



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

17 September 2015, at 1.30 pm

Local Authority Governor (1)	Staff Governors (2)	Parent Governors (2)
Catherine Kennally CK +	Geraldine Gallagher Head Teacher (HT) * Frances Sorapure (FP) *	Matthew Kerr (MK)+ Cordelia Brown (CB) *
PCC (2)	LBDS (2)	DEANERY SYNOD (2)
Jonathan Murphy, CHAIR (JM) * Mark Dailey (MD) +	Grace Nugent (GN) * VACANCY	Adam Zombory-Moldovan, VICE CHAIR (joint) (AZM) * Adam Garfunkel, VICE CHAIR (joint) (AG) *
FOUNDATION EX OFFICIO (1): The Reverend Jonathan Trigg (JT) *	Manjia Sorbah-Green (Clerk) * Sarah Hargreaves (Senior Clerk)*	
*denotes governor present +denotes apologies		

PART 1

AGENDA		ACTION
1.	OPENING PRAYER WELCOME AND APOLOGIES FOR ABSENCE	
1.1	The meeting commenced with an opening prayer from The Reverend Jonathan Trigg.	
1.2	The Chair welcomed everyone to the meeting and introduced Manjia.	
1.3	Apologies for absence have been received from Mark Dailey; Matt Kerr and Catherine Kennally. Accepted. It was noted that Catherine is sadly unwell and may be absent for a period of up to 6 months. Flowers have been sent to her on behalf of the school and the Head reported that Catherine had relayed her thanks to all.	
2.	ELECTION OF CHAIR AND VICE – CHAIRS	
2.1	JM and AZ-M and AG were elected as the Chair and joint Vice-Chairs respectively.	

3.	DECLARATIONS OF BUSINESS INTERESTS, PECUNARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA	
3.1	There were none.	
4	PUBLICATION OF GOVERNOR'S DETAILS AND REGISTER OF INTERESTS	
4.1	<p>Governors were advised that it is now a national requirement for the register to include their full name; ethnicity; the type of Governor they are; whether they are a Governor at any other institution and whether they are related to or in relationship with a member of the school's staff.</p> <p><u>Action</u> The Clerk will circulate a table for completion by the Governors which will be included in the school's website. The declaration of business interests must also be signed.</p> <p>The signed Instrument of Governance has been circulated to all Governors.</p>	<u>MSG</u>
5.	GOVERNING BODY MEMBERSHIP strictly private and confidential and not for use in the public domain	
5.1	There were no changes.	
6	MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING held on 16th June 2015	
6.1	<p>The Headteacher (HT) noted that the percentage figure in item 6.1 of the minutes needed to be amended to 96%.</p> <p>The minutes of 16th June 2015 were agreed with the amendment as a correct record of the meeting and were signed and returned to the school for filing.</p>	<u>MSG</u>
7.	SCHOOL DEVELOPMENT PLAN (DISCUSSION AND APPROVAL)	
7.1	Governors were asked to feedback any comments and suggestions to the HT. The Plan will be revisited periodically to assess the school's progress.	<u>ALL</u>
8	MID-YEAR FINANCE REPORT	
8.1	Whilst the Governors noted that the general overview of the report indicated a sound financial position, a full discussion on the report was deferred to the October meeting.	<u>ALL</u>
9	PAY AND PERFORMANCE MANAGEMENT POLICIES	
9.1	The policies have been reviewed by JT and the HT. The policies were agreed subject to a date change on the documents.	
9.2	<p>It was noted that a <i>Pay</i> committee needs to be established.</p> <p>The members of the <i>Pay</i> committee were agreed as – JM and AG. The HT will convene the committee when the performance management review is complete.</p> <p>A separate committee will oversee the HT's performance review.</p>	<u>HT</u>

10	HEADTEACHER'S VERBAL REPORT	
10.1	<p>It has been a good start to the year. The early year's room has been painted and the reception children have settled in very well. The new staff appointed have studied a range of subjects and there is a good range in terms of years of service.</p>	HT
11	SELF EVALUATION FORM REVIEW	
11.1	<p>The report outlined that there had been a number of staff changes at the school and that a new management structure had been introduced to provide better support and improve teaching.</p> <p>The Focus and Impact results were noted.</p> <p>Areas for development include: to improve teaching further and develop problem solving skills.</p> <p>Assessment – is a key area this year. There will be more on-going teacher assessments. The School is working towards a rating of “<i>outstanding</i>” and average points scores have been indicated in the report.</p> <p>Teachers will be talking to parents about their child's behaviour so they gain overall picture of the child's achievement.</p> <p>It has been proposed that performance management is also included in Governors Development Plan.</p> <p>The Chair thanked the Headteacher for the report and presentation.</p>	
12	PREMISES COMMITTEE MEETING UPDATE	
12.1	<p>AZM reported that it had been a productive summer and a lot of work had been completed thanks to Troy Bunbury.</p> <p>The works included:</p> <ul style="list-style-type: none"> • The infant hall floor re-covered in parquay; • The path linking the cage to pavilion; • Acoustic treatment in the the large Victorian classrooms; Re-decoration in those classrooms; • Carpeting in the year 2 room and • A lot of sundry works around the site. <p>The residential flat had also been re-taken for school use and this project will take most this term to complete. It was noted that it may be necessary to refer to the Governors for funding from the Governors fund. Approximately £5 – £6k has been set aside, but a detailed assessment may indicate that more funds are needed.</p> <p>Other elements of work to be carried out include, the replacement of windows in the junior block (this is likely to be carried out at Christmas) and the external lighting work.</p> <p>AZM reported that the handover had been exceptional this year and Morris should be thanked for this.</p>	
12.2	<p><u>Action</u> This month's Premises committee meeting is to be rescheduled.</p>	AZ-M

13	GOVERNORS FUND LETTER	
13.1	The Governors fund letter was approved with amendments to include the school's charity number added at the top of the letter; the replacement of the word buy with "give" in the boxed section and the insertion of "this year" in the last paragraph.	
13.2	<p><u>Action</u> The "new parents" evening will take place on the 8th October and the Chair will circulate the letter to parents after this.</p>	<u>JM</u>
14	CHAIR'S REPORT	
	<p>JM reported that the weekly meetings with the HT have continued and provided Governors with the password and login details to the Governors key on the very useful Governors Advice Site.</p> <p>He reminded the group that for the purposes of transparency all communications should be sent to all Governors. <i>(Those cc'd to e-mails would note that the content has been sent for information only).</i></p> <p>Proposed meeting dates for future FGB meetings were agreed as follows:</p> <ul style="list-style-type: none"> • Oct – Tuesday 20/10 @ 7.00pm • Nov – Wednesday 25/11 @ 7.00pm • Jan – Wednesday 13/1/15 • Feb – Monday 8/2/15 • March – Tuesday 15/3/15 • May – Wednesday 4/5/15 • June – Wednesday 1/6/15 • July – Wednesday 6/7/15 	
15	ANY OTHER BUSINESS	
15.1	<p>Governors Development Plan</p> <p><u>Action</u> This will be drafted and circulated by the second week in October.</p> <p>The Chair closed Part I of the meeting at 3.15pm.</p>	

Signed.....

Date.....

Jonathan Murphy
Chair of the Governing Body
St Michael's CE Primary School

List of agreed Actions – due date by the October meeting unless otherwise stated

Item	Action	By whom
4.1	Register of Interests to be circulated for completion by all Governors.	Clerk
7.1	Governors to feedback comments on School Development Plan	ALL
12.2	Premises meeting to be rescheduled.	AZ-M
13.2	The Governors Fund letter to be circulated after parents evening on 8 th October	Chair
15.1	Governors Development Plan to be circulated by 10/10/15	Chair

List of GB Decisions

Item	Decisions
9.2	The Governing Board agreed and approved the establishment of a Pay Committee.