



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

TUESDAY 24 MARCH 2020 AT 5.00 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) 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)		Chris Lambert – HEP Clerk
<i>*denotes governor present</i> <i>+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 by Chair, Mark Dailey .	
1.2	The Chair welcomed everyone to this virtual meeting, linked via ZOOM. Apologies were received and accepted from Reverend Kunle Ayodeji and Stephen Bethel.	
1.3	The impact of the Coronavirus pandemic (Covid -19) had resulted in all England's schools closing on Friday 20 March and sanctions against personnel gatherings.	
2.	Declarations of Interest in respect of items for this meeting	
2.1	None.	
3.	Minutes of previous FGB held on 22 January 2020	
3.1	The Minutes of the previous meeting were AGREED as an accurate record for the Chair's signature (at the next opportunity) and for the school to file	
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"> 4.1: AB still to attend the Highgate Community Safer Neighbourhoods Team meeting 5.3: PA Case studies have been created by FS, for future reference. 5.3: Governors have met to discuss preparations for the next Ofsted inspection. A very useful session was held. 6.1: GG has checked with HEP on data can that identify PP on the borough 	AB



	<ul style="list-style-type: none"> • CB had inspected the Single Central Record (SCR) which was up to date and fully compliant thanks to the focus and efforts of the administration team. • An on line safety day had been completed • CB had completed a course on Safeguarding in schools. 	
7.	The Impact of Coranvirus (Covid 19)	
7.1	The Governors thanked GG, the SLT and all staff for their sustained efforts to manage the school in the face of forced closure (on Friday 20 March) and the impact of the pandemic Covid 19.	
7.2	The Headteacher (GG) reported: The school had been proactive in planning for a forced closure but even so the impact of the Government announcement without sufficient guidance increased workload Staff have been organised to work at home and attend school site to work when on the rota Due to the limitations of the current platform and complications accessing the preferred the school had been forced to change to another platform: this was still a work in progress. Support for pupils on free school meals, with EHCP plans and SEND needs had been prepared and implemented. The provision for pupils of key workers has been organised; there was an issue of staff availability due to absence. The aim was to have the minimum number of pupils on site per day but ensure that all pupils received the best possible support, whatever their circumstances.	
7.3	The plan was in three phases: Phase 1 – to Easter (9 April); guidance had been issued to staff on how to work from home, GDPR, Safeguarding, CPD, expectations and how to provide on-line teaching. Parents would be contacted as frequently as required for the next two weeks to provide support and reassurance. Vulnerable pupils would be the key focus and Staff Governor Frances Sorapure was leading on this support through scheduled home visits. The catering and cleaning teams were still attending site daily to feed the pupils on site and clean the site. Governors noted that up to 54 pupils could be on site each day but at present 11- 15 were attending. Even that lower number requires appropriate staff / pupil ratios to ensure care. GG described the focus was also on keeping staff safe and attending to their wellbeing and mental health. Communications with the local authority, other schools, staff and parents was very demanding.	FS
	Phase 2 – Easter break provision; a playgroup was being planned for vulnerable and key worker pupils to be staffed by TA's and volunteers to enable teachers to have a full holiday break. This plan was still being developed	GG
	Phase 3 – to plan for the longer term when the school might be closed due to extended staff absence: this might require sharing resources with other local schools. This plan was still in development stage.	
7.4	GG would write to parents on 25 March to update them on developments and plans. They would be informed of office support (the office is down to one person); that parents cannot come to site to collect pupils' belongings;.	GG
7.5	Governors noted that staff were working to an agreed plan; teachers were using on line resources to support pupils; support staff were updating their skills as part of CPD and HLTA's would also be expected to work with teachers using on line resources in due course.	
	Governors noted that the SBM was looking at the possible financial impact of the school closure noting that income was at risk but costs were likely to remain as per budget. The	



7.6	current projected deficit was £38k but this could rise to £58k and possibly £80k.	
7.7	Governors noted that the Headteacher and FS, being the only leaders on site, were already fully stretched in trying to deliver the plan. Governors noted the impact of Covid 19 on the Headteacher and staff on site as well as those staff who now need to self isolate. The situation was changing daily and impacting on available resources. Every effort would be made to keep lines of communication open with parents but this would depend on the situation as it developed each day. The events would require a review of the Emergency Plan and further risk assessments.	GG
7.8	Governors thanked the Headteacher and all her team for their significant efforts in managing this very demanding situation. GG described how the school had changed radically as a result of the impact of Covid 19; the school was functioning but the situation was stretching and testing staff, parents and pupils. Staff had achieved much in a limited period in support of the school.	
8.	Succession Planning	
8.1	Appointment of a new Chair <ul style="list-style-type: none"> MD described the context: he was stepping down as Chair in July 2020 and there were only two meetings (in May and July) to affirm a new appointment. It was noted that two Vice Chairs were also required and a Chair of the Strategy Committee. Cordelia Brown put her name forward for the role of Chair, stepping up from Vice Chair. This was supported by both Claire Southern and Adel Burgess. It was noted that Cordelia had significant knowledge of the school, had already served a term as Governor and would carry that knowledge and expertise into the role of Chair. 	CB
8.2	Proposals for Vice Chair <ul style="list-style-type: none"> Adel Burgess offered to retain her role as Vice Chair and Chair of the Finance and Resources Committee Charlotte Allen offered to stand for the role of Chair of the Children's Committee and be the other Vice Chair able to support the new Chair, as required. 	AB CA
8.3	Proposal for Chair of the Strategy Committee <ul style="list-style-type: none"> Claire Southern offered to Chair the Strategy Committee. After discussion it was agreed that this role should also be combined with that of Vice Chair. 	CS
	Governors agreed to the proposed revised governance structure of Chair and three Vice Chairs with each Vice Chair leading one of the Committees. It was agreed that formal voting for these four positions would be on the Agenda of the May FGB and that governors from whom apologies had been received would have the opportunity to put forward their names during further discussion prior to the voting. Handover of responsibility of Chair to take place at the July meeting.	ALL
8.4	It was noted that Mark Dailey's term of office was due to end Governors thanked him for his leadership and contribution in developing the school. The Chair noted that the Agenda remained full, despite the current situation, with an Ofsted visit pending, capital works over the Summer and to manage the impact of Covid 19 in returning the school to its normal fully functioning state.	
9.	Headteacher's Report	
9.1	GG confirmed that her focus of effort had been in managing the impact of Covid 19 on the school as reported above.	
9.2	Building work on the adjacent site is due to start over Easter.	
10.	Chair's Report	



10.1	MD stated that reports issued by HEP would continue to be circulated.	
10.2	Virtual meetings might be required for some time and given the positive experience at this meeting business should be able to be transacted efficiently.	MD
11.	Governor visits, development and training	
11.1	<u>Governor Visits</u> CA did a school visit as part of the preparation for the Ofsted inspection.	
11.2	<u>Governor Training</u> AB attended the HEP Conference seminar on Finance. CB completed her Safeguarding training as the designated Safeguarding lead Governor.	
12.	Any other business	
12.1	There was no other business	
13.	Dates/time of next meeting	
	The next FGB Meeting is on Wednesday 13 May at 7pm	
	The meeting date of the Strategy Committee has yet to be agreed.	

There being no further Part 1 business, the meeting closed at 6.15pm.

The Chair thanked everyone for their attendance, wished the Governors and their families good health in these difficult times and asked that they all keep in touch.

Signed (Chair).....Date

There were no Part 2 matters for discussion

List of agreed Actions



24 March 2020

Item No.	Agreed Action	By whom
5.1	A meeting of the Strategy committee was scheduled for 22 April.	MD
5.1	Art therapy classes successful but costly; a cost benefit analysis to be made	NP
7.3	Leading on support to vulnerable pupils through scheduled home visits	FS
7.3	Over Easter a playgroup was being planned for vulnerable and keyworker pupils	GG
7.4	On 25 March parents to receive a letter from school updating them on recent developments in managing the impact of Covid 19	GG
7.7	The events would require a review of the Emergency Plan and further risk assessments.	GG
8.1	Cordelia Brown put her name forward for the role of Chair effective from July 2020 for a four year term of office. This is to be decided at the May FGB	CB
8.2	Adel Burgess offered to retain her role as Vice Chair and Chair of the Finance and Resources Committee	AB
8.2	Charlotte Allen offered to stand for the role of Chair of the Children's Committee and as the other Vice Chair	CA
8.3	Claire Southern offered to Chair the Strategy Committee; this would also entitle her to the role of Vice Chair	CS
8.3	Governors agreed to the proposed revised governance structure of Chair and three Vice Chairs with each Vice Chair leading one of the Committees	All
10.2	Virtual meetings might be required for some time and given the positive experience at this meeting business should be able to be transacted efficiently	MD