

**ST MICHAEL'S CE PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
WEDNESDAY 13TH JUNE 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) +Reverend Peter Vanzozi (PV) (07-05-22)	*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)		Nicola 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 Mark Dailey.	
1.2	The Chair, JM, welcomed everyone to the meeting and noted that apologies had been received in advance from Adam Garfunkel, Vidhi Gupta, Lucy Clarke, Matthew Kerr and Reverend Peter Vanzozi	
2.	Declarations of Interest in Respect of this Meeting	
2.1	None.	
3.	Minutes of previous FGB held on 16th May 2018	
3.1	The Minutes of the previous meeting were AGREED as an accurate record for the Chair's signature and school to file.	
4.	Matters arising from previous FGB meeting	
4.1	None.	
5.	Budget for agreement	
5.1	MD asked question about PP NP advised Governors that she will not have accurate figures for pupil premium until July and that she has best estimated this figure. Governors asked about the Admin figures which are budgeted at £8k less than was spent last year. NP advised that she has re-coded some items such as the iPads which had previously been incorrectly allocated to admin rather than IT. All income codes are now under income and some of the cost centres have been taken out and notes have been put in. Governor asked about the projections for the following two years and when accurate figures will be provided. These should be available for the September FGB meeting. ACTION Governors asked why income was shown as a negative and as a result the in-year surplus was confusingly shown as a negative. The school's finance package	Agenda NP



	produces the reports in this format but NP will look at alternative presentations to make the bottom line clearer. ACTION Governors AGREED the budget.	
6. 6.1	Proposal for ringfenced reserves A paper was circulated at the meeting for an IT project to upgrade all the interactive whiteboards and classroom pcs to enhance teaching and learning. The school has obtained three quotes which are detailed on the paper. They are all very similar and the school would like to choose the cheapest, the school has worked with them before and they are available to do the work over the summer holidays. Governors AGREED the proposal and asked that the actual figure is put in the budget. ACTION	NP
7. 7.1	GDPR update A paper was circulated to Governors at the meeting which sets out the steps the school has to take and the timescales. The Data Protection Officer, (DPO) will come into the school three times a year. Staff training has been booked in October 2018 and Governors are welcome to attend. SMSA will also be invited to attend. The audit and register will need to be kept up to date. The practice of staff taking home work on usbs will have to stop and the school is looking at Cloud based software for accessing documents.	
8. 8.1	Policies for review <ul style="list-style-type: none"> Data Protection NP advised that the Policy has been put together using the LDBS and Haringey templates. Governors AGREED the policy.	
<i>NP left the meeting at 7.36pm</i>		
9. 9.1	Parent survey report Paper giving the results of the Parent survey with suggested actions were circulated to Governors prior to the meeting Governors asked if there were any surprises in the results. Yes, the school was surprised at the response to <i>I receive valuable information from the school about my child's progress</i> with 16% of respondents scoring 1 or 2. The school has done a lot of work in this area and has had positive feedback from a lot of the parents. Governors asked how parents currently get feedback on their child's progress. This is done through Parents Evenings which are held in October and February each year when there are one on one meetings and a paper report with targets, end of year reports and ad hoc meetings Governors said there was merit in doing another Parent Survey focusing on the two areas where parents were less satisfied and that parents should be written to referring to the results with five further questions to ascertain what they think could be done better. The feedback to be considered at the September FGB. ACTION ACTION GG to liaise with MD and AG on the shorter survey before sending out to parents.	Agenda GG MD AZM
10. 10.1	Premises update Funding applications were made to LDBS and they have agreed the following funding, £50k for external decoration in the KS1 and Admin blocks and £70k for internal lighting in the KS1 and Admin blocks. The work will be done over the summer holidays. The KS2 Sports Cage will be resurfaced over the summer holiday within the cost parameters discussed at the last FGB meeting.	
11. 11.1	Headteacher's verbal report <u>Attendance</u>	



<p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p> <p>11.9</p> <p>11.10</p>	<p>The school has set an attendance target of 97% and is currently at 96%</p> <p><u>Catering</u> When the new catering contractors took over they set themselves a target to increase the take up of school meals from 270 to 300, the figure is now at 290.</p> <p><u>Events</u> A number of events have been held at the school including Footy fun day and the fun run. Upcoming events National Sports Week and Water Aid Wee This weekend is Fair and Square at Pond Square. Summer Fair Destination Highgate 7 July. Camp out 7 July. There are a lot of events for Y6.</p> <p><u>Assessments</u> Statutory End of Key Stage. Y6 have completed their assessments which are externally marked. KS1 have finished their tests which are marked by teachers and externally moderated. The moderators have agreed the teachers marks. Y1 have had a Phonics test. When GG joined the school the pass rate was 78 %, today they achieved 100%. Reception assessments are sent off in June and the results of these will be reported at the July FGB as well as progress across the whole school. ACTION</p> <p><u>Staff Wellbeing Programme</u> The consultant came in and did a survey of staff and GG will report back to staff in July. GG will then work on a suitable package with the consultant.</p> <p><u>Governors Visits</u> GG meets regularly with AG and KA.</p> <p>CB has been a great support with the EHCPs which now require more evidence and she has been checking everything is in place before the applications are submitted. AZM has visited site in relation to future works GG thanked governors for their valuable input.</p> <p><u>SMSA</u> The SMSA run a lot of events and have raise significant funds for the school. They have agreed to pay up to £10k for replacing the curtains in the hall. The school has obtained three quotes and chosen the supplier , the work will be done over the summer.</p> <p><u>Ofsted Training</u> Governors have been sent an invitation to attend the Ofsted training on 4th July.</p> <p><u>School Improvement</u> The school will be working with the School Improvement Adviser on 11 and 12 September on the School's Improvement Plan, governors invited to attend.</p> <p><u>School Open Day</u> This will be held on 29 September 2018 which is the same day as Highgate's Open Day. Governors asked about the format of the Open Day. People will be able to log on and apply to attend the Open Day. There should be no more than 60 in a group. Some pupils will be at the school and some classrooms will be set up. All teachers will be on site and there will be music and sport events on the day. GG will speak to prospective parents at two sessions during the day. Governors asked about promotion of the Open Day. The large banner placed</p>	<p>Agenda</p>
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	outside the school has proved to be very effective. Banners to be placed outside the churches and flyers to be placed in the churches. ACTION GG to speak to Ham and High to see if they would like to do an editorial piece on the school. An advert should also be placed in the local press. Governors gave thanks to GG for her hard work at the school.	GG
12.	Chair's verbal report	
12.1	<u>Succession Planning</u> There has been interest from two architects on the co-opted position. ACTION AZM to meet with them both.	AZM
12.2	<u>Strategy Working Group</u> There has been interest from one parent in joining the GB. The Group will be meeting soon. ACTION LC and GG to meet to discuss the Governor review and present at the next FGB.	LC GG Agenda
13.	Governors Visits, Development and Training	
13.1	JM attended the School's Fun run at the weekend.	
14.	Any Other Business	
14.1	None.	
15.	Date of Next FGB Meeting	
15.1	Wednesday, 11 July 2018 at 7.00pm.	

There being no further Part 1 business, the meeting closed at 8.25pm.
The Chair thanked everyone for their attendance.

Signed (Chair).....Date

List of agreed Actions

Item No.	Agreed Action	By whom
5.2	Budget forecast figures for subsequent two years to be provided September FGB	Agenda GG & NP
5.2	Budget – solid line to be put under the total income figure and underneath the in-year surplus/deficit	NP
6.1	Actual figure for IT project to be put in the budget.	NP
9.1	Parent Survey feedback to be discussed September FGB	Agenda
9.1	GG to liaise with MD and AG on follow up Parent Survey.	GG AG MD
11.4	School progress results to be reported at next FGB	Agenda
11.10	GG to speak to Ham and High re editorial piece on school	GG
12.	AZM to meet with two architects interested in being co-opted members.	AZM
12.2	AG, LC and GG to meet to discuss the Governor review and present at the next FGB.	LC GG Agenda