



**ST MICHAEL'S CE PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY HELD ON
WEDNESDAY 23rd JANUARY 2019 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) Vacancy
EX OFFICIO (2): FOUNDATION and HT		ALSO PRESENT
+Reverend Kunle Ayodeji Ex Officio Foundation (KA) *Geraldine Gallagher Ex Officio Head Teacher (HT)		Nicola Purvis, SBM (part) 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 Mark Dailey.	
1.2	The Chair welcomed everyone to the meeting and noted that apologies had been received in advance from Peter Vanzozi and Kunle Ayodeji. Vidhi Gupta would be arriving late to the meeting. Lucy Clarke joined meeting by telephone.	
2.	Declarations of Interest in Respect of this Meeting	
2.1	None.	
3.	Minutes of previous FGB held on 28th November 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	4.1 Master Plan meeting date to be confirmed – to be done.	MD
4.2	10.7 Done.	
4.3	12.23 Done.	
4.4	13.1 Revise the Governors strategy document as discussed – to be done.	AG
4.5	14.7 Done.	
4.6	15.2 Done.	
<i>NP joined the meeting at 7.15pm</i>		
5.	Finance 3rd Quarter Report	
5.1	Paper was circulated in advance of the meeting. NP advised the school is in a strong position. Income is on target overall with some income lines expected to be overbudget by year end Expenditure – there are a few areas under budget but planned expenditure on replacement of equipment and repairs are planned. Agency staff has gone over which has been due to sickness absence and in-year	



	departures.	
<i>NP left the meeting at 7.20pm</i>		
6.	Fundraising and Comms Group Update	
6.1	<p>Paper was circulated in advance of the meeting.</p> <p>MD talked through the paper which gives context to the school's 10-year strategic plan.</p> <p>Key measures are given at the end of the document.</p> <p>The document sets out the history of the school and can be used in Induction for new Governors.</p> <p>The key messages should be reviewed every couple of years.</p> <p>Governors asked that a short paragraph be inserted at the beginning of the document setting out the context and why it has been written.</p> <p>The strategic plan should run in parallel with comms on operational issues which GG notifies to parents.</p> <p>The plan ties in with the LIP which refers to improving parent communications. Day to day it will tie in with the strategic plan.</p> <p>There could be more rigour around the Governors Fund with a quarterly report provided.</p> <p>There is some key work to be done before the plan is launched such as the Masterplan</p> <p>Governors gave thanks to MD for his work on this document.</p> <p>ACTION JM to do some work to advise governors on the current state of the Governors Fund. JM to meet with NP.</p> <p>Governors asked that some short- and medium-term goals are included in the plan. ACTION</p>	<p>MD</p> <p>JM</p> <p>MD</p>
7.	Governors Strategy and Succession Planning	
7.1	<p>LC will be leaving the GB at the end of this term and PV will be leaving on 1 March as he is moving Parish.</p> <p>The GB will have vacancies for Deanery Synod, LDBS, PCC and Parent Governors.</p> <p>There have been some very good applicants for the Deanery Synod Governor roles.</p>	
<i>VG joined the meeting at 7.45pm</i>		
	<p>Governors discussed the recruitment of Governors and it was AGREED that the vacancies could be advertised in local churches. ACTION</p> <p>ACTION AG to pursue other Governor recruitment options.</p> <p>ACTION GG to contact St James' Primary School.</p> <p>Governors AGREED that the skills required on the GB are in the areas of Finance, Fundraising, Architecture and Comms.</p> <p>Parent Governor elections will be held just after half term with a view to the elected Parent Governors starting in March 2019.</p> <p>There will be a need to appoint a new Chair of the GB for July 2019, a Safeguarding Lead and a Chair of the Governors Fund.</p> <p>It was AGREED that CB would take over as Safeguarding Lead.</p> <p>Governors gave thanks to AG for his work on the strategy and succession planning.</p>	<p>KA</p> <p>AG</p> <p>GG</p>
8.	Policies for agreement	
8.1	SEND – Governors AGREED this policy.	
8.2	Admissions – there are some amendments to be made to this document. ACTION LC to send some suggested amendments to GG by email. Once changes have	LC/GG



<p>8.3 8.4</p>	<p>been made the Policy to be re-circulated to Governors by email as this needs to be approved by February. 2019. Site Security – Governors AGREED this Policy subject to some formatting corrections. Safeguarding and Child Protection – this is a Haringey model policy. Governors asked for some more detail on p.19 where the school's priorities are set out. ACTION GG to send to VG for approval once the further comments have been included.</p>	<p>GG/VG</p>
<p>9. 9.1</p>	<p>Children's Committee Report The Committee met on 5 December and were given a presentation by Adrian Braune, Computing Lead, on the use of iPads in lessons. At the next Committee meeting there will be a talk delivered by the Music Lead. The school will be applying for the Arts Mark Award The Committee also considered staff development in terms of staff moving on to the next step and secondment opportunities.</p>	
<p>10. 10.1 10.2 10.3 10.4 10.5 10.6 10.7 10.8 10.9 10.10</p>	<p>HT Report and LIP Update The Catering Company has been in place for a year now and Harrisons held a parent taster session which was attended by about 20 parents. A new chef has been appointed and there will be a new Area Manager starting in March. The Midday Supervisor is monitoring the meals and the meal sizes. Security - the front gates now have electronic locks. The top playground is being tarmacked in half term break. A parent, who is an architect, has offered to assist with the aesthetics. Parents have been invited to attend a coffee morning regarding site security next week. Governors noted that it is very dark when picking up children from the after-school club. ACTION GG to address this with the lighting contractors. Fran Hargrove, HEP SIA, gave training to middle leaders and Governors. The school is applying for NAACE accreditation which focuses on more able children in Education. An Assessor will be attending the school in February, date to be confirmed, and will want to speak to one Governor and three parents for half an hour together. ACTION GG to confirm date to Governors. CB would be willing to attend this. It was noted that FS has done a lot of work on this and Governors gave thanks to her. Parent Survey - homework was raised as an issue and this is now available on the school's website. Parents can still request a paper copy if needed. The LIP front page was circulated to Governors at the meeting and GG discussed the rag rating. ACTION GG to email to Governors. The SLT contributed to this document. Senior and middle leaders will be receiving training under the Wellbeing package on Change management, next Tuesday. Two new Middle leaders will be attending the LDBS middle leaders course. Governors gave thanks to the Middle Leaders for their work.</p>	<p>GG GG GG</p>
<p><i>VG, CB and MK left the meeting at 9.00pm</i></p>		
<p>11. 11.1</p>	<p>Chair's Report The Chair and Vice Chairs met in January. The Chair has written to parents re school access and catering. The Chair attended training this evening.</p>	
<p>12. 12.1</p>	<p>Governors Visits, Training and Development. JM has made a Safeguarding visit.</p>	



	AG visits regularly. A number of Governors attended the Christmas lunch, the Nativity and the Church Service.	
13.	Any Other Business	
13.1	LC is working on the Governors' Induction pack.	
14.	Date of Next FGB Meeting	
14.1	Wednesday, 27 March 2019 at 7.00pm	

There being no further Part 1 business, the meeting closed at 9.10pm.
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
4.4	AG to revise the Governors strategy document	AG
6.1	MD to add a short paragraph setting out the context of the paper.	MD
6.1	JM to do some work on Governors Fund and to meet with NP	JM
6.1	Short- and medium-term goals to be added to the Strategic Comms Plan.	MD
7.1	Governor vacancies to be advertised in local churches.	KA
7.1	AG to look into Governor recruitment options.	AG
7.1	GG to contact St James' Primary School re Governor recruitment.	GG
8.2	Admissions Policy – LC to send suggested amendments to GG and once finalised the policy to be re-circulated to Governors by email for approval.	LC/GG
8.4	Safeguarding and Child Protection Policy – GG to make amendments as agreed and to send to VG for approval.	GG/VG
10.4	GG to address lighting issues outside the school with the lighting contractors.	GG
10.6	GG to confirm date when NACE Assessor will be attending the school to meet with one Governor and three parents.	GG
10.8	GG to email LIP document to Governors.	GG