



**ST MICHAEL'S CE PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY HELD ON
WEDNESDAY 28th NOVEMBER 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 VICE CHAIR (joint) (09-11-20)	*Lucy Clarke (LC) (03-05-20) *Reverend Peter Vanzozi (PV) (07-05-22)	*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 Cordelia Brown. Lucy Clarke joined the meeting by telephone.	
2.	Declarations of Interest in Respect of this Meeting	
2.1	None.	
3.	Minutes of previous FGB held on 3rd October 2018	
3.1	The Minutes of the previous meeting were AGREED as an accurate record for the Chair's signature and school to file.	
4.	Matters arising from previous FGB meeting	
4.1	6.1 Done 9.1 Done. 13.1 Follow up Deanery Synod for replacement Governor – in progress 15.1 Master Plan meeting dates to be circulated – to be done, MD to follow up 15.3 Ofsted training to be organised – 23/1/19 at 6:00pm	MD
5.	Pupil Premium Strategy	
5.1	The Pupil Premium Strategy was circulated in advance of this meeting. The money provided is to ensure PP pupils are making good progress. There is a summary of progress on the report and the impact of interventions. Governors asked about the success criteria and desired outcomes, increased well-being and self-esteem, how is this measured? This can be seen in raised confidence in the class room which staff notice. An audit of need is conducted every term. Governors congratulated the staff for fantastic achievements in progress for PP pupils.	



	The Strategy was AGREED by Governors.	
6.	Sports Grant Strategy	
6.1	The Sports Grant Strategy was circulated in advance of the meeting. The school receives £19k and the impact of its use is evidenced. £12k is spent on a PE apprentice. The one who was here last year has now gone on to teacher training. The PE Lead has six days out as there is a lot of administrative work involved in organising events and transport. The six days are well planned and thought out. The PE apprentice is able to go to events with parents. Governors AGREED the Sports Grant Strategy.	
7.	Behaviour Monitoring	
7.1	The Behaviour Policy is reviewed annually and will be looked at by the Children's Committee at their meeting next week. The school is using Reflection Sheets and these can be monitored to track times of day, gender and year group. Benchmarking with our data from last year shows there are fewer incidences at lunchtimes as we now have more staff with designated areas. The school will be benchmarking the data against other local schools.	
8.	Policies for agreement	
8.1	<ul style="list-style-type: none"> Complaints Procedure This is an LDBS model policy. Governors AGREED the policy.	
9.	Finance and Premises Committee Report	
9.1	MD, AZM, AG, GG and Robert Bahns have met to discuss fundraising.	
9.2	Budget Monitoring – Haringey is responsible for playing fields and all-weather pitches, regardless of ownership, and consequently any upgrade/improvements of these areas paid out of the Dedicated Schools Grant would be VAT recoverable. This was agreed at Committee and is brought to the GB for agreement. Governors AGREED .	
9.3	Catering – numbers are up. There have been some quality issues but a new chef has just started. Need to budget for replacement equipment.	
9.4	Governors Fund Donation will be shown on a separate line with income from the Lane lettings.	
9.5	The National Funding Formula is changing and NP had circulated a model of the outcomes for the three options.	
9.6	GG gave a good report on the new pick up procedures which has led to a calmer pick up for the children.	
9.7	AZM has agreed to stay on as a Co-opted member on the premises part of the Committee for the remainder of this academic year.	
10.	Children's Committee Report	
10.1	A very good meeting was held.	
10.2	Pupil attainment and progress and analysis – the school has achieved very good results for boys and girls.	
10.3	Targets for EY, KS1 and KS2 will be discussed at the meeting next week.	
10.4	Pay and Performance Management, considering where staff are and at what level and how this affects the budget. Staff training, the school has bought into the Coldfall training package for NQTs.	
10.5	Staff training related to the school Learning Improvement Plan and personal development	
10.6	Committee members asked for teachers to come to a meeting and talk about a specialist subject. At the next meeting iPads and how interactive boards are used will be demonstrated.	
10.7	The policies and the policy schedule were reviewed and agreed.	



	Governors asked about receiving papers for Committees which they are not a member of. If this is needed then Governors should email the Clerk to request them. ACTION GG to consider secure online portals for Governors meeting documents.	GG
11. 11.1	Term Dates 2019-20 The dates were circulated at the meeting and are in line with Haringey dates. The school can then choose its own five Inset days. Three have been selected with a further two to be set. Governors AGREED the term dates.	
12. 12.1 12.2 12.3 12.4 12.5 12.6 12.7 12.8 12.9 12.10 12.11 12.12 12.13 12.14 12.15 12.16 12.17	HT Verbal Report and LIP Update There are eight vacancies across the school. There are 26% EAL children in the school. Attendance is at 97%. The school has very close links with the three local churches and clergy lead collective worship on Thursdays. The term ends on Thursday, 20 December and there will be a service at St Michael's. There will be a Christmas lunch that day as well. Governors are invited to attend both. The school has a programme for charities, both national and international. For Harvest Festival the children donated food for the foodbank and 1,872 items were donated. The school raised £875 for Children in Need. A Danceathon is held to raise money for the NSPCC. The school has a link with Kirima, a school in Uganda and normally raises money for them in the Spring but they need money at Christmas time this year and the children will be wearing Christmas jumpers to raise money. Anti-Bullying week and PV will be attending a workshop tomorrow. The NSPCC have led assembly run workshops in Year 5 and 6 on Keeping Children Safe. The school is considering the use of mobile phones. A survey has been sent to Y5 parents to ascertain if we can establish a parent pact – an agreement when parents will let their children use mobile phones and apps. A letter has been sent with the survey which includes some detail re the impact on mental health. The school will also be contacting Year 4 parents in the new year. <u>Transitions</u> Nursery have settled in well. Reception have been linked to Y5 buddies and have settled well in the playground at lunchtimes. Y3 have settled well. Secondary transfer meetings have been held. The school is getting good feedback from Y7 parents who have said how ready their children were for secondary school. There has been a lot of sickness and long-term absence across the school A music evening was held for the Harvest festival. The school is spreading out Y6 events throughout the year. The school took over Lauderdale House for the day, FS organised this, and the children's work on the UNICEF Rights of the Child were displayed. The event was very well run and thanks were given to FS and the staff who organised this. The event will be featured in the Ham and High. The SMSA have agreed to fund purchase of two kits -1.PE ambassadors -2. Kits for children attending tournaments. Thank you for their hard work in raising	



<p>12.18 12.19 12.20 12.21 12.22 12.23</p>	<p>significant funds for the school GG attended the memorial service at Highgate School. <u>LIP Update</u> There are Phase Leaders across the school. Three have been recently appointed and will have an Induction Programme. Thanks were given to CB for assisting on the Panel. Focus on impending Ofsted inspection. The school is due an Inspection to take place between now and the end of the summer term 2020. GG attended HMI training. The Haringey Education Partnership Adviser, Fran Hargrove, came in to the school and will be coming in again to do training for new Leads and Governors on 23 January 2018 at 6pm, one hour before the next FGB. Governors asked if GG could include a RAG rating on the LIP. ACTION AG advised that he has heard from his Chair's Mentor about the forthcoming Ofsted focus on the whole child which fits in with the school's vision.</p>	<p>GG</p>
<p>13. 13.1</p>	<p>Governors' Strategy and Succession Planning Paper circulated at the meeting. Governors discussed the paper and noted in S6, Capital Development Projects that the idea is to form working groups to take these items forward. Governors discussed items that fit in with Committees and where groups should be formed. It was AGREED that 2b, 2c and 3a should be dealt with by the Fundraising Group. 4c, strengthening local ties to be AG, KA and GG. ACTION GG to investigate further with Lemongrass, the web developers, how communications with families can be improved. 5. Succession Planning – AG to deal with. 6. to be dealt with by the F&P Committee. Governors AGREED that 8a and 4 – improving parent communications is the school's responsibility. ACTION Remove 8 and slim down the document. ACTION MD to lead on drafting the communications headline document. MD to send the draft document to GG and FS to complete and this will be presented as a draft to the FGB next year.</p>	<p>AG MD/GG/FS</p>
<p>14. 14.1 14.2 14.3 14.4 14.5 14.6 14.7</p>	<p>Chair's Verbal Report AG meets with GG regularly. AG is writing copy for the newsletter. ACTION Content of the newsletter to be considered as part of the Comms Strategic plan. AG attended the fundraising evening. JM and AG met with AZM as Governors Fund Trustees and considered ways of working. They looked at the bank account and need to know from the school where funds are already allocated. AG met Anne Carson and Phillip Sudell, Area Dean West Haringey Synod and has written an advertisement for a new Governor. To date there have been five expressions of interest and three have completed application forms. The next Deanery Synod is in February 2019. KA has joined the Fundraising Group with AG, MD and Robert Bahns. JM is now the Chair of Trustees. New Trustees will be needed as JM's term as Governor expires during this academic year. It was agreed that PV would join the Trustees.</p>	



	ACTION School to prepare a list of donors to the fund and thank you cards to be sent to them with an agreed text which AG will write.	AG
15.	Governors Visits, Training and Development.	
15.1	KA and PV make regular clergy visits.	
15.2	ACTION GG to circulate to Governors a list of nativity events.	GG
16.	Any Other Business	
16.1	None.	
17.	Date of Next FGB Meeting	
17.1	Wednesday, 23 January 2019 at 7.00pm	

There being no further Part 1 business, the meeting closed at 9.07pm.
The Chair thanked everyone for their attendance.

Signed (Chair).....Date

List of agreed Actions

Item No.	Agreed Action	By whom
4.1	MD to chase up dates for Master Plan meeting	MD
10.7	GG to consider secure online portals for Governors meeting papers.	GG
12.23	GG to include RAG rating on the LIP.	GG
13.1	AG to revise the Governors strategy document as discussed	AG
13.1	MD to draft the headline communications document and send it to GG and FS to complete and this to be brought to FGB next year.	MD/GG/FS Clerk - Agenda
14.7	GG to provide a list of donors to the Governors Trust fund and AG to draft text to be included in thank you cards to be sent to them.	GG AG
15.2	GG to circulate to Governors a list of Nativity events.	GG