



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

20 October 2015, at 7.00 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) *	
<i>*denotes governor present +denotes apologies</i>		

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	
1.3	Apologies for absence have been received from Grace Nugent and Catherine Kennally. Noted.	
2.	DECLARATIONS OF BUSINESS INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS OF THE AGEND	
2.1	There were none.	

3.	GOVERNORS REGISTER OF INTERESTS	
3.1	The signed Register of Interest forms were collated and will be placed in the school file. A table of responses will be uploaded to the school's website.	<u>MSG</u>
4	GOVERNING BODY MEMBERSHIP AND COMMITTEE MEMBERSHIP	
4.1	There were no changes to the membership. The terms of reference for committees were noted and agreed.	
5.	GOVERNORS ROLE PROFILE AND CODE OF CONDUCT	
5.1	Governors have reviewed the role profile and code of conduct. Signed copies of the code of conduct forms were collated and will be placed in the school file.	<u>MSG</u>
6	MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING held on 20th October 2015	
6.1	Some of the Governors had not received the minutes of the meeting held on 17 th September 2015 and it was agreed that the clerk would circulate the minutes to all for approval at the next meeting.	<u>MSG</u>
6.2	<u>Matters Arising</u> <ul style="list-style-type: none"> • The Governors fund letter has been revised and was approved subject to a further amendment in the final paragraph. • The establishment of the pay committee has been approved. • It was noted that the rescheduled premises meeting took place on 19/10/15. 	
7.	FINANCE REPORT (MID-YEAR)	
7.1	The Governors were joined by Derek Lamb and the Chair invited questions on the school's financial position for the Half Year (Quarter 2). It was noted that the Q2 report indicated a sound financial position with trends overall in the right direction.	
7.2	Derek sought clarity from the Governors on the following: <ul style="list-style-type: none"> • Funding for the maintenance of the grounds: AZM reported that this had been discussed at the Premises meeting and the committee had considered what the school budget could cover. It had concluded that a request for funding would need to be made to the Governors for any planned grounds maintenance or tree works. 	

	<ul style="list-style-type: none"> • Annual fireworks: Historically the school has purchased the fireworks at a cost of approx £3500 and recovered the VAT (approx £700). However, the Governors agreed that this cost could not be justified and this year the SMSA would be asked to place the order for the event directly. <p>The Chair thanked Derek for attending the meeting and for the comprehensive report he had provided which the Governors had found very helpful.</p>	
8	REPORT FROM THE PREMISES COMMITTEE	
8.1	<p>AZM reported on the first premises meeting after summer period which had been held on 19/10/15.</p> <p>The Committee had recorded their thanks to Troy Bunbury for a fantastic summer of achievements.</p>	
8.2	<p>AZM reported that £57,500 had been spent of the £80,000 that the Governors had approved and indicated that it was likely that the full £80k would be spent.</p> <p>The works undertaken included:</p> <ul style="list-style-type: none"> • Replacement floor in infant hall; • Acoustic works; • Tree works • Flat 2 taken back for the school's use. (It was noted that at the beginning of summer, £5 – 6k had been set aside from the Governors fund to get this off the ground, but it is anticipated that the cost is now likely to be higher). 	
9	HEADTEACHER'S VERBAL REPORT	
9.1	<p>The HT reported that pupil attendance was on track at 96%. The school had 1 vacancy in Year 2 and in Year 5; with 150 EAL pupils and a total of 31 languages spoken.</p>	
9.2	<p>The Clergy continue to visit the school each week and 2 members of the clergy support the teaching of RE in Year 6, for which the school is very grateful.</p>	
9.3	<p>Charities – very good donations have been received for the harvest.</p>	
9.4	<p>Special visitors at Assembly – the school has been fortunate to have a member of the GB Paralympics team and a TV presenter attend the children's assembly and this has been a great success.</p>	
9.5	<p>Book week – this was a very good week and the HT recorded special thanks to Rebecca Austin who leads on literacy.</p>	

9.6	It was noted that the Governors are not currently receiving the school's weekly message and the HT will ensure that the group receives this.	<u>HT</u>
9.7	The school has a new Improvement Advisor with whom the HT has discussed data analysis.	
9.8	Premises – the fire alarm practice has been successful; all out of the building and accounted for within the allocated time. It has been successfully tested.	
9.9	New curriculum and assessment - the school is currently assessing the children to set a base line for the new assessment criteria. This will be a big change for the parents and the school will be writing to parents and holding a parents' evening to discuss the new assessment. The school has already had an inset day and staff meeting to discuss this.	
9.10	The HT informed Governors that the school's policies were under review and the policies which need to be ratified will be at the FGB meetings. The Chair thanked the Headteacher for the report and presentation.	
10	GOVERNORS DEVELOPMENT PLAN PROGRESS REPORT	
10.1	AG reported that he had collated the notes from the Governors <i>In School</i> day and had shared the draft plan with the Chair and HT. The Governors reviewed the action plan and areas of responsibility and proposed that each of the Governors should champion a specific task. The Chair asked Governors to review the list and volunteer to take on one area of responsibility. MD put his name forward for <i>Relationships</i> : CB – volunteered to lead on <i>Governors training</i> . The rest of the Governors will review the list and refer back to AZM.	<u>ALL</u>
10.2	It was noted that re-branding may cost quite a bit more than the £5k previously approved by the Governors. Parents have commented that the school needs to sell itself more and it is hoped that a parent who might be able to assist with this can be found.	
11	BEHAVIOUR, RELATIONSHIP AND SEX ED POLICIES	
11.1	Governors had received the policies to read prior to tonight's meeting. The Chair confirmed that he had reviewed the policies with the HT and was happy with them. The policies were ratified by the Governors.	
11.2	It was noted that the Parents Conduct Policy is being reviewed and will be presented at the next FGB meeting.	

12	CHAIR'S REPORT	
12.1	The Chair thanked the HT and all the staff for their work during the term and commended the clerk for the timely circulation of papers after the last meeting.	
12.2	JM reported that he had met the HT to consider the role of the SMSA and Governors attending SMSA meetings. Two meetings had taken place during which the separation of the roles of the two different bodies had been reiterated. Governors agreed that it was important that the clear distinction of roles is maintained.	
12.3	<p>The Governors discussed the merits of having an annual open forum which would incorporate the presentation of a Governors' report and considered that this would be a useful event to have .</p> <p>A Governors' section in the school newsletter was proposed and will be added as an agenda item at the FGB meetings. The minutes of the last 5 meetings are also to be added to the school website</p> <p>The Chair had considered ways of thanking the school staff and suggested that the Governors could fund a lunch for the staff and take them for a pre-Christmas drink. This was Agreed.</p>	<u>MSG</u>
13	GOVERNORS VISITS	
13.1	Two mornings have been set aside to do a <i>"learning walk"</i> <ul style="list-style-type: none"> • Tuesday 24/11/15 from 9.30am • Monday 30/11/15 	
13.2	<p>Governors were asked to confirm their attendance on either date.</p> <p>A report will be given at the next FGB meeting on 25/11/15.</p>	<u>ALL</u>
14	ANY OTHER BUSINESS	
	<p>Special Educational Needs (SEN) link for governors</p> <p>CB to report on this at the next FGB meeting.</p> <p>The Chair closed the meeting at 8.34pm</p>	<u>CB</u>

Signed.....

Date.....

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

List of agreed Actions

(due date by the November meeting unless otherwise stated)

Item	Action	By whom
4.1	Register of Interests to be collated and uploaded on school's website.	Clerk
5.1	Governors signed Code of Conduct forms to be placed in the school file	Clerk
6.2	The Governors Fund letter will be circulated subject to the final amendment	Chair
10.1	Governors to volunteer to champion specific tasks in School Development Plan	ALL
12.3	Minutes of the last 5 minutes to be uploaded to school's website	Clerk & Chair
13.2	Governors to confirm their attendance at the learning walk	ALL

List of GB Decisions

Item	Decisions
9.2	The Governing Board approved the Behaviour, Relationship and Sex Education policies.