



**ST MICHAEL'S CE PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
WEDNESDAY 3rd OCTOBER 2018 AT 7.00 PM**

PART 1 MINUTES

Local Authority Governor (1)	Staff Governors (1)	Parent Governors (2)
*Vidhi Gupta (VG) (19-09-21)	*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) *Reverend Peter Vanzozi (PV) (07-05-22)	*Adam Zombory-Moldovan, VICE CHAIR (joint) (AZM) (26-11-18) *Adam Garfunkel, CHAIR (AG) (12-05-19)
EX OFFICIO (2): FOUNDATION and HT		ALSO PRESENT
*Reverend Kunle Ayodeji Ex Officio Foundation (KA) *Geraldine Gallagher Ex Officio Head Teacher (HT)		Saru Balakrishnan, Clerk
*denotes governor present +denotes apologies received		

ITEM NO.	SUBJECT/DECISION	ACTION BY
1.	Opening Prayer, Welcome and Apologies for Absence.	
1.1	The meeting started with an opening prayer led by Reverend Kunle Ayodeji.	
1.2	The Chair welcomed everyone to the meeting and noted that apologies had been received in advance from Lucy Clarke.	
2.	Declarations of Interest in Respect of this Meeting	
2.1	None.	
3.	Election of Chair/Vice Chair	
3.1	Adam Garfunkel was elected Chair of the GB for one year. Jonathan Murphy and Mark Dailey were elected as Joint Vice Chairs for one year.	
4.	Annual Declarations of Interest and Governors Code of Conduct (papers)	
4.1	These were circulated in advance of the meeting and signed by Governors present and returned to the school for file.	
5.	Minutes of previous FGB held on 18th July 2018	
5.1	The Minutes of the previous meeting were AGREED as an accurate record for the Chair's signature and school to file.	
6.	Matters arising from previous FGB meeting	
6.1	6.1 Done 12.5 AG to pass details of education businesses to the HT – to be done 14.1 Done 15.3 Done	AG
7.	Adopt new Committee Structure, Membership and Link Governors	
7.1	Paper circulated in advance of this meeting and the Committee structure and membership was AGREED as follows: <u>Children's</u> Jonathan Murphy	



	<p>Cordelia Brown Matt Kerr Peter Vanzozi Kunle Ayodeji Geraldine Gallagher</p> <p><u>Finance & Premises</u> Adam Garfunkel Adam Zombory-Moldovan Mark Dailey Lucy Clarke Vidhi Gupta Fran Sorapure Geraldine Gallagher</p> <p><u>Fundraising Group</u> Mark Dailey Adam Garfunkel Kunle Ayodeji Robert Bahns</p> <p><u>Link Governors</u> Assessment – Matt Kerr Comms with Parents re Access and Safeguarding – Jonathan Murphy and Cordelia Brown Early Years – Vidhi Gupta</p>	
8. 8.1	<p>Policies for agreement</p> <ul style="list-style-type: none"> • Appraisal Policy • Pay Policy <p>Both policies have had only minor amendments which GG talked through. The above policies were AGREED.</p>	
9. 9.1	<p>Agree School Self-Evaluation and Learning Improvement Plan</p> <p>GG talked through the papers, circulated in advance of this meeting, which have been put together mainly with the SLT, an external adviser who is an Ofsted Inspector, and a Governor and has also considered discussions with staff. The paper forms a range of performance objectives for all staff in the school. Governors noted that the school is obtaining outstanding results and commended the school and senior leaders for this. Governors discussed the document and made some amendments which included adding a bit more narrative under some sections. ACTION Governors AGREED the documents subject to the above changes. ACTION GG to advise the FGB on the progress of the LIP using a RAG.</p>	<p>GG</p> <p>GG</p>
10. 10.1	<p>Premises Update</p> <p>The school achieved a fantastic amount of building work over the summer and Governors gave thanks to Nicola Purvis and Troy Bunbury who worked over the summer managing the contractors and ensuring the works were completed in time for the school to re-open at the beginning of term. The following works have been completed:</p> <ul style="list-style-type: none"> • Cage resurfaced 	



	<ul style="list-style-type: none"> • External area of EY redecorated • Internal lighting upgraded in KS1 and EY • External lighting scheme installed. • Interactive boards in every classroom. • Top playground resurfaced. • New curtains in KS2 hall <p>GG communicated to parents at the end of last term what was happening and where the funds came from LDBS, dedicated schools grant, SMSA and Governors Fund. The next newsletter will include photos of the work done.</p>	
11.	Headteacher's Report	
11.1	The summer term ended well.	
11.2	<p>Numbers on roll are as follows:</p> <p><u>Nursery</u> 25 full time 2 x cohorts of 12 part time Giving an overall total of 49. There are five children on the waiting list for a full-time place.</p> <p><u>Reception to Y6</u> There are eight vacancies across the school, last year there were 19 vacancies. There are children on the waiting list for Y3 and Y5. There has been a decrease across Haringey in the number of pupils needing places and the LA is predicting a large surplus of places next year. The school has done a lot of work on Open Mornings and held one on a Saturday which went very well. A big marketing effort was carried out. GG gave thanks to the staff and pupils who attended the Saturday Open Morning. Visitors were given a pack to take away which included a map of the grounds drawn by a Y5 pupil and a brochure which was produced in-house. A flow chart of the admissions process was provided and the brochure included the school's catchment area, where the current pupils come from, the school's performance data, secondary school destinations of leavers and a message from GG. Refreshments were provided on the day and parents were told about the various clubs on offer and the wraparound care the school can provide. Before parents left they were asked to complete a questionnaire on the Open Day to gain feedback on the day and asking them if SMCE would be their first choice and, if not, the reasons why. Governors noted how good GG's talk to prospective parents had been and suggested that this could be videoed and used more widely. A Governor had lunch with a prospective parent after the Open Day who said they had been very impressed with their visit.</p>	
11.3	<p><u>SEN Pupils</u> There are 30 pupils across the school with support, 24 with school support and 6 on an EHCP.</p>	
11.4	<p><u>Staffing</u> Five teachers left last year, one for a sabbatical and four moved away from the area. The calibre of staff at the school is very high, a number of the TAs are Graduates and others have many years of experience working in schools.</p>	
11.5	<p><u>Reception and Nursery</u> There is one teacher and one Nursery Nurse. Governors asked GG to highlight</p>	GG
11.6	<p>this in information for prospective parents. ACTION <u>Wellbeing Survey</u></p>	



	The survey has been completed and the main area to be worked on internally is communication. The adviser will be coming to the school next week to do work on this.	
12.	Chair's Report	
12.1	AG has been to see GG three times since the beginning of term for sub-committee, Governors development day and the school Open Day.	
12.2	AG attended the West Haringay Chairs' meeting.	
12.3	AG noted that only five Governors were able to attend the Governors Development Day, held earlier today, and noted that consideration should be given to finding a time that works for all. Governors AGREED that it should be done on a different day to the FGB in future and the best time would be either 6pm to 8pm or 7pm to 9pm.	
13.	Governors' Strategy and Succession Planning	
13.1	AZM's term as Governor will end in November this year. Governors gave thanks to AZM for the tremendous amount of work he has done on behalf of the school during his eight years as Governor.	
13.2	PV has written to the Deanery Synod re appointing a Governor to replace AZM. ACTION AG to follow this up.	AG
14.	Governors' Visits and Training	
14.1	JM made a Safeguarding visit to the school yesterday and checked the single central register.	
14.2	AZM visited the school over the summer and just before the beginning of term to ensure the building works were proceeding as planned.	
14.3	KA has conducted two assemblies with both Key Stages.	
14.4	PV will be attending the school tomorrow and will be attending Governor training next week.	
14.5	CB has meetings with Linda Kennedy scheduled for next week when they will be looking at EHCPs.	
15.	Any Other Business	
15.1	<u>Master Planning Meeting</u> This has been rescheduled and AZM will circulate proposed dates to all Governors who would be welcome to attend if they can. ACTION	AZM
15.2	<u>HT Performance Panel</u> The Panel will comprise of AZM, CB, LC and AG. It had been scheduled for next week, to be confirmed.	
15.3	<u>Ofsted Training</u> AG and MD attended the last session. ACTION GG to schedule another session with the same person. It was agreed that the following Governors should attend – PV, MK, MD, AG and JM.	GG
16.	Dates of Future Meetings	
16.1	<u>FGBs on Wednesdays at 7.00pm</u> 3 October 2018 28 November 2018 23 January 2019 27 March 2019 24 April 2019	
16.2	<u>Finance and Premises Committee on Tuesdays at 5.30pm</u> 6 November 2018 12 March 2019 2 April 2019	



16.3	11 June 2019 <u>Children's Committee on Wednesdays at 5.30pm</u> 17 October 2018 14 November 2018 13 March 2019	
16.4	10 July 2019 <u>Fundraising and Comms</u> TBC	

There being no further Part 1 business, the meeting closed at 9.00pm.
The Chair thanked everyone for their attendance.

Signed (Chair).....Date

List of agreed Actions

Item No.	Agreed Action	By whom
6.1	AG to pass details of education businesses to Headteacher	AG
9.1	GG to make agreed amendments to the SSE and LIP	GG
9.1	GG to report on progress of LIP to FGB using RAG rating	GG
11.5	GG to amend information to prospective parents re Nursery and Reception	GG
13.1	AG to follow up replacement Governor with Deanery Synod	AG
15.1	AZM to circulate dates for Master Planning session to Governors	AZM
15.3	GG to organise Ofsted training	GG