



**ST MICHAEL'S CE PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
WEDNESDAY 2<sup>nd</sup> OCTOBER 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 (SB) (07-04-23) *Adel Burgess (AB) (07-04-23)
PCC (2)	LDBS (2)	DEANERY SYNOD (2)
*Mark Dailey (MD) <b>CHAIR</b> (09-11-20)  *Lisa Maguire (LM)(11-04-23)	Ben Nanson (BN) <b>VICE CHAIR joint</b> (19-05-23) Cordelia Brown (CB) <b>VICE CHAIR joint</b> (07-04-23)	*Charlotte Allen (CA) (25-02-22) *Claire Southern (CS) (12-05-23)
EX OFFICIO (2): FOUNDATION and HT	ASSOCIATE	ALSO PRESENT
*Reverend Kunle Ayodeji <b>Ex Officio Foundation</b> (KA)  *Geraldine Gallagher <b>Ex Officio Head Teacher</b> (HT)		Lykke Leszczynski, Clerk
*denotes governor present +denotes apologies received		
ITEM NO.	SUBJECT/DECISION	ACTION BY
<b>1.</b>	<b>Opening Prayer, Welcome and Apologies for Absence.</b>	
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	
<b>2.</b>	<b>Declarations of Interest in Respect of this Meeting</b>	
2.1	None.	
<b>3.</b>	<b>Election of Chair/Vice Chair</b>	
3.1	Mark Dailey was elected Chair of the GB for one year. Proposer: Kunle Ayodeji, Seconder: Lisa Maguire. Cordelia Brown and Ben Nanson were elected as Joint Vice Chairs for one year. Proposer: Kunle Ayodeji, Seconder: Lisa Maguire (for each Vice Chair)	
<b>4.</b>	<b>Annual Declarations of Interest and Governors Code of Conduct (papers)</b>	
4.1	These were circulated in advance of the meeting and signed by Governors present who had paper copies and returned to the school for file. Those who had not brought a paper copy were invited to sign, scan and return to the school for file.  Governors present also signed a new register to confirm they had read and understood 4 essential documents: a) 'Keeping Children Safe in Education' document, b) Governor Role description, c) Governors Code of Conduct, d) New register of Governor interests. Register returned to school for file. <b>ACTION</b> VG and BN to sign at the next meeting.	<b>GG /VG /BN</b>



<p>5. 5.1</p>	<p><b>Minutes of previous FGB held on 17<sup>th</sup> July 2018</b> The Minutes of the previous meeting were <b>AGREED</b> as an accurate record for the Chair's signature and school to file, subject to a typo correction in minute item regarding the amount raised being £3,095.</p>	
<p>6. 6.1</p>	<p><b>Matters arising from previous FGB meeting</b> 8.1 Done. GG to recirculate historical data. 8.1 Done. GG arranged walkaround. Governors are welcome any time. 8.1 Done. MD circulated dates for planning meetings. 10.1 Done. Spring Term Safeguarding Visit Report received from CB. 11.6 Done. MD emailed Governors Fund Trustees and is setting up a meeting. 11.7 Done. Governors Development Plan revisited.</p>	
<p>7. 7.1</p>	<p><b>Adopt new Committee Structure, Membership and Link Governors</b> Paper circulated in advance of this meeting and the Committee structure and membership was <b>AGREED</b> as follows:</p> <p><u>Children's Committee</u> Cordelia Brown (Chair) Charlotte Allen Lisa Maguire Stephen Bethel Kunle Ayodeji Geraldine Gallagher</p> <p><u>Finance &amp; Premises Committee</u> Ben Nanson (Chair) Mark Dailey Vidhi Gupta Adel Burgess Claire Southern Fran Sorapure Geraldine Gallagher</p> <p><u>Strategic Development Committee</u> Mark Dailey (Chair) All Governors</p> <p><u>Pay Committee</u> Mark Dailey Lisa Maguire Charlotte Allen</p> <p><u>Link Governors</u> Comms with Parents re Access and Safeguarding – Cordelia Brown Safeguarding Officer – Cordelia Brown RE – Kunle Ayodeji</p> <p>Other Link Governors to be decided in committees if required.</p> <p>MD to follow up with governors who are absent 3 consecutive meetings.</p>	<p><b>MD</b></p>



7.2	<p><b>Terms of Reference</b> Instrument of Government – <b>AGREED</b> ToR Pay Committee – <b>AGREED</b> ToR Children’s Committee – <b>AGREED</b>. ToR Finance &amp; Premises – <b>AGREED</b>.</p> <p>ToR Strategic Development Group: New committee. MD and SB to draft. CS to feedback on draft prior to next FGB. Proposed draft ToR to be circulated with papers in advance of next FGB.</p>	<b>MD, SB, CS</b>
8. 8.1	<p><b>Agree policy review schedule</b> The policy review schedule was <b>AGREED</b>.</p>	
9. 9.1 9.2 9.3 9.4	<p><b>Policies for agreement</b></p> <ul style="list-style-type: none"> <li>• Appraisal Policy (Performance Management). <b>AGREED</b>.</li> <li>• Pay Policy – Payscales and awards changed recently NB 4.2.7 refers to the wrong year. GG to amend. <b>AGREED</b></li> <li>• Attendance – FP and CB to circulate amendments and/or adjustments. AB asked for consistent wording. <b>AGREED</b> subject to the minor amendments.</li> <li>• Safeguarding and Child Protection—A whole team working on this in Haringey due to volume of changes and complexities. Governors <b>asked</b> that there is a lot of info in the initial document but not so much in the school’s policy. GG said it is a standard policy. CA and GG to discuss. These policies are statutory policies and are based on policies provided by HEP. The policy was <b>AGREED</b>, subject to GG looking into specific areas in both Safeguarding policies.</li> </ul> <p>Governor <b>asked</b> for summary of important points of the policy to get a better understanding. Safeguarding is the basis of everything. Regular Training is provided. All new staff receive training in their induction. All staff receive regular updates and annual refresher. Safeguarding officers must achieve level 3.</p> <p>Training in ‘how to report safeguarding issues’ to ensure GDPR compliance. Governors <b>asked</b> how the school stays up to date on Safeguarding. GG said the school has access to Hayes Safeguarding training and regular updates from Haringey.</p>	<b>CA / GG</b>
10. 10.1	<p><b>School Self-Evaluation (SE) and Learning Improvement Plan (LIP)</b></p> <p>GG spoke to the SE and LIP. SEs are mandatory but they can have an individual format. It is a document that is submitted to Ofsted. The accuracy of the SE and LIP is key to a good evaluation report The school needs to reflect both strengths and areas of development. The school has evaluated itself as Outstanding Governor <b>asked</b> about specialist teaching in KS2. GG explained the Teaching composition for Maths and English in the mornings which reduces pupil adult ratio and explained that the children are taught foundation subjects and Science by subject specialist teachers in the afternoon. Though school attendance is above National average at 96.6% there was a</p>	



<p><b>10.2</b></p>	<p>sudden increase in Persistent Absence (PA) increasing to 11.3% (National 8.7%). This was successfully reduced through a mixture of robust systems and personalised approaches to each case. Continued close monitoring and action by FS, HT and EWO as appropriate. HT attends Network Learning Communities meetings in Haringey,</p> <p>Data from Haringey and Ofsted – Inspection Data Summary Report discussed. Governors asked how ‘significant groups’ are defined. GG responded that 8 students is a minimum number to have a significant group. Governors <b>asked</b> how this is reflected at the school. GG explained that there are at times ‘unrealistic’ stats as there are few ‘significant groups’. GG said there is a responsibility to look at Haringey’s schools overall, and provide support to other schools with outreach work. Governors <b>asked</b> how to ensure new students feel welcome and at ease when they join the school as a minority. GG explained that staff are trained and that it is embedded within the school – it is the ethos.</p> <p>GG said that according to stats LB Haringey is the worst performing borough in the country re attainment for ‘significant groups’ ie Black Caribbean and Turkish children. GG and MD have signed a Haringey pledge on behalf of the school to actively work to meet LB Haringey’s education expectations.</p> <p>Governors <b>asked</b> how diversity is developed at the school. GG said that there is celebration of cultures and people from different ethnic backgrounds throughout the curriculum.</p>	
<p><b>10.3</b></p>	<p>Teaching structure of Years 2-6. New approach piloted in last 2 years introducing a model with Higher Level Teaching Assistants working in each year group and reducing the pupil ratio.</p>	
<p><b>10.4</b></p>	<p>Performance Management Targets for teaching staff cascaded from the Learning Improvement Plan. Performance management meetings currently taking place. Roll out of Inspire Maths Scheme – a spiral approach to building knowledge</p>	
<p><b>10.5</b></p>	<p>Leadership and Management –appointed 2 Deputy Heads who are now responsible for more whole school areas.</p>	
<p><b>10.6</b></p>	<p>Behaviour and Attendance – Absence for holidays is not authorised. Attendance currently 96.6% but school is aiming for 97%. Incoming children may cause fluctuations until they are settled (see 10.1 above). Any absence counts towards Attendance stats and will eventually lead to PA status. Governors <b>asked</b> how to overcome this problem. GG said that she is improving communication with parents to explain principles of Attendance / Absence. However, there is also a personalised approach of investigation into reasons and working with each family to overcome any difficulties. An Action Plan is developed in each case which is monitored and supported by the Education Welfare Officer.</p>	
<p><b>10.7</b></p>	<p>Pupils as Leaders - Years 2-6 and School Council and Ambassadors nominated for all areas of the curriculum. Subject leaders support the Ambassadors.</p>	



<p><b>10.8</b></p>	<p>Developing independence in KS1 through for instance KS1 pupils walking supervised route to and from lunch</p> <p>Governors <b>AGREED</b> the SE and LIP.</p> <p>Governors noted that the school is obtaining outstanding results and commended the school and senior leaders for this and the work that has been done on the SE and LIP.</p>	
<p><b>11.</b> <b>11.1</b> <b>11.2</b></p>	<p><b>Premises Update</b></p> <p>The school achieved a large number of building work internally and externally over the summer. Governors gave thanks to all involved.</p> <p>Highgate School Lane Agreement Teachers and Children can use the lane but parents cannot. Governors <b>AGREED</b> to keep the current Agreement unchanged.</p>	
<p><b>12.</b> <b>12.1</b> <b>12.2</b> <b>12.3</b> <b>12.4</b> <b>12.5</b> <b>12.6</b> <b>12.7</b> <b>12.8</b></p>	<p><b>Headteacher's Report</b></p> <p>Vacancies – 12 across the school</p> <p>Pupil Premium (Free school meal) – 19 children SEN Pupils – 21 children across the school English as second language – 28% of pupils</p> <p>Consideration of the school's profile was delegated to the Children's Committee for <b>ACTION</b></p> <p>Plan for Curriculum Trips being developed and linked to annual projects in school. New annual payment method for school trips. 51% of parents have already paid. PP children receive 50% reduction, but some parents still find it challenging to pay.</p> <p>Governors <b>asked</b> if all children access clubs. GG explained that the school works with families requiring financial assistance for their children to access clubs. Governors asked if the school should consider offering clubs free of charge to all PP children. Similarly with school trips. After KS1 parents need to apply for PP status for FSM. Families do not necessarily know they can apply. <b>Action</b> GG to continue regular communication.</p> <p>KA said he is Chair of a charity in Highgate. The school can apply for funding on behalf of PP children to obtain support for clubs and trips. The school could therefore apply for 19 children who need assistance with payments for clubs and trips. The school can submit an annual application to the charity. <b>ACTION</b> GG to look into application process, apply and report back in November to FGB. Governors thanked KA for drawing this funding opportunity to their attention.</p> <p>GG reported that one to one meetings are taking place to discuss Secondary School options with students.</p> <p>Children participating in tournaments require a minimum of one staff member to accompany them. The school enters many competitions and therefore uses a lot of staff time on accompanying children.</p>	<p><b>GG</b></p>



12.9	Parking monitoring outside school. <b>ACTION</b> This was delegated to the Premises Committee to look into.	<b>Premises Committee</b>
13. 13.1  13.2  13.3  13.4	<p><b>Chair's Verbal Report</b></p> <p>MD thanked everyone who worked on the successful Launch event (enriching learning environment) last week.</p> <p>BAME – GG and MD signed pledge, to be displayed in a prominent place in the school.</p> <p>BAME governor required. AB came forward and governors <b>AGREED</b> that AB becomes the school's BAME governor. KA recommended Unconscious Bias training. <b>ACTION</b> KA to contact GG with details.</p> <p>Fundraising &amp; Comms – MD and GG to work on fundraising and grant applications on 3 October.</p>	<b>KA</b>
14.  14.1  14.2	<p><b>Governor Visits – Development and Training. Learning Walks and Governors' Day.</b></p> <p>AB visited the church service</p> <p>SB and LM are going on 'new governor induction' on 22 November 2019. CA is shortly going on Understanding Educational Data training.</p>	<b>SB / LM / CA</b>
15. 15.1  15.2  15.3  15.4	<p><b>Any Other Business</b></p> <p>Following a nursery application AB fed back that she did not receive a receipt for the application. Receipts for applications makes the nursery look more professional. <b>ACTION</b> GG to consider receipts for applications.</p> <p>CA said she had missed the 3pm walkabout. GG invited governors to visit any time they were available. Governors to contact GG if they would like to visit.</p> <p>IT - Governors asked for Outlook invitations for meetings. <b>ACTION</b> Clerk</p> <p>IT – Governors asked for meeting paper to also be put together in one comprehensive pdf. <b>ACTION</b> Clerk to discuss with HEP</p>	<b>GG</b>  <b>Clerk</b>  <b>Clerk</b>
16.  16.1   16.2	<p><b>Dates of Future Meetings</b></p> <p><u>FGBs on Wednesdays at 7.00pm</u> 27 November 2018 23 January 2020 25 March 2020 25 May 2020 15 July 2020</p> <p><u>Finance and Premises Committee on Tuesdays at 5.30pm</u> 12 November 2019</p>	



<p><b>16.3</b></p>	<p>10 March 2020 28 April 2020 9 June 2020</p> <p><u>Children's Committee on Wednesdays at 5.30pm</u> 16 October 2019 13 November 2020 11 March 2020 8 July 2019</p>	
<p><b>16.4</b></p>	<p><u>Strategic Development Group</u> TBC</p>	<p><b>MD</b></p>

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**

<b>Item No.</b>	<b>Agreed Action</b>	<b>By whom</b>
4.1	VG and BN to sign register and docs at the next meeting.	VG / GG
7.1	MD to follow up with any governors who are absent 3 or more meetings.	MD
7.2	MD to follow up membership of the Finance and Premises committee.	MD
7.2	Strategic Development Group: MD and SB to draft ToR. CS to feedback on draft prior to next FGB. Proposed draft ToR to be circulated with papers in advance of next FGB.	MD / SB / CS
9.4	CA and GG to discuss the Safeguarding and Child Protection policy.	CA / GG
9.4	GG to check if peer to peer may be covered in anti-bullying policy. GG to check.	GG
12.3	School's profile to be discussed in the Children's Committee.	CB
12.8	GG to look into application process, apply and report back in November to FGB.	GG
12.12	Premises Committee to look into Parking monitoring outside school.	Premises Committee
13.3	KA to provide details of unconscious bias training	KA
14.2	SB and LM are going on 'new governor induction' on 22 November 2019. CA is shortly going on Understanding Educational Data training.	SM / LM / CA
15.1	GG to consider providing receipts for applications for school places.	GG
15.3	IT - Governors asked for Outlook invitations for meetings.	Clerk
15.4	IT – Governors asked for meeting paper to also be put together in one comprehensive pdf. Clerk to discuss with HEP.	Clerk
16.4	Fundraising and Comms – Meeting dates to be confirmed	Chair of Fundraising & C
16.5	Strategic Development Group – Meeting dates to be confirmed	Chair of FGB