



**ST MICHAEL'S CE PRIMARY SCHOOL
FULL MEETING OF THE GOVERNING BODY
At the School**

15 September 2016 at 1.30 pm

MINUTES

PART 1

Local Authority Governor (1)	Staff Governors (2)	Parent Governors (2)
*Catherine Kennally CK (21-01-18)	*Frances Sorapure (FP) tbc	+Matthew Kerr (MK) (07-04-19) *Cordelia Brown (CB) (07-04-19)
PCC (2)	LBDS (2)	DEANERY SYNOD (2)
*Jonathan Murphy (JM) (11-04-19) VACANT(1)	*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: FOUNDATION (1) and HT: *The Reverend Jonathan Trigg (JT) *Geraldine Gallagher Head Teacher (HT)		ALSO PRESENT: Michele de Broglio, CLERK
*denotes governor present +denotes apologies 0 did not attend		

AGENDA		ACTION
1.	OPENING PRAYER WELCOME AND APOLOGIES FOR ABSENCE	
1.1	The Chair welcomed everyone to the meeting.	
1.2	Apologies for absence were received and NOTED from Matthew Kerr. Noted.	
2.	DECLARATIONS OF BUSINESS INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS OF THE AGENDA	
2.1	There were none.	
3	ANNUAL REGISTER OF INTERESTS AND PUBLICATION OF GOVERNOR'S DETAILS	
3.1	Declarations of Interest Forms were completed by all governors	

3.2	present to be filed at the school. The Clerk stated that she would be chasing up those not present to complete and return their forms at the earliest opportunity.	CLERK
3.3	The Clerk will update the annual register once all the information has been received, and produce a new register for 2016-17. The Clerk advised that schools have a duty to publish its register of interests and also to publish governors' details and other information on the school website and ensure that details are put on Edubase (September 2016 requirement). The Clerk will forward guidance on this to the Chair and HT.	CLERK CLERK, CHAIR and HT
4.	ELECTION OF CHAIR AND VICE CHAIR & DECISION REGARDING PERIODS OF OFFICE	
4.1	<u>Terms of Office for Chair and Vice Chair:</u> Governors AGREED that the terms should continue to be for a period of one year until the first full Governing Body meeting in September 2017. <i>(The Clerk took over as Chair of the meeting)</i>	CLERK/ALL
4.2	<u>Election of Chair:</u> Jonathan Murphy stated that he had decided to stand down due to his increased work load at work. The Clerk asked if there were any nominations for a new Chair and Adam Garfunkel was nominated by Adam Zombory-Moldovan. This was seconded by JT. There being no other nominations or expressions of interest, AG confirmed that he would like to stand. He left the room and in his absence the Governors unanimously AGREED to elect him as Chair. <i>Adam Garfunkel took over chairing the meeting and thanked Jonathan Murphy for all his hard work as Chair and for the direction in which he had led the governing body and the school. The other governors echoed this, thanking him for the time he dedicated to the role.</i>	
4.3	<u>Election of Vice-Chair:</u> Adam Zombory-Moldovan indicated that he was interested in continuing as Vice- Chair in a joint capacity as before. A discussion ensued and Governors AGREED to continue to have two Vice-Chairs acting jointly. AZM was nominated by the Chair and this was seconded. There being no other nominations or expressions of interest he left the room and in his absence the Governors unanimously AGREED to elect him as Vice -Chair (Joint).	
4.3.1	A discussion ensued as to who the other Vice Chair should be and it was AGREED that since two of the governors were absent, and no one else had expressed an interest in being considered, this decision would be postponed until the next meeting.	
5.	MEMBERSHIP OF THE GOVERNING BODY INCLUDING COMMITTEES AND LINK or LEAD GOVERNORS	
5.1	5a) <u>Review of Governing Body Membership, Membership of Committees and appointment of Committee Chairs and link Governors:</u>	
5.1.1	<u>Membership of the Governing Body:</u> The clerk stated that it had been	

<p>5.1.2</p> <p>5.1.3</p> <p>5.1.4</p>	<p>drawn to her attention that Grace Nugent, a Foundation Governor appointed by LDBS, had failed to attend meetings of the full governing body since last September and since the January meeting no apologies had been received. Apologies had been received in October and November 2015 but these had simply been noted. As apologies had not been given or accepted for a period of over six months, under current regulations this automatically disqualifies her from being a governor.</p> <p>Governors AGREED that the clerk should write to Grace Nugent and to LDBS informing them of her disqualification. Governors also asked that she be thanked for her contribution to the governing body prior to her absence and AGREED to send her a thank you note.</p> <p><i>A question was asked about the terms of membership of existing governors, following reconstitution of the governing body in April 2015. The Clerk advised that the terms would have continued for any governors who were continuing in the same category as before, however any governors being appointed from that date to a new category would have started a new term of 4 years. The Clerk will circulate updated membership details showing term dates and from now on the term dates will appear in the minutes of attendance.</i></p> <p><u>Maximum number of terms:</u> The Chair pointed out that the Governing Body had previously agreed that governors, other than ex-officios, should serve for a maximum of two terms. It was AGREED that where a new term started post re-constitution this will count as a brand new term even though the previous term may have lasted not many of the full four years.</p> <p><u>Committee Membership:</u> membership was AGREED as follows: <u>Premises Committee:</u> AG, AZM, JM, HT, and CK, (with Troy Bunbury and the Business Manager reporting to the Committee). <u>Pay Committee:</u> JT, CB, and AG. Due to meet in November. <u>Head Teacher's Performance Review Panel:</u> JM, AZM and AG sitting with independent adviser. A review of progress is due to be carried out on 27th September and to ensure continuity AG will be briefed by JM and AZM. <u>Fundraising Committee:</u> The Clerk is to seek advice on the proposed Terms of Reference and the plan to establish such a committee as this appears to conflict with the Governor's Role Profile. (see Item 6 below) Approval of the proposed Terms of Reference, circulated in the meeting was deferred until advice is obtained. The clerk also advised that members cannot be co-opted as the Instrument of Government doesn't allow for this, but It may be possible to appoint associate members, depending on the advice obtained by the clerk. In</p>	<p>CLERK</p> <p>CHAIR</p> <p>CLERK</p> <p>CLERK</p>
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5.1.5	the meantime, it was AGREED that for the time being membership of the Fundraising Committee would be: MK, FS and one more governor tbc.	Committee Members
5.2	Other Committees: It was AGREED that membership of Pupil Disciplinary/Exclusion Committees, Staff Disciplinary/ Dismissal Committees and Staff Appeals Committees will be determined as and when necessary dependent on who is available and eligible at the time.	
5.3	5b) <u>Committee Chairs</u> : Governors NOTED that the Committees will appoint their own Chairs when they first meet.	
5.4	5c) <u>Review of delegated functions</u> : Governors AGREED to keep these as they are.	
5.5	5d) <u>Committee Terms of Reference</u> : Governors Noted that All Committee Terms of Reference will be reviewed at the first committee meetings and will be brought back to the Governing Body for ratification. 5e) Review of LINK/Lead Governors: These were reviewed and the following were AGREED: <ul style="list-style-type: none"> • Inclusion Lead (now includes SEND) - CB • Safeguarding Lead – JM • Finance Lead - tbc • Premises, Health and Safety Lead - AZM • Curriculum and Assessment Lead - CK • Admissions Lead - CB • Christian ethos Lead - JT • Communications Lead – tbc 	
6.	GOVERNOR'S ROLE PROFILE AND CODE OF CONDUCT	
6.1	Governors AGREED to sign the code of conduct and some of those who were present did so.	CLERK
6.2	ACTION: those who did not sign will be chased up by the Clerk. <i>The Chair had a query about the Governor's Role Profile and the clause on the second page that says "Governors shall NOT Fundraise – this is the role of the PTA – the governing body should consider income streams and the potential for income generation, but not carry out fundraising tasks". He stated that this would go against the Governing Body's plan to set up a fundraising working party comprised of governors and associate members invited from the parent body. See item 5.1.4 above.</i>	
6.3	ACTION: It was AGREED that the Clerk will look into the remit of the Governing Body in setting up such a group/committee and the conflicting clause in the Role Profile, and whether this clause can be removed, and will advise the Chair and Head teacher accordingly.	

6.4	ACTION: Signing the Role profiles will be deferred until the next meeting when this has been clarified.	ALL
7.	MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING held on 5th July 2016	
7.1	The Minutes of the meeting were AGREED as an accurate record and were duly signed by the Chair for filing at the school in the Minute Book. <i>It was AGREED, because of shortage of time, to vary the order of the agenda and to only discuss the most urgent items remaining to be discussed.</i>	ALL
7.2	Matters arising were not discussed and will be picked up at the next meeting.	
8.	ADMISSIONS CRITERIA	
8.1	The Chair stated that the rationale for reviewing the criteria is to tackle the number of vacancies for pupil places in the school whilst promoting inclusion. There are currently 8 vacancies in the Nursery, 6 in reception and 10 across the rest of the school.	JT HT
8.2	<i>Governors considered the balance between allocating points for church attendance, and geographical residence and the possibility of broadening the geographical eligibility whilst being inclusive. They considered how best to do this and whether to include postcodes other than N6 or whether to draw a map. Post code access can be arbitrary and a map was considered.</i> <i>A Governor asked where the school sits within N6 and was told that the school sits reasonably central to the N6 area. Currently there are 356 pupils from N6 and 101 from outside It was pointed out that if a wider area was to be designated it would have to be well defined. A governor asked if points are necessary and JT explained that they are and the points system is a good one.</i>	
8.3	The Headteacher advised that the admissions criteria need to be agreed by October to allow for consultation. <i>The LDBS governor pointed out the importance of communicating the changes to parents – that post code access can be arbitrary whilst a map could broaden community access.</i>	
8.4	ACTION: Fr Trigg volunteered to draw a map and governors AGREED this should be brought back to the next FGB meeting together with a definition of what is included.	
8.5	<i>(Jonathan Murphy left the meeting)</i> In the meantime, vacancies will continue to be advertised in the church bulletin and school newsletter.	
9.	SEF AND LIP (Learning Improvement Plan)	
9.1	The SEF was APPROVED by the Governing Body	
9.2	The LIP: <i>a governor asked whether there was nothing explicitly stated about SEN in the document because it had been referred to and included throughout the Plan.</i>	
9.2.1	The Chair suggested an amendment to section 11 point 2 of the LIP.	

	The LIP was APPROVED by the Governing Body subject to this change. The Chair will circulate the final approved version to all.	AG
10.	POLICIES – FOR REVIEW and APPROVAL	
10.1	Pay and Performance Management Policy (Circulated in advance): Action: New Dates need to be inserted by the head teacher. The Policy was APPROVED by the Governing Body subject to the dates being amended.	HT
10.2	ACTION: The Policy schedule and Annual Planner had been circulated in advance and will be reviewed at the next meeting.	HT/ CLERK
11.	BUDGET MONITORING	
11.1	Papers had been circulated in advance and the following was highlighted by the Headteacher:	HT
11.2	Expenditure is slightly above forecast, by 1.9%. Although this is a small percentage it has a big impact.	
11.3	A deficit of £29,987 had been approved in July and this is now estimated to be £44,657 because there had been presumptions made about estimated on costs. The figures have now been revised to take account of the latest set of accounts that include additional costs mainly on salaries and additional income or savings from lettings and SEN reimbursement due from Haringey.	
11.4	<i>A governor pointed out that early into the year, and soon after approving the budget expenditure has been exceeded by approximately £14k over and above the approved deficit. At that time governors had agreed not to approve a deficit of £40K and now it has reached almost that figure.</i> ACTION: Governors asked that proposals to mitigate this be brought to the next full governing body meeting. The Headteacher is to bring back measures that will bring the school's budget back to within the agreed deficit	
11.5	It was suggested by one of the governors that income from lettings should be reviewed to decide if it should go into the school budget or the Governor's Fund. Certain income from lettings already goes to this Fund.	
11.6	The Clerk advised governors to seek advice on this because there are rules governing which income has to go into the school budget and certain income has to go into that budget. This was AGREED. Action: HT	HT
12.	HEADTEACHER'S REPORT (Verbal)	
12.1	Personnel: TA's – there are two new TA's with another due to join next week. There are two new Teacher Trainers, one from Teacher First and the other part time. One employee in the office has gone on maternity leave and cover has been arranged. The headteacher suggested that governors may want to review the issue of obtaining insurance cover for maternity leave.	
12.2	Pupils: a big effort has been made to get more pupils on roll.	

12.3	There has been a good start to the term all of the school has been involved in the Waterlow Park celebrations and the HT thanked Fran for her planning and enthusiasm. The HT also thanked Helen Furlong for working with the children on their performance. Governors AGREED to send her a card.	HT/CHAIR
12.4	Attendance: achieved 95.6% last year and the target for this year is 96%. NOTED Parents Information Evening: Governors were invited to attend. <i>(The Headteacher left the meeting to attend School's Forum)</i>	ALL
13	REPORTS FROM COMMITTEES AND LEAD GOVERNORS	
	There were no reports at this meeting	
14.	CHAIRS ITEMS	
14.1	The Chair and the School Business Manager will be meeting TFL on Monday about the proposed changes to the 271 bus route. He indicated that there is no sign of any movement on this.	
15.	GOVERNORS VISITS< DEVELOPMENT AND TRAINING	
	This item was deferred due to lack of time.	
16.	MEETING DATES 2016-17	
	The Next Meeting will take place at the school at 7pm on Wednesday 19th October The Clerk AGREED to send out a schedule of proposed dates for the remainder of the year to the Chair. These will be brought to the next meeting and circulated.	CLERK
17	ANY OTHER BUSINESS	
	There was no other business and the meeting closed at 15.50pm	

Signed.....

Date.....

Adam Garfunkel
Chair of the Governing Body
St Michael's CE Primary School