was noted that Harrisons have been appointed as caterers. The current incumbent is CaterLink. Governors expressed disappointment with SBC, who were appointed to conduct the procurement process. They made errors in the process which were noticed and raised by the school. <b>ACTION</b> AG to write to SBC expressing dissatisfaction with the service provided.	<b>AG</b>
<b>9.4</b>	A paper giving targets for each key stage was circulated at the meeting. Governors <b>asked</b> if this is shared with the parents. No, the results are, not the targets. Governors <b>asked</b> about the targets in 2017. They were lower, the targets are more aspirational this year. Targets were <b>AGREED</b> .	
<b>9.5</b>	The school has joined with other local schools to be part of the School Travel Network which is led by Highgate to reduce the number of cars. A teaching assistant is currently managing this	
<b>9.6</b>	Premises – fire drills are held each term and a lockdown practice was held during a lunchtime.	
<b>9.7</b>	The H&S audit went very well.	
<b>9.8</b>	The school will be a Polling Station and the arrangements will be similar to last year. The school will involve the children as it provides an opportunity to promote British Values of democracy.	
<b>9.9</b>	The EY advisor, Felicity, will be working on improving our outdoor provision in	
<b>9.10</b>	March. The SIAMS inspection will be next Tuesday, it is five years since the last one when the school received a grading of Outstanding. AG and KA will be attending the Governor interviews. Any Governors who are able to attend would be welcome.	
<b>9.11</b>	The interviews likely to be held at 1.30pm and the school will be advised of the grading at the end of the day. Training for the Ofsted inspection is in the pipeline. There have been changes to the Ofsted inspection schedule as the option to convert an S8 short inspection to an S5 full inspection which could lead to outstanding grading is no longer happening. Under the new structure a re-inspection will only take place within one to two years. The school will go ahead with the training though it was noted that inspectors will spend less time with Governors.	
<b>9.12</b>	Next week is STEM week.	



<b>10.</b>	<b>Chair's Report</b>	
<b>10.1</b>	The school has been awarded the sum of £3k from the Ward budget. The Governors fund will make this up with a further £3k plus VAT for the Wellbeing programme for staff discussed at the last FGB meeting.	<b>Agenda</b>
<b>10.2</b>	Peter Vanzozi, potential LDBS Governor, has been sent all the relevant paperwork.	
<b>10.3</b>	One strategy meeting has been held with another one scheduled for next week.	
<b>10.4</b>	AG has been reviewing Governor end dates. Further discussion is needed on succession planning and Skills Audit. <b>ACTION.</b>	
<b>10.5</b>	AG <b>asked</b> for suggestions for the newsletter and RE learning at the school was suggested.	
<b>10.6</b>		
<b>11.</b>	<b>Governors Visits, Development and Training</b>	
<b>11.1</b>	AG attended Financial Effectiveness training course at Haringey.	
<b>11.2</b>	KA and other clergy lead collective worship each Thursday	
<b>11.3</b>	CB met with a parent and has liaised with the school. MK and his wife led a digital a workshop which was well attended by over 40 parents and which received very good feedback.	
<b>12.</b>	<b>Any Other Business</b>	
<b>12.1</b>	Nikki Purvis, SBM will be attending more training on GDPR and will be presenting to Governors at the March FGB meeting.	<b>Agenda</b>
<b>13.</b>	<b>Date of Next FGB Meeting</b>	
<b>13.1</b>	Wednesday, 21 March 2018 at 7.00pm.	

There being no further Part 1 business, the meeting closed at 9.28pm. The Chair thanked everyone for their attendance.

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

### List of agreed Actions

Item No.	Agreed Action	By whom
4.1	SEND presentation to be given at March FGB	Clerk - Agenda
5.3	AZM to obtain signatures from KA and GG for the Highgate contract.,	AZM, GG, KA
6.4	Governors to prepare text introducing strategic context and intent behind development plans	MD, AG, GG
6.5	Governors to discuss requirement for drawings with the Fundraising working group agenda item	Clerk – Agenda
6.5	Fundraising presentation at next FGB	Clerk – Agenda
6.7	School to invite more parents to join the Fundraising Working Group	GG
7.2	GG to amend Admissions Policy as discussed and to be brought back for ratification at next FGB	GG, Clerk – Agenda
9.3	AG to write to SBC re disappointment with the service provided on the catering procurement process	AG
10.5	Governors succession planning and Skills Audit to be discussed further at future FGB meeting.	AG, Clerk– Agenda item
12.1	GDPR presentation to be given at March FGB	Clerk - Agenda



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