



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

25 November 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 (FS) *	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) *	
*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	
1.3	Apologies for absence have been received from Grace Nugent and Adam Garfunkel. Noted. Catherine is sadly still unwell and the Governors thoughts and prayers are with her.	

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 table of responses will be uploaded to the school's website.	<u>MSG</u>
4	MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING held on 20th October 2015	
4.1	The minutes of 20 th October 2015 were agreed as a correct record of the meeting and were signed by the Chair for filing. MK arrived at 7.25pm	
5.	SEN link for Governors	
5.1	<p>Nick Fletcher and CB have reviewed the SEN policy which has been brought in line with the SEND code of practice and he presented the updated policy to the Governors.</p> <p>The new policy focuses on 4 key areas of SEN:</p> <ul style="list-style-type: none"> • Cognition and Learning • Sensory and Physical • Social, emotional • Communication <p>The policy aims to ensure that children and their parents have a voice to support their needs. The school is keen to engage with parents and parents are informed of their child's special education needs and are given all the appropriate information, advice and support when assessments and a decision on special provision is made.</p> <p>There is an on-going process of review so that staff support the children who have specific individual needs.</p> <p>A regular audit of needs meeting takes place every term.</p> <p>6 children have currently been identified as needing a health and care plan.</p> <p>Nick advised that parents have been made aware of the changes to the policy and explained that he will continue to attend meetings for those children who require a high level of support.</p> <p>Governors were invited to ask questions and they asked questions covering a wide range of topics. MD commended the school for the work which has been done and CB's link report. He noted that the improvements, which take a more holistic approach to the issue, were clearly having a positive impact.</p>	

	The Governors thanked Nick for attending and for the insightful presentation.	
6	Headteacher's written report	
6.1	The HT thanked the Governors for the Christmas lunch the school staff had enjoyed at Café Rouge, which the Governors had generously paid for. This had been appreciated by all.	
6.2	<p><u>Self Evaluation Summary Review</u></p> <p>The Self Evaluation Summary report was considered:</p> <ul style="list-style-type: none"> • A presentation was given to parents on 10th November 2015 to inform them of any changes to assessment. • Staff recruitment has been time consuming. A meeting will be held on 1st December 2015 to consider the graduate pool. The school is exploring the option of taking on a graduate with a view to take a employing them at the end of their training. Apprenticeships are also being explored. It was noted that the school currently has 2 apprentice Teaching Assistants and is seeking an apprentice particularly for PE, to support the school at competitive events. • The HT reported that whilst the school's attendance levels were consistently above average, the longest absences were usually due to holiday requests. It was agreed that this issue would be discussed further at the next FGB meeting and that Fran would share with the Governors, the standard letter and statutory guidance the school had received from the Local Authority. Fran to explore what other church schools do. • We are exploring different routes to get children safely from KS1 playground in to school. • The quality of teaching has been reported as good. 4 further observations are to be completed. • The school reviews provide a positive picture of the school. However teachers have been put under pressure during parents evening, when parents have failed to turn up or have run over their allocated time-slot. • The school also has a new Bishop. Bishop Rob has very kindly given the school 2 candles and will be invited to bless the new mural on the wall in the Key Stage 2 Hall. <p>The Governors relayed their appreciation to the HT for the thorough development plan.</p>	

7.	POLICIES - SEN / CHARGING AND REMISSIONS	
7.1	<p>The Governors had received the policies to read prior to tonight's meeting.</p> <p>Subject to an amendment to the note regarding the after school club which may be subject to a fee, the policies were ratified by the Governors.</p>	
8	GOVERNOR VISITS – LEARNING WALK REPORT	
8.1	JT provided an update on his visit to the school. The creativity and flexibility of the staff and good use of school premises had been prevalent and he felt that the staff should be highly commended.	
8.2	<p>The difficulties of moving children safely within the school had been apparent.</p> <p>The visit had been fascinating and very interesting and JT will prepare a brief report on this.</p>	
8.3	It was noted that MK will attend the next visit	<u>MK</u>
9	PARENTS CONDUCT POLICY	
9.1	The Governors reviewed the document which had been circulated prior to the meeting.	
9.2	<p>JM sought volunteers to lead on this and proposed a parents working party. Fran indicated that she would like to be included in this. It is proposed that the working group will include 3 - 6 parents from years KS1; Foundation & KS2.</p> <p>JT and MD volunteered to work together to lead on this.</p> <p>It was agreed that further work needed to be done on the policy.</p>	<u>JT / MD</u>
9.3	A meeting with the parents will be held in January to progress this.	
10	PREMISES UPDATE	
10.1	AZM reported on the last premises meeting.	
10.2	LDBS had given £60k to the school for window replacements. This may be increased to £85k. It is anticipated that the works are likely to be completed by Easter.	
10.3	<p>The studio flat is still vacant. There has been an enquiry regarding renting the flat. The rental period would be until the end of this academic year.</p> <p>It has been proposed that the flat should be used for art therapy sessions and support for autistic pupils. The objective is for the school to benefit from the use of the flat and the Governors fund will need to</p>	

	manage any issues in terms of any loss of income.	
10.4	The School Surveyors Annual Inspection report has been received. This will be reviewed by the Premises committee.	AZM
11	GOVERNORS DEVELOPMENT PROGRAMME	
11.1	The school visits have been completed. AG / JM to prepare a Governors Update letter to go out to parents in January.	
11.2	The Governors commended the plan and it was noted that not many other schools have produced this.	
12	CHAIR'S REPORT	
12.1	The Chair reported that he had successfully completed Government's Chair of Governors Development Training Programme Qualification. This comprised 3 units: <ul style="list-style-type: none"> • The Role of the Chair • Effective governance • School improvement 	
12.2	The Governors considered the proposal for a Governors update meeting with parents. This had been discussed at the last meeting and there was general agreement that this would be a very good idea. However, the frequency of such meetings needed to be considered. It is proposed that a meeting will be held next term: – dates and format to be confirmed at the next FGB	
13	ANY OTHER BUSINESS	
13.1	The Governors are to be invited to School Christmas lunch. The HT will send out invitations.	
13.2	There are plans to design a Governors Christmas card and the Chair requested assistance in writing out personalised cards to the staff for Christmas. CB volunteered.	
13.3	The Governors were referred to the school newsletter for information on class nativities.	
13.4	The Clerk informed the Governors that a new online Governors Services website was now available and encouraged Governors to use the system. An e-mail will be circulated with the relevant information.	
	The Chair closed the meeting at 8. 50pm	

Signed.....

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

Date.....

List of agreed Actions

(due date by the January meeting unless otherwise stated)

Item	Action	By whom
3.1	Register of Interests table of response will be collated and uploaded on school's website.	Clerk
6.2	Enquiries to be made on the issue of how other schools deal with school attendance due to holiday requests	FS
9.2	Meeting with parents to be held in January to discuss the parents conduct policy	JT / MD
10.4	School Surveyors Annual Inspection Report to be reviewed	AZM
11.1	A letter to parents providing an update on school visits will be placed in the school newsletter	AG
13.2	Governors Christmas Card to be designed and sent to school staff	CHAIR

List of GB Decisions

Item	Decisions
7.1	The Governing Board approved the SEN and Charging and Remission policies.