



ST MICHAEL'S CE PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
 At the School
 Wednesday 12th July at 7pm

MINUTES

Part 1

| Local Authority Governor (1) | Staff Governors (1) | Parent Governors (2) |
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| VACANT | *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) 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: VACANT Ex Officio Foundation *Geraldine Gallagher Ex Officio Head Teacher (HT) | | ALSO PRESENT: Four pupils, Seraphina, Ellen, Noe and Luke M, along with teacher, Rachel Ravzi.. Robert Bahns and Eva Axelson Lewis (members of Fundraising Working Group) Michele de Broglio, Clerk |
| *denotes governor present +denotes apologies | | |

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| <p>1. Opening prayer, welcome and apologies for absence.</p> <p>1.1 The meeting started with an opening prayer dedicated to Catherine Kennally who had died earlier in the week. Governors expressed their sadness at this great loss and agreed to send flowers, with some of them planning to attend her funeral later this month.</p> <p>1.2 The Chair welcomed everyone to the meeting and governors NOTED that Matthew Kerr had sent his apologies due to being away on a school trip, and Cordelia Brown, who attended the “Masters of Learning” presentation gave her apologies for not being able to stay for the rest of the meeting due to illness.</p> | |
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2. Declaration by Governors of Interest Pecuniary or Otherwise in Respect of Items on the Agenda.

2.1 No Interests were declared in items on the agenda.

3. Membership of the Governing Body, Committees and Link Governors:

3.1 a) Governing Body membership update: There are now three Vacancies:
Ex Officio Foundation - Rev, Bryce Wandrey, has tendered his resignation from the Governing Body, with effect from 12-07-17, without having attended any meetings, as he is moving to America.

LA Governor: with the help of the clerk and governors' support service two potential candidates have come forward for consideration and the Chair and Headteacher will be arranging to meet with them and for them to visit the school.

LDBS Vacancy - The Chair has talked to the Arch Deacon about the possibility of the Rev for St Augustine being put forward to LDBS to fill this vacancy. He has been approached and would be willing to be considered. Governors AGREED however that it would be best to wait until the new St Michael's Vicar takes up his post and position as Governor in September and then to decide whether to proceed with this.

3.2 b) and c) Committee membership and Lead Governors: There is a Vacancy for Christian Ethos Lead and this is expected to be filled by the new Vicar in September. There were no other changes.

4. Minutes of the previous meeting (14/06/17) and Matters Arising.

4.1 ***The Minutes were APPROVED as an accurate record and were duly signed by the Chair for filing at the school.***

4.2 There were no matters arising.

Main Business:

5. Masters of Learning (Year 4) Presentation

5.1 Four pupils, Seraphina, Ellen, Noe and Luke M, along with teacher, Rachel Ravzi, did a presentation to governors explaining how they have been carrying out observations of learning across the school and giving feedback to the relevant class pupils on their learning

5.2 They explained how they had developed an 'Engagement Scale Tool' creating an engagement indicator with different definitions identified. This is used to identify what behaviours pupils use when trying their best and what might prevent them from behaving constructively to learn effectively, and this is used in providing useful feedback.

5.3 The Team agreed their own rules for themselves before working with a class. For example, to be polite, not to disrupt pupils while they are working etc. Forms were then used to record their observations on what had been done well and what could be done better next time. The results were discussed by the team who between them identified three things that had been done well and three that could be improved. This is fed back verbally to the class and is captured in an easy to understand one-page format with a copy provided to the class, whilst the team retain a copy on file.

5.4 Governors were shown a video of the team in action, carrying out observations, having team discussions of the outcome and then providing the feedback.

5.5 The team explained what they had learned from this project – how to listen to ideas, how to observe learning behaviours, how to explain ideas and ways of

improving this and the clarity of the feedback they provide next year. Next year the team will be training up a new team of pupils.

- 5.6 Feedback from Governors: governors were paired up to discuss feedback on their positive thoughts and ideas for improvement. This was written up and taken away by the team to reflect on and learn from. The Chair and other governors were impressed by the work undertaken by the team and congratulated them on their great presentation and the work undertaken as part of this project, and thanked them for attending.

The Pupils and teacher left the meeting.

Cordelia Brown also left the meeting with apologies due to illness.

6. Fundraising Working Group Presentation

- 6.1 Robert Bahns and Eva Axelson Lewis presented an initial fundraising strategy prepared by the fundraising working group that focused on:
1. Understanding the requirements and perceived needs of the school
 2. Reviewing best fundraising practice of other schools
 3. Understanding potential sponsor sources
 4. Facilities rental
 5. Communication
- 6.2 Issues identified were highlighted to be
1. The relatively low number of parents giving to the Governors' Fund and how to encourage more contributions.
 2. Ensuring that Gift Aid reclaims are made regularly as these are sporadic.
 3. Capital Projects for Premises – the group has identified those that would be easier to fundraise for and those that would be harder.
 4. The projected potential funds that would be received from Parents if contributions were increased by 50%.
 5. Communication to parents needing to be a lot clearer about the different funding sources and what funds what.
 6. The usefulness of carrying out a review of Best Practice of fundraising undertaken by other schools with 25 schools having been identified to be surveyed.
 7. The need to maximise income from parents, to be used as match funding, before approaching Corporates or other funding bodies.
 8. The scope for having an Alumni programme as a new source of income.
 9. The scope for increasing lettings and considering hiring out facilities to film production companies.
- 6.3 In relation to communication this could focus on all the positive aspects of the school and the initiatives to be funded, explaining the positive value that donations would make and the added impact that would be brought to the long-term viability of the school, the pupils and improved learning experience. There needs to be clear communication about the projects to be funded, with updates on campaigns and completions and outcomes.
- 6.4 Parents contributions - Easier systems for making donations need to be set up, with a simple to use facility to make direct debit payments through a link on the school's website. And as well as thanking donors there could be annual donor events and/or events linked to specific campaigns.
- 6.5 Proposed Action:
1. Financial overview to identify in detail the requirements, to be done by end of July 2017- further refinement by October, 3 year 'business plan' for the school.
 2. New communication ready for 'Welcome at School' start in September supported by 'business plan'

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| <p>3. Establish benchmark of best fundraising practice by other schools</p> <p>4. Where possible support Business Manager to optimise the rental of assets and create new opportunities</p> <p>5. Create Parent, 3rd Party and Alumni database with the help of an 'Alumni' Governor</p> <p>6. Present in October the Diagnosis, Planning and Execution to Governors of the Fundraising Strategy Plan.</p> <p>6.6 Governors thanked members of the Fundraising Group for its work so far, and Noted that the group has already met on four occasions to produce this outline strategy.</p> <p>6.7 Governors AGREED with the direction of travel proposed and welcomed the suggestions made. They stated the working group has identified issues that are really important. MD explained that this is a preliminary assessment and some of the tasks will take time to develop whilst others, such as the communication, could be delivered by September.</p> <p>6.8 Governors AGREED that the focus is on large capital projects and that there is a need to identify the impact of these on education and the benefits that would accrue from projects such as classroom and library refurbishments.</p> <p>6.9 The Group reps highlighted the need for an Investors' pack with an overview of the finances and different sources on income. Governors AGREED that a summary of income would be very useful, together with improved messaging to parents and an investment plan. They also AGREED that the summary actions make sense, but that these need to come back to the full Governing Body before final implementation and communication outside. They AGREED that any ideas about best practice should be fed back to the Chair and Head teacher and that there should be no communication to outside bodies including surveys, without their prior agreement.</p> <p>6.10 A member of the working group asked about the launch of the new website, and was told this is due to take place in September.</p> <p>6.11 Governors thanked members of the working group for the fantastic work they have undertaken in a short space of time and thanked the Group as a whole very much. <i>Robert Bahns and Eva Axelson Lewis left the meeting.</i></p> <p>6.12 Governors AGREED that it would be useful if the Headteacher could identify the impact on learning of each of the capital projects, along with the value that these would deliver together with educational outcomes.</p> <p>6.13 Governors AGREED that MD should continue to Co-ordinate the Fundraising Working Group and to liaise with them about the Governing Body's expectations, and forthcoming information for the website. They also AGREED that the Group needs to get approval for their actions before moving forward and that all external communications by the group has to be OK'd by the Governing Body. This will be communicated to the Group by MD.</p> <p>7. Governors' Day in September</p> <p>7.1 The Chair suggested that this year the Governors' day should take place on Wednesday 27th September after lunch from 2/2.30pm until the early evening, instead of taking up a whole day. This was AGREED. Details to be circulated</p> <p>7.2 Governors discussed topics for the day and AGREED Mike Thompson, the external adviser, should present the three year improvement plan to governors. Mike Thompson is working on this with the Headteacher and SLT in the morning. As well as this Governors will focus on the Review of the existing structure being undertaken by LC.</p> <p>8. Website – Fundraising and Governors' Pages</p> | <p>Action: Headteacher</p> <p>Action: MD</p> <p>Action: Headteacher. and AG</p> <p>Action: Headteacher. LC and AG</p> |
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| <p>8.1 AG has circulated a draft for the Fundraising page and Governors AGREED to feedback any comments to him by email.</p> <p>8.2 The headteacher stated that updates need to be carried out to the Governors' page by the school, and asked LC if she could supply a photograph. that this will be done by governors before the next meeting and draft text could be emailed for comment.</p> | <p>Action: ALL</p> <p>Action Headteacher and LC</p> |
| <p>9. Ratification of Revised Premises Committee Terms of Reference</p> | |
| <p>9.1 A revised version of the Committee's Terms of Reference had been Approved at the last meeting of the Premises Committee and circulated, with tracked changes. to governors prior to this meeting. The revised Terms of Reference were APPROVED by the full Governing Body with a minor amendment. The Chair will circulate the Final Approved version to all governors.</p> | <p>Action: Chair</p> |
| <p>10. Head Teacher's Report (written)</p> | |
| <p>10.1 The headteacher presented her detailed report, circulated prior to the meeting, and the following contents were highlighted:</p> | |
| <p>10.2 School Roll: There are currently ten vacancies for the coming academic year, largely in year 3. The school will be putting a banner up on the main road promoting in-year vacancies, aimed at encouraging more girls to apply. <i>A governor asked if the gender imbalance could be addressed through the admissions policy, and was told that this is not possible.</i></p> | |
| <p>10.3 Attendance: The Headteacher reported that the targets had been exceeded in the autumn term and first half of the summer term. She thanked FS for all her work in being firm and fair whilst following legal requirements.</p> | |
| <p>10.4 Behaviour management: The Headteacher Thanked MP for her extensive work on this.</p> | |
| <p>10.5 Attainment Outcomes: detailed tables were included in the report and attainment for 2016/17 is well above the National Average for EYFS, Phonics, KS1 and KS2. KS2 is very well above, whilst writing is at the expected level with this year's cohort being very different to the last and a great deal of progress having been made. The Headteacher gave a big thankyou to all of the staff</p> | |
| <p>10.6 Pupil Voice: a number of opportunities exist for pupils including becoming a 'Master of Learning', an RE or Eco ambassador or being on the school Council.</p> | |
| <p>10.7 Staff and Class names for 2017-18: detailed information was provided in the report.</p> | |
| <p>10.8 Lock Down practice: A practice was carried out and the school will be seeking more professional advice on this. This is to be included in the Learning Improvement Plan for next year. <i>One of the Governors suggested talking to Highgate School about the issues.</i></p> | |
| <p>10.9 Governors' Visits: the Headteacher thanked the Chair for last year and this year's Chair as well as the two Vice Chairs and all Governors for all their input and hard work over the year.</p> | |
| <p>10.10 <i>Governors thanked the Headteacher for this brilliant report and the exceptional attainment achieved in many, many areas as well as the progress and improvements made in this academic year.</i> They agreed it had been a very successful year and the Chair gave a big thank you to the Headteacher for this.</p> | |
| <p>11. Learning Improvement Plan</p> | |
| <p>11.1 The Chair stated that Michael Thompson, an external adviser and Ofsted Inspector, had externally assessed the school as "outstanding", and he offered many, many congratulations to all the staff at the school on behalf of the Governing Body. The Self Evaluation Summary circulated to Governors reflects this and Governors</p> | <p>Action Headteacher</p> |

AGREED that this is supported by the latest “outstanding” data. **Governors AGREED that the website and school newsletter should mention that the latest data puts the school in the bracket of “Outstanding”.**

12. Chair’s Report

- 12.1 The Chair continues to meet regularly with the headteacher and to deal with the Governor vacancies. For details see Item 3 above.
- 12.2 He reported checking the Governors’ Fund every month and that all contributions need to be captured including those made via Scopay.
- 12.3 A further meeting has taken place with Highgate School regarding the Heads of Terms and Lanes Agreement. Reported in Part 2.
- 12.4 The Chair continue to work on the website with the headteacher.
- 12.5 The Chair thanked Governors for everything they had done this year including: The Review and extension of nursery provision, Revision of the Admissions Policy, setting up the new Fundraising Working Group, the considerable support provided by CB to the Inclusion Leader, the new website and vision for the school, the additional scrutiny of the budget process, new IT and iPads, all the work on premises, the progress made on negotiations with Highgate School and the self - assessment of governing body ways of working. All amounting to a lot of hard work and many achievements.

Action:
Headteacher

13. Reports from Committees, Working Groups and Lead Governors:

- 13.1 Premises Committee: Governors NOTED the minutes of previous meetings circulated and that the Committee had also met on 19th June and minutes for that meeting will also be circulated in due course. The Chair reported that works are in progress over the summer and that major capital works are absolutely dependant on fundraising. In the meantime, progress is being made on one of the projects, for music and intervention space in the flat. Change of use has already been obtained and a listed building consent application is in progress, and quotes will be sought once this has been obtained.
- 13.2 Fundraising Working Group (MD): See item 6 above.
- 13.3 Inclusion Lead (CB): The Chair reported that CB had attended a meeting of parents with the outgoing and incoming Inclusion Leaders. He expressed many thanks to her for her work on Inclusion and reported that she is planning to attend more meetings with groups of parents. In relation to SEN, good communication re support for children at ‘SEN Support’ was identified as being very important going forwards as some parents were not aware of all the good work and interventions going on for their children.
- 13.4 Safeguarding Lead (JM): No update.
- 13.5 Finance Lead (MD): No update
- 13.6 Curriculum and Assessment Lead (MK): MK’s report of his meeting with relevant staff is still awaited. Unfortunately, he could not attend this meeting.
- 13.7 Admissions Lead (CB): Nothing to Report.
- 13.8 Christian ethos Lead (Vacant): No Report
- 13.9 Communications Lead (MD): No Report.
- 13.10 STEM Lead (AZM): AZM arrange to meet with Dave, the Science Leader.
- 13.11 Governors’ Development Plan: Nothing to Report.

14. Governors Visits, Development and training.

- a) Receive reports from governors who have undertaken monitoring visits to the school – no reports for this meeting.
- b) Receive feedback from governors who have attended training courses since

Action: MK

the previous meeting – None for this meeting.

Action: AZM

15. Any Other Urgent Business Items

15.1 None

16. Review of the Meeting

Governors thought that the meeting had been productive and it had been great to have a presentation by the pupils.

17. Future Meeting Dates

Meetings of Full Governing Body: The Next Meeting will take place in September before the Governors' Day and the Clerk was asked to circulate dates for this and all the other meetings throughout the year – all to continue to be held on Wednesdays at 7pm.

Governors' Day: Wednesday 27th September after lunch from 2/2.30pm until the early evening. Details to be circulated.

18. Cards to staff

These were divided up between the governors who are to complete them as soon as possible and return to the school before the 25th July

Parts 1 and 2 of the meeting concluded at 9.45pm

..... Date

Chair of Governors (Adam Garfunkel)