



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

WEDNESDAY 13 MAY 2020 AT 5.00 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) *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 1@Vacancy	*Charlotte Allen (CA) *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)		*Carol Murphy – 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 was opened with a prayer by the Chair.	
2.	Declarations of Interest in respect of items for this meeting	
2.1	None.	
3.	Minutes of previous FGB held on 24 March 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 were complete (see action list) or on elsewhere on the agenda.	
5.	ELECTION OF CHAIR OF GOVERNORS	
5.1	As discussed at the last FGB meeting the current Chair will stand down at the July meeting when his term ends. It was agreed that election should take place at this meeting to leave time for handover and smooth transition.	
5.2	There was one nomination for Chair from CB.	



5.3	CB was unanimously elected Chair from 15 July 2020 for a one-year term.	
6.	ELECTION OF VICE CHAIRS OF GOVERNORS	
6.1	At the previous meeting it had been suggested that the three committee chairs could share the Vice Chair responsibility. A further nomination from SB was received.	
6.2	Following discussion SB's nomination was proposed and he was unanimously elected Vice Chair from 15 July 2020 for a period of one year.	
6.3	The Committee Chair structure was agreed as follows: Children's Committee – CA Finance & Premises – AB Strategic Committee - CS	
6.4	CB and SB were congratulated on their appointments.	
7.	FINANCE AND PREMISES COMMITTEE REPORT	
7.1	Budget AB gave a brief summary of the budget position as discussed in detail at the F&P committee. The minutes were circulated prior to the meeting. <ul style="list-style-type: none"> The in-year budget is projecting an in-year deficit of about £70K There is likely to be an additional loss of income from Covid 19 The SBM was asked to review any additional cost saving measures in year to improve the forecast situation. It was confirmed other options were reviewed but would potentially impact upon standards Therefore the budget presented to the F&P committee is being presented for FGB approval with a formal review in Autumn. 	
7.2	The budget for 20-21 was APPROVED by governors	
7.3	The drainage report was circulated. This work was completed by an LDBS appointed surveyor. The report outlines three options. The work needs to be completed within two years. £35K funding towards the project is being received from Highgate school and it will cost an additional £40K (approx) which the school will need to fund from Governors fund. Question Is there an opportunity to get any additional money from Highgate? No Can we delay the work until the school is clearer about finances? To claim the money from Highgate the work needs to be completed by August 21. It was agreed that the work should go ahead as soon as it is feasible for it to do so.	
8.	STRATEGY COMMITTEE REPORT	
8.1	MD reported back that the last meeting was mainly focused on Covid as this was the priority issue. Issues noted were <ul style="list-style-type: none"> Digital strategy working group – to be organised outside the meeting MD 	
9.	COVID 19 IMPACT UPDATE	
9.1	The HT advised that the situation is currently very fluid and there are many changes.	



	<p>Plans are being developed and amended based upon the updated guidance and local authority advice.</p>	
9.2	<p>The Governors were reminded that the school has been open throughout for Key Worker and vulnerable children. Although there have been 54 children eligible for the provision there have been approximately 11-16 attending daily. Booking is weekly and varies according to need.</p>	
9.3	<p>Support staff are leading the provision and teachers are working from home supporting online teaching.</p>	
9.4	<p>Google classroom is now more developed and used by majority of children.</p>	
9.5	<p>There are enhanced provisions for vulnerable children. Staff are reporting daily with any concerns and a follow up.</p>	
9.6	<p>With wider opening planned for June the school will close for half term both to give an opportunity to continue to plan but also to give staff some time off.</p>	
	<p>Online learning update Google classroom has continued to be developed. Initially lots of technical challenges. Primary schools have not been set up for this provision, so this has been a steep learning curve for all. The provision will continue to be developed.</p>	
9.7	<p>Feedback has been largely very positive from parents.</p>	
9.7.1	<p>Staffing Update Two members of staff on long term sickness absences (non-Covid) Some staff are clinically vulnerable or living with some who is. Medical evidence to support home working is currently being requested and individual risk assessments will be completed.</p>	
9.7.2	<p>Site Staff It is not possible for the Site staff to work from home. There was a discussion about whether or not they could be asked to use annual leave to cover some of the time at home. It was agreed that this could be considered for some of the time at home but not all of it. All AYR staff have been asked to take some leave.</p>	
9.7.3	<p>An area of concern for wider opening and more staff returning to work is the number of staff who travel to the school by public transport. It was agreed that car parking would be available, but many staff do not have cars.</p> <p><i>KA left the meeting at 8pm</i></p>	
9.8	<p>Reopening The HT confirmed that the school is working with the LA to ensure consistency with other schools. The LA are developing a risk assessment template for schools to use.</p> <p>It was agreed that plans and risk assessments would be sent to Governors when available.</p> <p>The following issues were discussed:</p> <ul style="list-style-type: none"> • Groups sizes would be maximum of 15. Space and staff availability may be issues • Staggered start and finish times • Signage and one-way systems in operation • Unions are not supportive of reopening plans 	



	<ul style="list-style-type: none"> Likely to bring children back from 8 June rather than 1 June to ensure there is sufficient time to put everything in place Children will need to be prepared for return and that school will be very different. Videos to reacquaint and inform will be produced prior to return. A survey will be conducted with Yr 6, 1 and Reception to gauge interest in returning in June <p>The Chair thanked the HT and her team for all their hard work and excellent communications during this crisis.</p>	
10.	HEADTEACHER REPORT	
10.1	<p>Pupil It was confirmed that Reception and Nursery for September 2020 are full and vacancies across the school are as follows: Year 2 – 2 Year 4 – 9 Year 6 - 7</p> <p>There would normally be a recruitment drive but at this point little is possible. Consideration will be given to advertising in the local paper as well as at the church and with a banner outside the school.</p> <p>Question What will happen to admission criteria for church attendance as the churches have been closed? Awaiting guidance from LDBS</p>	
10.2	<p>Transition and Welcome Meetings Transition meetings for Year 6 and welcome meetings for Nursery and Reception are currently being planned.</p>	
10.3	<p>Uniform Transition to new uniform should have been completed by September 20. Due Covid this may be delayed.</p>	
10.4	<p>Condition Survey – LDBS Replacement fire doors have been assessed as the priority.</p>	
10.5	<p>IT in the library IT provider came to look at what is possible. It was agreed that a WIFI survey would be carried out ASAP and then three quotes obtained to upgrade the network.</p> <p>It was agreed that the PC's would be removed and new PCs for intervention spaces. Chrome books are an affordable option.</p>	
10.6	<p>The Chair thanked the HT for her report.</p>	
11.	CHAIR'S REPORT	
11.1	<p>The Governor Code of Conduct will be shared outside the meeting. This should be signed annually at the start of the school year. It was agreed that this would be reviewed at Governor Day in September and adapted and personalised for the school.</p>	
12.	Any other business	



12.1	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.	
13.	Dates/time of next meeting	
13.1	The next FGB Meeting is on Wednesday 15 July at 7pm, however it may be necessary to have an additional meeting to discuss the wider return. The HT will confirm in the coming weeks.	
13.2	The next Strategy Committee will be on 8 July following the Children's Committee.	

There being no further Part 1 business, the meeting closed at 20:35

Signed (Chair).....

Date

Meeting closed at 8:40pm

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	All



	three Vice Chairs with each Vice Chair leading one of the Committees	
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