



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

**WEDNESDAY 15 July 2020 AT 7.00 PM
Meeting held remotely via Zoom**

PART 1 MINUTES

Local Authority Governor (1)	Staff Governors (1)	Parent Governors (2)
*Vidhi Gupta (VG)	*Frances Sorapure (FP)	*Stephen Bethel (SB) (Vice Chair designate) *Adel Burgess (AB)
PCC (2)	LDBS (2)	DEANERY SYNOD (2)
*Mark Dailey (MD) CHAIR *Lisa Maguire (LM)(11-04-23)	*Cordelia Brown (CB) VICE CHAIR (Chair designate) 1@Vacancy	*Charlotte Mulley (CM) *Claire Southern (CS)
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 (for Carol Murphy) – 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 was opened with a prayer given by the Chair.	
2.	Declarations of Interest in respect of items for this meeting	
2.1	None.	
3.	Minutes of previous FGB held on 13 May 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 FGB meeting held on 13 May	
4.1	8.1 The issue of the digital strategy working group will be on the agenda of the Governors strategy Group Awayday in September	
5.	Minutes of Extraordinary GB meeting held on 21 May 2020	
5.1	The Minutes of the extraordinary GB meeting were AGREED as an accurate record for the Chair's signature (at the next opportunity) and for the school to file	
6.	Matters arising from the extraordinary GB meeting held on 21 May	
6.1	The Risk Assessment which detailed the school's plan to enable pupils to return to school	



	was approved. A health and safety walk of the site had been completed and a letter issued to staff.	
7.	GOVERNING BODY MEMBERSHIP	
7.1	CB was elected Chair at the FGB on 13 May; term to commence on 15 July but it was agreed that MD would Chair this, his final meeting. SB was unanimously elected Vice Chair from 15 July 2020 for a period of one year	
7.2	At the previous meeting of 13 May the Committee Chair structure was agreed as follows: Children's Committee – CA Finance & Premises – AB Strategic Committee - CS	
7.3	MD and GG thanked the Governors who had stepped into these key roles to support the school for the future.	
8.	HEADTEACHER'S REPORT	
8.1	<p>HT's Report had been circulated in advance. GG gave a verbal report on actions taken to prepare for the school re-opening in September:</p> <ul style="list-style-type: none"> • At present 200 pupils back at school in Pods of 15 per Pod • INSET Days 2/3/4 September; pupils in on 7 September • A review of the re-opening of school plan has been approved by FGB • All children expected to return in September; the return in September should be eased with 200 pupils already back in school getting back into routines • From September an emphasis will be on wellbeing, teaching of the normal curriculum and early assessments made to determine the extent of lost learning • Further introduction of blended learning (home learning and at school, if required) • Staggered start times and lunch in classrooms • Pods will be in whole year groups • Play time will be per year group in discrete areas of the playground • School will finish at 1:30 for KS1 and KS2 pupils on Fridays to support PPA and site cleaning • Google classroom will be retained for home learning (in lieu of homework) and as preparation for possible future lockdown • The Risk Assessment has been revised; to go to staff for consultation and then to LBH H&S team for information • Classrooms will face forward with appropriate spacing for adults • Resources will be quarantined between use by different Pods • Staff training will be provided on the new class management • Pupils and staff with anxiety issues about returning will be carefully managed • Pupils with persistent absenteeism will be managed based on individual need • No news yet of the Nursery intake • A key topic for the Strategy Group Awayday in September will be the Recovery Plan and Curriculum • 8 pupils leaving – 6 to the independent sector, 2 relocating • School will seek to fill the vacancies using a banner on the site; newspaper adverts and through the Church newsletter. • 25 SEND registered pupils; 1 child with an EHCP – funds for the child to be confirmed. <p>Action: AB will complete another site walk re H&S before 2 September</p> <p>HT confirmed that Attendance is now Y6 -100% and 15 key worker children on site daily</p>	



<p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p> <p>8.9</p>	<p>during lockdown. 90% of Reception and Y1 now at school. 80-% of Y2 -Y5 back in school.</p> <p>Wellbeing of all children will be a focus at the start of Term to ensure they are swiftly settled into the routines of the school. Assessments will be made at regular stages to determine academic progress.</p> <p>The Y6 were reported to be ready to transition to Secondary school having made good academic progress and emotional maturity. Transition lessons had helped to support the move.</p> <p>The Learning Improvement Plan has been updated and will be on the agenda for the Strategy Group Awayday in September. It was noted that this is a key document to which Ofsted will refer to on their next visit, which is expected in the Autumn.</p> <p>Staff had received on-line training during lockdown. Training College was used for the support staff.</p> <p>2 class teachers leave in July; 2 have been recruited and teachers are staying with their current year groups.</p> <p>Planned premises and maintenance over the Summer:</p> <ul style="list-style-type: none"> • Trees being treated • Drainage works to the field • Fire doors in KS2 building being replaced • Need to plot wi-fi hot and cold spots on site – a summer project • Fire drills have been successfully completed • Risk assessments have been completed and revised, as required but need to do subject RA;'s for Music and PE <p>Action: Do subject RA's for Music and PE</p> <p>AB, BAME Link Governor, met with HT to discuss the updated evaluation tool for BAME pupils. Training required for staff on the subject of Unconscious Bias; also, a recommended reading list to be circulated and a staff book club on relevant reading material. A BAME link Staff member is being sought. GG has written to parents on the Black Lives Matter movement and how it is being addressed through teaching. A link to books and material was circulated to parents as guidance on the subject. September – pupils will study Black British History</p> <p>Action: BAME Evaluation tool to be circulated to Governors BAME Link Staff member to be appointed</p>	
<p>9.</p>	<p>FINANCE AND PREMISES COMMITTEE REPORT</p>	
<p>9.1</p>	<p>Budget</p> <p>AB gave a summary of the 1st Qtr financial position as reported by the SBM. A further review would be made at the end of 2nd Qtr. The June meeting of F&P committee had discussed</p> <ul style="list-style-type: none"> • Update on Covid-19 • Impact of home learning and support to key worker and vulnerable pupils • Impact of Y6 trips (PGL trip was cancelled; alternative found but due to restrictions was not feasible) • Review of the site maintenance plan • Asset register had been reviewed and approved • School site inspection confirmed school had made necessary plans to accept pupils back 	



	<ul style="list-style-type: none"> • Drainage works to be completed over the summer 	
9.2	<p>The Library project: a brief had been prepared by AB,MD and GG with a budget range of between £12k and £17k. The aim was appoint a firm by September and work to take place in October half term. Governors were keen to progress this important project. Action: the Library project brief be circulated to prospective firms for contract price.</p>	
9.3	<p>The ICT service was discussed and it as noted this was a work in progress. Action: on the Agenda for the Strategy Group Awayday meeting</p>	
9.49.5	<p>Governors Fund: Governors asked that the Strategy Group include a review of the balance and use of the Governors Fund at its Awayday. Action: Review of Governors Fund at Strategy Group Awayday.</p>	
9.6	<p>HT reported that the expected deficit for 2020 /21 of £(70k) had now reduced to £(25k) as there were reimbursements due from the Governors Fund. There was low expectation of any refunds from DfE for Covid-19 related costs. Income from lettings, Nursery and Clubs had all stopped and this will impact future income and will be noted in the 2nd Qtr report. It was noted that on site booking in the summer had been limited to 2.5 weeks. The breakfast club and after school club would start in September under limited conditions. Only those other clubs that could operate outdoors and had completed a risk assessment would be permitted. The Nursery would be back to full provision in September.</p>	
10.	CHILDREN'S COMMITTEE	
10.1	<p>CB reported that the return to school, Safeguarding and an update on SEND pupils were the key points of discussion. CB had met the Inclusion lead via Zoom to be informed of how the school was supporting pupils with additional needs during lockdown, using Google classroom and support to teachers on planning and provision to meet the individual needs of pupils with SEND. All the secondary school transfer arrangements had been completed remotely this year. CB suggested that Committee minutes be issued to All Governors in advance of the meeting, for information and to support discussion. Action: Committee minutes be included in the FGB folder for each meeting.</p>	
11	STRATEGY COMMITTEE REPORT	
11.1	<p>MD reported back that the last meeting was focused on how the school should re-open and the Library project: both topics covered in the HT's report and F&P Committee report.</p>	
12.	SAFEGUARDING	
12.1	<p>The HT reported that the school was mindful of safeguarding issues of pupils working at home and regular contact had been maintained with all pupils and as necessary home visits had taken place. Staff had been trained on safeguarding issues. CB had written addenda to the Safeguarding Policy to reflect Government guidance during the lockdown period and to include sections on safeguarding in the context of remote learning.</p>	
12.2	<p>The Safeguarding Policy will need to be reviewed in light of the September 2020 KCSiE update. CB and GG to draft. Action: The draft revised Safeguarding Policy will be discussed in Autumn Term</p>	
13.	CHAIR'S REPORT	
13.1	<p>MD asked CB, incoming Chair, to ensure that all the necessary administration arrangements on the Governor Fund were completed and a meeting of the Fund's Trustees be held early in the Autumn Term. It was suggested CB as Chair should be a Trustee of the Fund.</p>	
13.2	<p>It was noted that a telephone handover meeting of MD, CB and HT had taken place and compliance with all fiduciary duties had been met.</p>	



13.3	In a final speech to the GB MD thanked the Governors and HT for all their support, commitment and kindness that helped to make his role so enjoyable – if, sometimes, challenging. It was hoped that a more personal event could be held in the Autumn to say goodbye.	
14.	Any other business	
14.1	The HT raised the issue of purchase of 120 Chromebooks for £27.3k to enable Y3 and Y4 pupils to engage more independently in digital learning through Google Classroom. If ordered in July the delivery would be in October. It was noted that the London Grid for Learning (LGfL; a not-for-profit Charitable Trust) had made a significant bulk purchase and was able to offer a very keen price to schools to encourage them to engage in the digital platform. Governors asked about families who lacked hardware or wifi access. The School had surveyed 300 families, 149 had replied and 18 said they would like to loan equipment.	
14.2	Governors asked if parents could purchase the Chromebooks from LGfL or the school as part of the deal. Action: school to ask LGfL on this point regarding purchase	
14.3	Governors asked if this purchase would commit the school to the Google offer, or could an Apple or Microsoft offer still be considered at a future date. It was noted that Google classroom was highly recommended by the school IT support and was already being used and recommended by other local primary schools and if adopted there would be opportunities for shared training and development of digital curriculum models. Governors noted that the investment in Google Chromebooks was a wise one to engage children in digital learning and prepare them for more home learning. It was suggested that the school in September could offer training programmes for parents who were reluctant or felt unable to engage in the Chromebook and digital technology to help promote and embed its use by their children. Action: Governors approved the purchase of 120 Chromebooks from LGfL at a cost of c£28k. The Funds to be provided from the Governor Fund.	
14.4	The HT gave a warm speech to MD as this was his last meeting on the GB, thanking him for his consistent commitment to the school, his excellent attendance at meetings and solid support and advice over her 7 years as HT. His dedication to the role and involvement with the school was much appreciated. This was endorsed by both CM and CB who also expressed their thanks and appreciation for everything MD had done for them as Governors and for the GB and school. It was noted how MD always sought to improve the school in both academic and pastoral care and had the vision to seek positive changes. He was both influential and a lean in Governor who came well prepared for meetings and was able to ask challenging questions in a calm and professional way that secured appropriate responses. He would be much missed.	
14.5	MD thanked the Governors for their kind words, wished them all well for the future and asked that they retain the focus on the key immediate aims for the school: <ul style="list-style-type: none"> • The Ofsted inspection • The Library redevelopment project • The development of the IT service and digital platform • Regeneration of the school site, moving the office to the front of the site and the EY classrooms to the rear where children can make full use of our green spaces 	
15.	Dates/time of next meeting	
15.1	Draft circulated to Governors. To confirm dates at first FGB, 17/9/20 6-8pm.	



There being no further Part 1 business, the meeting closed at 20:30

There were no Part 2 matters for discussion

Signed (Chair)*..... *Cordelia Brown*.....Date

.....03.08.2020.....

Cordelia Brown

*Electronically signed due to Covid-19 distancing measures

List of agreed Actions

15 July 2020

Item No.	Agreed Action	By whom
4.1 / 8.1/ 8.5 / 9.5	The digital strategy and ICT service; the Recovery Plan and Curriculum' the Learning Improvement Plan and review of Governors Fund on the Agenda of the Governors Strategy Group Awayday in September	Govs
8.1	AB will complete another site walk re H&S before 2 September	GG
8.8	Do subject Risk Assessments for Music and PE	GG
8.9	BAME Evaluation tool to be circulated to Governors and BAME Link Staff member to be appointed	GG
9.2	The Library project brief be circulated to prospective firms for contract price.	GG
10.1	Committee minutes be included in the FGB folder for each meeting.	Clerk
12.2	The Safeguarding Policy will be updated by 01/09/2020 and discussed in Autumn Term	CB
14.2	School to ask Lgfl if parents can purchase chromebooks at the school price either directly or via the school	GG
14.3	Governors approved the purchase of 120 chrome books from LGfL at a cost of c£28k. The Funds to be provided from the Governor Fund	GG