



**ST MICHAEL'S CE PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY HELD ON
WEDNESDAY 27 MARCH 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)	*Adam Garfunkel, CHAIR (AG) (12-05-19) *Charlotte Allen, (25-02-22)
EX OFFICIO (2): FOUNDATION and HT		ALSO PRESENT
+Reverend Kunle Ayodeji Ex Officio Foundation (KA) *Geraldine Gallagher Ex Officio Head Teacher (HT)		Claire Southern, Observer Lisa Maguire, Observer 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 Jonathan Murphy, Vidhi Gupta, Cordelia Brown, Matthew Kerr and Kunle Ayodeji. 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 23 January 2019	
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	4.4 Done.	
4.3	6.1 JM to do some work on Governors' Fund and meet with NP – to be done.	JM
4.4	6.1 MD to add a paragraph to the Fundraising and Comms paper – to be done.	MD
4.5	7.1 Governor recruitment - Agenda item this meeting.	
4.6	8.2 Admissions Policy is now ready and will be circulated to Governors for comment.	GG
4.7	8.4 Safeguarding and Child Protection Policy approval - done	
4.8	10.4 Lighting issues to be addressed with contractors – to be done.	GG
4.9	10.6 Done.	
4.10	10.8 Done.	
5.	Children's Committee Report	
5.1	The Minutes of the meeting held on 13 March 2019 were circulated in advance of this meeting. The Committee discussed the Ofsted and NACE inspections. An update on	



	<p>staffing was given. Governors have viewed the school CPD plan which links to the LIP. There is a need to invest in IT. Policies were agreed. As it was JM's last meeting KA was elected as interim Committee Chair until July 2019.</p>	
6. 6.1	<p>Finance and Premises Committee Report The Minutes of the meeting held on 12 March 2019 were circulated in advance of this meeting. The asbestos tests have been completed. The external lighting has been completed. There are vacancies for an English Lead and a Music Lead. The committee discussed the need for the school to take out maternity leave insurance. No decision was made, it will be for the school to decide. The budget was discussed, it is similar to previous years. Increasing Nursery hours was discussed which would increase income. Staffing costs make up 85% of the budget. They will be going up due to the salary and pensions increases. Additional income is offset by increased staffing costs. A small surplus of £20k is forecast. There is a need to increase parental donations. Governors asked how Governors Fund spending is communicated to parents. This year Christmas cards were sent to all Governor Fund donors. Governors asked about co-opting people to assist with fundraising. A number of parents do assist with fundraising. An amount of £35k is anticipated to be spent on replacing pcs. The server needs replacing and will also require associated air conditioning. The school will be purchasing a visitor entry system. The 10-year strategic plan will be launched in the summer and will assist with fundraising. Robert Bahns and MD have identified a number of grants that the school can apply for and will advise the school of the documents and evidence that will be needed.</p>	
7. 7.1	<p>LIP Update Paper was circulated in advance of this meeting. Paper RAG rated and Headteacher gave update on progress. GDPR regulations have impacted on schools ability to create videos.</p>	
8. 8.1 8.2 8.3 8.4 8.5	<p>Governors Strategy and Succession Planning LC conducted a Governance Review which led to changes being made this year. MD as Finance Lead was under lot of pressure and there was a need for more people to look at this area. A Children's Committee was introduced. Some strategic planning will be a fixed item on the FGB Agenda. The Strategy document has been developed over the past couple of years. AG and GG are doing some more work on it and it will then be circulated to Governors. It includes sections on Vision, Funding, People, Comms, Leadership, Resources, Curriculum and Parents. There are a lot of changes on the GB this year. As a Foundation Church School there has to be a majority of Foundation Governors. Parent Governor elections are underway, with voting ending on Friday and counting on Tuesday.</p>	



8.6	There is an LDBS Panel in April when it is hoped that appointments to the GB will be confirmed.	GG/AG	
8.7	MD has agreed to be GB Chair until the end of this year. There is a need for two new Vice Chairs.		
8.8	There is a need for someone to lead on Governor Strategy.		
8.9	There is a need for two Committee Chairs.		
8.10	MD would like to relinquish his role as F&P Chair and focus on the 10-year plan.		
8.11	Two of the three trustees of the Governors Fund will be leaving and will need to be replaced.		
8.12	There will be a half day Governors' Day held in September. When all the Governor appointments have been made a Governors' Skills Audit will be conducted.		
8.13			
8.14	There will be a social event for Governors on Tuesday, 30 April in the evening and Governors who have recently left will also be invited. A Draft Induction pack is being prepared for new Governors which will be uploaded onto GovernorHub when ready.		
9.	Policies for Review		
9.1	<u>Admissions</u> To be circulated to Governors for comment and then to be finalised. ACTION		GG Clerk
10.	Instrument of Governance		
10.1	Typing error to be corrected. ACTION Clerk to a send to AG, GG and Governor Services at Haringey Education Partnership (HEP).		Clerk
11.	Headteacher's Report		
11.1	There are 460 on the Roll.		
11.2	There are nine vacancies across the school, last year there were 10.		
11.3	EAL students make up 26%. 30 languages are spoken at the school.		
11.4	27 pupils are SEN 7 pupils have EHCPs.		
11.5	Attendance is at 97% which is above national.		
11.6	The school has a robust Behaviour Policy which is monitored.		
11.7	The school has links to St Michael's Church, All Saints and St Augustine's. The Clergy come in regularly and lead collective worship. Pupils attend St Michael's Church four times a year. There will be an Easter Service at St Michael's Church at 9.30am on 5 April which Governors are welcome to attend.		
11.8	The school has a charity timetable and links to a local, a national and an international charity.		
11.9	The pupils attend a lot of sporting events and tournaments. Y6 pupils have created a PE and Sports newsletter.		
11.10	There are a lot of opportunities for Pupil Voice.		
11.11	Parents and Carers are involved in the school in a voluntary capacity.		
11.12	The SMSA fund a lot of important projects.		
11.13	The School Disco will be held next week.		
11.14	The school has good links with Highgate School		
11.15	A fire drill is held termly.		
11.16	Governor visits are welcomed. All events are listed in the newsletter which Governors receive.		
11.17	Y4 will be going to Flatford for two nights before Easter.		



11.18	Haringey has provided "Bike Ability" cycle training, for Y4.	
12.	Chair's Verbal Report	
12.1	AG is part of the Group of West Haringey Chairs of Governors who meet once or twice a term. They have drafted a letter of complaint to Haringey with regard to budgets which was signed by 20 Chairs. There has been no reply as yet.	
12.2	AG met with Adam Zombory-Moldovan to discuss Premises Planning.	
12.3	There has been a meeting about the Lane and its access. Advice is being sought from Inigo Woolf at LDBS as well as legal advice.	
12.4	AG is working on Induction material and Strategy material.	
12.5	AG gave thanks to MK, LC and JM as this is their last Governing Body meeting.	
12.6	AG gave best wishes to VG whose baby is due.	
13.	Governors Visits, Training and Development	
13.1	CB's Visit form was circulated in advance of this meeting. CB leads on SEN at London Borough of Islington and provides great support to the Inclusion Leader at the school. Governors gave thanks to CB for her work.	
13.2	CM attended new Governor Induction training at Haringey.	
14.	Any Other Business	
14.1	Suzanne, Office Manager, will contact new Governors for their details to put on the Single Central Record and to do their DBS checks.	
15.	Date of Next FGB Meeting	
15.1	Wednesday, 24 April 2019 at 7.00pm	

There being no further Part 1 business, the meeting closed at 8.55pm.
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
4.3	JM to do work on Governors Fund and to meet with NP	JM
4.4	MD to add a paragraph to the Fundraising and Comms paper	MD
9.1	Admissions Policy to be circulated to Governors for comment and then to be finalised.	Clerk GG
10.1	Clerk to send the corrected Instrument of Governance to HEP, GG and AG	Clerk