



**ST MICHAEL'S CE PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
WEDNESDAY 18TH JULY 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 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, Vidhi Gupta, Lucy Clarke, Matthew Kerr and Cordelia Brown.	
2.	Declarations of Interest in Respect of this Meeting	
2.1	None.	
3.	Minutes of previous FGB held on 13th June 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.	
<i>NP joined the meeting at 7.05pm.</i>		
5.	Budget Monitoring Q1	
5.1	NP circulated a note to Governors on the first Quarter budget figures in advance of the meeting. There are no concerns at the present time. A more detailed discussion to be held at the end of Q2.	
6.	Policies for agreement	
6.1	<ul style="list-style-type: none"> • Cookies • Data retention • Data breach • IT user agreement <p>The above policies are related to GDPR and templates have been used to prepare them. The school will need to keep a register of data breaches. Staff will be given training on GDPR in the autumn term.</p>	



	<p>Governors asked if the SMSA are aware of the GDPR requirements. Yes, and they will be attending the training in October. It was AGREED that the school should have a written record that the SMSA are aware of the new requirements. ACTION GG to draft a note to SMSA advising them of the new requirements and that the school has updated its policies. The SMSA will in turn notify its representatives.</p> <p>The above policies were AGREED.</p>	GG
<i>NP left the meeting at 7.25pm.</i>		
6.2	<ul style="list-style-type: none"> Employee disciplinary and code of conduct <p>The school has used the Haringey template policy and has made two changes which are on p.20. This is in relation to teachers privately tutoring pupils. With effect from January 2019, teachers will not be able to privately tutor pupils from the school though they will be able to pursue private arrangements with other children. By introducing the provision from January 2019, it will allow parents who are using STMCE teachers as private tutors to find alternative provision.</p> <p>Governors AGREED the policy.</p>	
7. 7.1	<p>School data</p> <p>The school data results are included in the Headteacher's report, circulated in advance of the meeting.</p> <p>GG talked through some of the headlines.</p> <p>The current reception class have 88% showing a good level of development against the national figure of 77%.</p> <p>Reading and Writing is in line with national results.</p> <p>Phonics national test, the school attained 100%.</p> <p>KS1 is getting a higher percentage each year in Expected and Greater Depth.</p> <p>The school has good tracking in place which occurs through the year.</p> <p>The 2018 headline figures paper was circulated at the meeting.</p> <p>PP children, the main difference is in Writing.</p> <p>There is a difference in gender and GG will be looking at this in more depth.</p> <p>Governors gave thanks to all the staff at the school for the outstanding results achieved.</p>	
8. 8.1	<p>Strategy Plan</p> <p>Two papers were circulated in advance of the meeting which outline capital projects the school plans to undertake. The papers will assist with a programme of communication for parents from the HT and Chair of Governors.</p> <p>Governors noted that the Learning Landscape should come first on the paper, for example pupil attainment and how the works described would assist in achieving this.</p> <p>Governors AGREED the papers in principle, further work to be done on them. It is likely that the papers will be ready to be presented to the wider community in the mid-autumn term.</p> <p>The Chair gave thanks to MD for his work on this. GG gave thanks to all involved in the detailed strategy paper.</p>	
9. 9.1	<p>Governance Review</p> <p>The current structure is nine FGB meetings per annum, a Premises Committee which meets termly and a Fundraising Working Group.</p> <p>It is proposed to add Finance and Premises together as a Committee, to continue with the Fundraising and Comms Working Group and to have a Children's Committee (Curriculum). The FGB to move to six meetings per annum and the two Committees and the Working Group to each meet four times per annum.</p> <p>The key focus of the FGB is to review strategy and advise the Committees on what</p>	



	they should focus on.	
<i>JM left the meeting at 8.40pm.</i>		
	All Governors would sit on one of the Committees and the two Committees' meetings would be Minuted by the Clerk. There will also be a need to ensure there are Governors allocated to key aspects of the overall strategy. Governors AGREED the revised Governance structure.	
10. 10.1	Premises update The Premises Committee met last week. A lot of work is to be completed at the school over the summer holidays including new lighting for the Admin Block and KS1, external decoration on Early Years, internal decoration in KS1, external lighting, KS2 playground re-tarmac and IT refurbishment in all classrooms.	
11. 11.1 11.2 11.3 11.4	Headteacher's written report Paper was circulated in advance of the meeting. The school has enhanced its marketing effort to increase numbers on the school's roll. The nursery is very popular with more parents wanting full time provision this year. The new intake for the nursery will be 32 boys and 15 girls, there are more boys than girls across the school. Behaviour Management is included in the report,	
12. 12.1 12.2 12.3 12.4 12.5	Chair's verbal report AG met with LC and GG to discuss the Governance Review AG has met his mentor from National Leaders for Governance. AG has worked with GG on Strategy and the Learning Improvement Plan (LIP). AG, GG and MD had training two weeks ago with an inspector who gave them an update on the new Ofsted Inspection criteria and put them through a mock inspection. AG was invited by PWC to give a Masterclass on Purpose and Business to start-ups in the Education sector and will pass on useful contacts to the Head.	AG
13. 13.1	Governors Visits, Development and Training The Clergy make regular visits to the school. GG, AG and MD attended Ofsted training at the school. PV will be attending New Governor Induction at Haringey at the next available date. AG attended the Y6 musical at the school.	
14. 14.1 14.2	Any Other Business Governors discussed Learning Walks, Link Governor roles and a Governors' Day. This is to be discussed further in September. ACTION - Agenda GG gave thanks to the Governors for another great year and gave particular thanks to AG.	Agenda FGB
15. 15.1 15.2 15.3	Dates of Future Meetings <u>Premises Committee</u> Tuesday, 18 September 2018 at 5.30pm <u>FGB</u> Wednesday, 3 October 2018 at 7.00pm. Dates of other meetings to be advised - ACTION	AG/GG

There being no further Part 1 business, the meeting closed at 9.15pm.
The Chair thanked everyone for their attendance.



Signed (Chair).....Date

List of agreed Actions

Item No.	Agreed Action	By whom
6.1	GG to draft a note to SMSA advising them of the new GDPR requirements and that the school has updated its policies	GG
12.5	AG to pass details of education businesses to Head	AG
14.1	FGB Agenda item – Learning Walks, Link Governors, and Governors’ Day	Clerk Agenda
15.3	FGB and Committee meetings to be confirmed and notified to all.	AG GG