



ST MICHAEL'S CE PRIMARY SCHOOL MEETING OF THE FULL GOVERNING BODY

WEDNESDAY 22 JANUARY 2020 AT 7.00 PM

PART 1 MINUTES

Local Authority Governor (1)	Staff Governors (1)	Parent Governors (2)
*Vidhi Gupta (VG) (19-09-21) (Departed 8.20pm)	*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) CHAIR (09-11-20) Lisa Maguire (LM)(11-04-23)	*Cordelia Brown (CB) VICE CHAIR (07-04-23) 1@Vacancy	*Charlotte Allen (CA) (25-02-23) *Claire Southern (CS) (12-05-23)
EX OFFICIO (2): FOUNDATION and HT	ASSOCIATE	ALSO PRESENT
*Reverend Kunle Ayodeji Ex Officio Foundation (KA) *Geraldine Gallagher Ex Officio Head Teacher (HT)		Maria Gabrielczyk – HEP 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 by Reverend Kunle Ayodeji.	
1.2	The Chair welcomed everyone to the meeting. There were no apologies received.	
2.	Declarations of Interest in respect of items for this meeting	
2.1	None.	
3.	Minutes of previous FGB held on 27 November 2019	
3.1	The Minutes of the previous meeting were AGREED as an accurate record for the Chair's signature and for the school to file, subject to the following amendments: <ul style="list-style-type: none"> CA's term of office end date should be 25-02-2023. 11.1 – The points awarded to Clergy were agreed as two points. 13.1 – CB and AB attended the event at Lauderdale House 	
4.	Matters arising from the previous FGB meeting	
4.1	The matters arising were reviewed and the following noted: <ul style="list-style-type: none"> 5.4 Parking issues. AB has spoken with a police officer and was told that it was not a TfL situation and to go back to the Highgate Community Safer Neighbourhoods Team. AB will attend the next SNT meeting. GG has reviewed the Governors preparing for Ofsted training – COMPLETED. The Chair has circulated the dates for the next Committee meetings – 	AB



	<p>COMPLETED.</p> <ul style="list-style-type: none"> The Chair will write to the LDBS and seek a new appointee. This information will also be put out through the churches. 	MD
5.	Presentation/Key Update	
5.1	<p>Presentation by Heather DaSilva from HEP entitled "Ofsted Update".</p> <p>Heather gave a presentation on the new Ofsted framework and how Governors can prepare. The key points were:</p> <ul style="list-style-type: none"> The Sec 5 inspection takes place over 2 days. Ofsted will speak to Governors, so the GB need to select which Governors to put forward. There will be questions on Safeguarding and effectiveness of the Safeguarding. Eg. How do you know? The vision of the curriculum will be measured on Intent, Implementation and Impact. Ofsted will look at how SEND pupils are being accommodated, eg. Who works with the SENCo, the impact, how are pupils keeping up. There are now no data meetings. Ofsted will look at how PP students are catered for, disadvantaged pupils and how LAC are supported. Ofsted will ask about training eg. Staff training and how Governors know what impact it has had. CPD, Middle Leaders, subject leaders and the impact. Performance Management and targets for the HT and staff and how this all fits in with the SDP. Vision of the Curriculum – Ofsted will look to see if it is inclusive, challenging, subject driven, unique. Governors will be asked how they know. (Ofsted will talk to staff and pupils). . Ofsted will look at British values, Prevent etc. Governors should also take a look at the Newsletter so that they can give a good summary. Governors should look at the last Inspection Report, remembering that their role is to hold the HT to account, challenge her and support her, although not operationally as the Governor role is a strategic one. How do Governors know the school is safe? Responses would be eg. Site visits, checking the SCR, checking that staff have had Safeguarding training, Safeguarding review, making sure that all staff have their DBS. Ensuring that staff know who the Safeguarding CP person is, the DSL. Governors are encouraged to visit and experience the ethos of Safeguarding. Governors should read Keeping children safe in education. Making sure that at least one Governor has Safer Recruitment training. <p>Heather explained the process.</p> <ul style="list-style-type: none"> There will be a 90min telephone call with the HT and SLT in which deep dives will also be negotiated. Ofsted will look at Reading + two other subjects, possibly 2 curriculum areas. Ofsted will do lesson visits, but will not make any lesson judgements. Ofsted will speak with the Reading lead and talk to pupils. There will be a written report at the end of the visit. The report is Parent friendly and does not contain jargon. Ofsted will look at the Quality of Education, which will be the driving judgement. They will check phonics and view reading schemes used in the school. Ofsted will look at books together with the pupils. 	
5.2		



	<ul style="list-style-type: none"> • Ofsted will meet with Governors on Day 2 of the inspection. <p>Heather made some suggestions on how the school and GB can prepare.</p> <ul style="list-style-type: none"> • Governors to brush up on SEND. SENCo audit of need – using phrases “pupils are keeping up” rather than “catching up”. SEND pupils are achieving “exceptionally well”. Good quality outcomes are set eg. Preparation for successful transition to secondary school. • Governors need to know about attendance, Persistent Absenteeism (PA) and what to do, how do Governors know that pupils are safe? Are home visits done? FS informed that PA is based on any pupil with less than 90% attendanceFS informed that FPN are not given out to parents these usually are put into effect after 3 days of absence with no reasonable explanation. • FS informed that the school wants to work with parents especially vulnerable parents. The school has records of what it is doing, so the evidence is there. • Heather suggested a case study could be prepared and the impact of it. FS offered to do this and clarify the process for the Governors. • Heather stated that it is difficult to achieve” Outstanding” status. • Evidence of how the school supports staff wellbeing eg. Education Partnership telephone line, free tea and coffee at school and free refreshments provided during training. • Safeguarding – knowledge of abuse, grooming, Child Protection (CP) etc. GG informed that online safety is covered in the Safeguarding. It is covered regularly in class and there will be a particular focus on e- Safety Week. Pupils are being taught how to keep safe online and how to respond to it. • Inspectors will be looking for vision, ethos, strategy, budget, finance management – how it is reported, the committee structure, performance management. • The evidence inspectors will use is records of minutes, they will also view the LIP. • Feedback will be given on the first day of the inspection. • Inspectors will be looking to see how aligned the GB is with the SLT and the school. • GG informed that a crib sheet had been sent out to each Governor. • The Chair will arrange a date for Governors to meet and prepare for Ofsted. <div style="text-align: right;">FS GG MD</div>	
6.	Finance & Premises update	



6.1	<p><u>Third quarter budget monitoring</u></p> <p>The notes on the third quarter budget were sent through by Nicky. The Nursery income is made on a calculation on what parents are entitled to ie. 30hrs from the DfE. More parents are coming through who are entitled to the 30hrs.</p> <p>Q. What is the pension contribution?</p> <p>A. What is paid in will be paid out and the school would get a grant of approx. the pension amount to cover it.</p> <p>There is an extra income of £72K which nearly offsets the extra expenditure levels. The school have been prudent in budget setting a</p> <p>Cleaning budget – The site manager worked on a Saturday and now the cleaner works on Saturday and also locks up. A deep clean was needed of the school, so there is an extra cost involved with that.</p> <p>Q. Is there an increase in PP students?</p> <p>A. No. However GG will check with Chi (HEP) regarding data that can identify PP on the borough database.</p> <p><u>Neighbour – drainage</u></p> <p>A neighbour has an issue with drainage due to the excessive rain and the water was being pumped out. The road outside the school is being dug up as the issue has been identified as a sewage problem. The excavation work will last between 5-10 days and a contingency has been put in place for staff and deliveries. Parents have been informed of the situation.</p>	GG
7.	Strategic Committee Update	
7.1	<p>The Strategic Committee meeting took place, but it was not quorate. Six points were agreed and need to be approved to be go ahead.</p> <ul style="list-style-type: none"> • The way forward with the LDBS would be to invite and meet with Steve White and for Steve to walk through the site to get a better understanding. • On balance, to move forward with his key suggestion ie.to use the ICT space for a Library and for each class to be wired with ICT. • Split the work into two parts enabling the school to have a better library. The school has the funds to do that and the work would be carried out in the Summer. Consultation and advice would be sought from the LDBS to do the other part ie. ICT wiring. • The committee have a good overall strategy and will look at digital learning and what pupils need. • The IT is a longer strategy and not just about wiring. For example Cloud, Broadband, apps, government digital strategies for schools, this would all be considered. • Hire a project advisor, who would be a qualified professional, and would be able to pull things together. LDBS mayknow of such people. This would be done after Easter if not before. 	
7.2	<p>GG and FS visited Highgate School library, where there is a f/t librarian in post. They have have 2 computing suites. Pupils also have ipads CA suggested visiting a few more schools. Communication with parents and fundraising was also suggested, although there was enough money set aside for the library.</p> <p>The Chair will set out the Strategic Committee tasks and also meet with Governors.</p>	MD
8.	Headteacher's update/summary	
8.1	<u>SEF/LIP update</u>	



8.2	<ul style="list-style-type: none"> The LIP and SEF have been updated and Maths, Reading, English have been included. The LIP notes (in red) are an updateThe LIP has been RAG rated to show the progress. <p><u>BAME self-evaluation audit</u></p> <ul style="list-style-type: none"> GG has completed the school audit. AB will inform GG of dates to reschedule meeting. GG talked through the audit The school has partially met the assessment and the next steps will be speaking to staff and working with parents of those pupils. . The school has made sure it has the correct ethnicity information for the tracking of pupils. Staff are very aware of data and targets 	GG/AB
8.3	<p><u>Learning environments monitoring</u></p> <ul style="list-style-type: none"> The new Behaviour Management Policy has been discussed with the Children's' Committee. <p>Q. How is bullying defined? A. If it is done consecutively, is persistent and targeted It is reported to the HT or the DHT and they decide on the action to take. Records are kept and viewed if there is a reoccurrence. There have been no incidents of bullying reported this term. There have been racist or homophobic comments in previous years. This is another thing that Ofsted will view.</p> <p>Q. How likely is it to be the same pupils? A. Staff keep records which are monitored bt DH and reported to governors . The class teacher will contact parents and then the DHT or HT. Staff are told to observe the situation. Sometimes other pupils will inform staff. Formation of friendships are also viewed. The school has anti-bullying week to make pupils aware. If there are racist, homophobic or violent incidents then the HT, DHT and parent are informed immediately.</p>	GG
8.4	<p><u>Admissions</u></p> <ul style="list-style-type: none"> There has been a consultation over Admissions and the suggestions were sent to the LDBS. It is a legal document covering admissions and priority is not given to clergy. There are no points for clergy. The only change being made is to the Nursery points and this is out for consultations. CS requested for a longer meeting when Admissions are discussed next time. <p><u>Personnel update (non-confidential)</u></p> <ul style="list-style-type: none"> One of the office administrators has recently left employment at the school and a temp is currently covering her role. GG is reviewing the office structure. Two new TAs have been recruited. The before and after school clubs have been given the school's guidance and expectations, <p>Q. Do Haringey provide a legal contract for them? A. No, the school does that.</p>	GG
8.5		
9.	Chair's items	
9.1	<p><u>Governor recruitment</u></p> <ul style="list-style-type: none"> The Chair will write to the LDBS and seek a new appointee. This information will also be put out through the churches. A succession planning discussion needs to take place. This will be on the Agenda 	MD



	for the March FGB meeting	Clerk
10.	Policy Review Publications	
10.1	<u>Whistleblowing</u> The Haringey and the LDBS Whistleblowing Policy are very similar. It was agreed to use the LDBS one as it is less wordy.	GG
10.2	<u>NQT</u> The NQT Policy was agreed subject to a typographical correction. .	
11.	Governor visits, development and training	
11.1	<u>Governor Visits</u> A Governor Visit took place in December and was followed by a Christmas Lunch.	GG
11.2	<u>Governor Training</u> CB met with the Inclusion Lead on 21 st January 2020. They reviewed the Haringey local offer, the school offer and what parents can expect for pupils with SEN. They are also reviewing the SEN Policy which is due for next year. CB informed that useful information around SEND was received from Haringey. There will be a planned SEND review. Information will be put on the website and go in the Newsletter. CA attended "Understanding Data" training in December 2019.	
12.	Any other business	
12.1	The Chair asked that Succession Planning is put on the Agenda for the next FGB meeting. The Chair is unable to make the next FGB meeting on 25 th . March 2020. The Chair will circulate a new date.	Clerk MD
13.	Dates/time of next meeting See Appendix:1	
15.	Dates of Future Meetings and Membership – see appendix 1	

Appendix: 1

There being no further Part 1 business, the meeting closed at 9.20pm.
The Chair thanked everyone for their attendance.

Signed (Chair).....Date

List of agreed Actions
22 January 2020

Item No.	Agreed Action	By whom
4.1	AB to attend the next Highgate Community Safer Neighbourhoods Team meeting.	AB
5.3	FS to prepare a PA case study and impact. The Chair will arrange a date for Governors to meet and prepare for Ofsted.	FS MD
6.1	GG will check with Chi (HEP) regarding data that can identify PP on the borough database.	GG



7.2	The Chair will set out the Strategic Committee tasks and also meet with Governors.	MD
8.2	GG informed that another date will be set with AB for the BAME self-evaluation audit.	GG/AB
8.4	Future Admissions meetings to be longer.	GG
9.1	The Chair will write to the LDBS and seek a new appointee. This information will also be put out through the churches.	MD
10.2	Correction to the NQT Policy.	GG
11.2	SEND information to go on the website and in the Newsletter.	GG
12.1	The Chair asked that Succession Planning is put on the Agenda for the next FGB meeting.	Clerk
	The Chair is unable to make the next FGB meeting on 25 th . March 2020. The Chair will circulate a new date.	MD