



**ST MICHAEL'S CE PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY HELD ON
WEDNESDAY 24 APRIL 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)	* Stephen Bethel (07-04-23) *Adel Burgess (07-04-23)
PCC (2)	LDBS (2)	DEANERY SYNOD (2)
*Mark Dailey VICE CHAIR (09-11-20) +Lisa Maguire (11-04-23)	Vacancy x 2	*Adam Garfunkel CHAIR (AG) (12-05-19) *Charlotte Allen (25-02-22)
EX OFFICIO (2): FOUNDATION and HT	ASSOCIATE	ALSO PRESENT
*Reverend Kunle Ayodeji Ex Officio Foundation (KA) *Geraldine Gallagher Ex Officio Head Teacher (HT)	Cordelia Brown (CB)	Claire Southern, Observer Ben Nanson, Observer Saru Balakrishnan, Clerk
<i>*denotes governor present +denotes apologies received</i>		

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 Vidhi Gupta and Lisa Maguire.	
1.3	Ben Nanson attended the meeting and will be appointed as LDBS Governor with effect from May 2019.	
2.	Declarations of Interest in Respect of this Meeting	
2.1	None.	
3.	Minutes of previous FGB held on 27 March 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 to be confirmed – done.	
4.2	4.3 JM to do some work on Governors' Fund and meet with NP – to be done.	JM/NP
4.3	4.4 MD to add a paragraph to the Fundraising and Comms paper – to be done.	MD
4.4	9.1 Admissions Policy to be circulated to Governors for comment and then to be finalised – done.	
4.5	10.1 Clerk to send the corrected Instrument of Governance to HEP, GG and AG - done.	
5.	Finance and Premises Committee Report	
5.1	The Committee discussed the budget. The launch of the 10-year strategic plan, which involves capital work was discussed, a soft launch is to be held on 25 June 2019. The biggest project will be an ICT Suite with a new server. The soft launch will provide an opportunity to tell people what the plans are and to ask for financial contributions to projects. Applications will be made for three or four grants and both corporates and parents will be approached for funds.	



	<p>A new car park barrier is in place. A meeting will be held with the Estate Managers from Highgate School on 2 May 2019 to discuss the lane drainage. The school receives income from Highgate for the use of the Lane. Highgate will be closing their Nursery in 2020 to enable expansion of classes in the school.</p>	
6.	<p>Year End Outturn 2018/19 and Budget 2019/20</p>	
6.1	<p><u>Year End Outturn</u> The school has good financial management and reporting. NP's note to Governors, which accompanied the outturn figures, is very clear. While there are some unknowns, the picture at the year end is very good. Expenditure is up 6.11% and Income is up 8.5% GG and NP have been diligent in managing the school's finances. CB's work with the Inclusion Lead has helped to secure additional EHCP funding. There is additional income from the Nursery and from Catering. The £9k for the increase in teachers' salaries is a one-off payment. Governors gave thanks to NP for her diligent work and clear notes.</p>	
6.2	<p><u>Budget 2019/20</u> NP circulated an explanatory note to Governors with the budget figure for next year. There will be increased costs on salaries and pension contributions. The income from Nursery is good. More can be done on Clubs. Governors AGREED the 2019/20 budget.</p>	
7.	<p>Fundraising and Communications Group Update</p>	
7.1	<p>There will be a need to reconfigure the membership of the group and any Governors who are interested in joining would be welcome. There is a need to plan the 10-year Strategic Plan soft launch on 25 June 2019. ACTION MD to circulate the dates to all Governors of the next meeting of the Fundraising Group. CA and SB expressed an interest in joining the group.</p>	MD
8.	<p>Policies for Discussion - Complaints</p>	
8.1	<p>AG has been meeting with West Haringey Chairs of Governors where it was noted that formal complaints are on the increase. The current complaints policy and a sample from another school were circulated in advance. ACTION AB to edit the school's Complaints Policy, track changes, and circulate to all Governors for comment.</p>	AB
9.	<p>Headteacher's Verbal Report</p>	
9.1	<p>At the end of the Spring term Y4 had a great residential trip to Flatford.</p>	
9.2	<p>GG gave thanks to Dave Fowler, KS2 Phase Leader and Science & Design & Technology Leader who delivered Science training to other schools.</p>	
9.3	<p>There was an end of year service at St Michael's Church led by Y3 and KA. The children walked to church wearing their Easter Bonnets.</p>	
9.4	<p>Over the Easter holiday there were some lettings and some minor works were undertaken.</p>	
9.5	<p>The school has been informed that it will be used as a Polling Station. The school uses this as an opportunity to teach the children about democracy and holds school elections.</p>	
9.6	<p>Upcoming events are in the school newsletter. Governors should let GG know if they would like to attend any of the events.</p>	



9.7	STEM week is next week.	
9.8	Y5 and Y6 have residential trips. Y5 has a camp out in the field on a Friday evening and are collected on Saturday morning, this will be held in May.	
9.9	KS1 and KS2 SATS are coming up. FS delivered a presentation to parents on KS1 SATS.	
9.10	The school will be having a Health and Safety Inspection soon. GG met with AZM re the Master Plan and getting drawings of proposed works done. AZM, who has done a lot of pro bono work for the school, will invoice the school for this work.	
10.	Governors Visits, Development and Training	
10.1	JM made a Safeguarding Visit in the Spring term, his report to be circulated for the next FGB meeting. ACTION	GG/Clerk
10.2	CB is the new Safeguarding Lead.	
11.	Chair's Report and Development Plan	
11.1	AG has been in to the school to meet with GG.	
11.2	AG has done work on the strategy.	
11.3	AG has been involved in interviews for the LDBS Governor position.	
11.4	AG attended the West Haringey Chairs' Meeting. AG along with two other Chairs drafted a letter to senior people at Haringey re the budget setting process and the difficulties it causes. They have received a response from the Head of Children's Services advising that indicative numbers will be given three months in advance in future. The Chairs have also suggested that Haringey does what Barnet does which is to run workshops for SBMs.	
11.5	There is ongoing dialogue with the LA for SEN Funding.	
11.6	There is a need to appoint two Vice Chairs and to agree Committee membership. The two Vice Chairs would each Chair one of the Committees. It was AGREED that CB and BN would take on the Vice Chair roles and that CB would Chair the Children's Committee and BN the Finance Committee. There is a need for Governors to become Governor Fund Trustees. CS, AB, CA and BN AGREED to become Governor Fund Trustees. ACTION MD to email them to provide further information on the Governors Fund and set up a meeting. Every month a Governor is required to contribute to the school's newsletter. The Committee membership was AGREED as follows: - <u>Children's Committee</u> CB, KA, CA, SB, LM, GG <u>Finance Committee</u> BN, MD, FS, CS, AB, VG, GG	MD
11.7	The Governors' Development Plan was circulated in advance of the meeting and Governors discussed this. It was AGREED that MD should remain as Chair of the Fundraising and Comms Group and that its main emphasis would be on working towards the soft launch on 25 June. ACTION The Governors Development Plan to be revisited in detail at the Governors Day to be held in September 2019.	Governors
12.	Any Other Business	
12.1	This is AG's last FGB meeting and thanks were given to him for his work for the school over the past eight years.	
12.2	There will be a Governors' social event held next week at the school on Tuesday, 30 April 2019 at 7pm for both old and new Governors.	



13.	Date of Next Meeting	
13.1	Wednesday, 17 July 2019 at 7pm.	

There being no further Part 1 business, the meeting closed at 9.25pm.

Signed (Chair).....Date

List of agreed Actions

Item No.	Agreed Action	By whom
4.2	JM to do work on Governors Fund and to meet with NP	JM/NP
4.3	MD to add a paragraph to the Fundraising and Comms paper	MD
7.1	MD to circulate the dates of the next Fundraising and Comms Group meeting to all Governors.	MD
8.1	AB to edit the Complaints Policy, track changes, and circulate to Governors for comment.	AB
10.1	Spring Term Safeguarding Visit Report to be circulated for next FGB	Clerk - GG
11.6	MD to email Governors Fund Trustees further information on the Governors Fund and to set up a meeting.	MD
11.7	The Governors Development Plan to be revisited in detail at the Governors Day to be held in September 2019.	Governors