



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

**THURSDAY 17 September 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) *Adel Burgess (AB)
PCC (2)	LDBS (2)	DEANERY SYNOD (2)
*Lisa Maguire (LM)(11-04-23) Vacancy	*Cordelia Brown (CB) CHAIR *Alexandra Economides (17-09-24)	*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)		*Chris Lambert (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.	
1.2	The Chair welcomed Alexandra Economides to her first FGB meeting as an LDBS	
1.3	Governor, on a four year term to 16 Sept 2024 Reverend Kunle Ayodeji's absence was accepted due to a prior commitment	
2.	Declarations of Interest in respect of items for this meeting	
2.1	None.	
3.	Governor Code of Conduct	
3.1	Governors had received a copy of the HEP Governor Code of Conduct which included details of virtual meetings. Action: GG to issue a PDF version of the Code to Governors for signature and email return to GG, for filing	
3.2	Governors discussed the issue of a potential conflict of interest arising should they choose to participate in on-line parent groups. The view expressed was that governors who are parents of children in the school should not be prevented from taking part in such on-line discussion groups providing this is in their capacity as parents only, and that they are mindful of their role as a governor & abide by rules of confidentiality. Action: CB to draft additional text to be inserted in the Code to satisfy this issue	
4.	Minutes of previous FGB held on 15 July 2020	
4.1	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	
5.	Matters arising from the FGB meeting held on 15 July	
5.1	Items 4.1, 8.9, 10.1,12.2, on the Agenda 8.1 – site walk had been completed by AB 8.8 – risk assessments for PE and music had been completed 14.2 – LGfL confirmed that the chrome book offer was for schools only and not available to parents. 14.3 – 120 chromebooks have been ordered; delivery to the school expected in late October	
6.	Committee structure	
6.1	As agreed at the meeting of 15 July: Children’s Committee – Chair: CA Finance & Premises – Chair: AB Governor’s Fund – CS to lead on clarifying the arrangements for & management of the Governor’s Fund, with the aim that once this is achieved all governors will be trustees. It was noted that there was no need to have a separate Strategy Committee as the key issues - recovery planning, risk management and digital strategy were the responsibility of the entire FGB and fall within the remit of strategic planning Action: ‘Strategy’ to be a standing item on the FGB agenda; this section to be led by CS	
6.2	Recovery planning to be a standing item on the FGB Agenda for this academic year-then reviewed.	
	Link Governors After discussion the Governors were assigned to their Link roles: Health and Safety – AB Finance and Premises – AB and CS Curriculum and Assessment – CA Admissions – CB Inclusion – CB	
6.3	BAME – Currently AB; Chair to discuss with KA this being a shared role with AB with KA leading Safeguarding – CB Communication- CA GB Terms of Reference: no changes were required; they were adopted for a further year.	
7.	Committee Chair’s report	
7.1	AB was thanked for her report to the FGB on her recent site visit to the school ahead of the school re-opening to pupils.	
7.2	There had been no Committee meetings held since the previous FGB	
8.	Policy management	
8.1	Governors received and noted the policy management schedule for the 2020 / 21 academic year.	
9.	Policies for approval	
9.1	Safeguarding and Child Protection policy: Governors noted that relevant to the current discussions the policy had been updated In line with the changes in KCSiE 09/2020 Action: the policy was approved and adopted	
9.2	Keeping Children Safe in Education (KCSiE pt 1): this DoE update (Aug 2020 edition) was noted Action: Governors have signed that they have read this document	



<p>9.3</p> <p>9.4</p>	<p>Performance management; there had been no changes to the Policy Action: the policy was adopted</p> <p>Pay Policy: the changes in support staff and teacher staff pay awards will be reflected in the updated policy; no other changes were required. Action: the policy was adopted</p>	
<p>10.</p>	<p>HEADTEACHER'S REPORT</p>	
<p>10.1</p>	<p>GG gave a verbal report on actions taken to re-open the school in September:</p> <ul style="list-style-type: none"> • AB was thanked for undertaking a quality assurance inspection of site and premises in September, prior to the re-opening of the school. • GG and SLT had discussed preparations for re-opening to ensure that all had sound understanding of administration and process required to manage the school safely. It was understood that the HSE could make an unexpected call to seek reassurance that process and procedures were in place and well embedded. • CB was thanked for her drafting of the Safeguarding and CP Policy • Attendance: currently at 96.47%. • Vacancies: there are some vacancies across the school Promotion of these vacant spaces would continue to try and reach a full roll. • School lunches currently being provided in pupil classrooms for the first two weeks and Harrisons (school caterers) are delivering a cold, packed lunch. In week three a new routine, using both Halls, would be introduced to enable the hot meal to be provided safely. • Ofsted: a potential call / visit from Ofsted could be expected this term. This would take the form of a QA visit with a focus on discussions with the HT, SLT and team leaders. • Admissions: it was noted that since Covid 19 there had been a reduction in opportunity for religious worship. School has applied for a variation. • Staff retention: there had been 100% retention at start of term and administration procedures and pupil management processes were all working efficiently and had become swiftly embedded. • Census day: this was an opportunity to record pupil numbers and report on the numbers taking hot meals. This report supporting future funding – UFSM for the school so the aim was to maximise the pupil record of those taking hot lunches. GG confirmed that parents would be informed of the financial benefit to the school of their child taking hot lunches as part of a wider promotion of the lunch meal offer. <p>Action: promotion to parents of the hot meal lunch offer to pupils</p>	
<p>11.</p>	<p>CHAIR'S REPORT</p>	
<p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>CB reported on the outcome of the Strategy meeting held on 17 September which helped to define the strategic priorities for the coming three years: a) to complete the Library project complete with newly stocked shelves; b) to relocate the office / reception to the front of the school site to improve access for visitors and enhance site security; c) to move the early years classroom to the rear of the site with access to outdoor green space, in order to enhance learning outcomes and wellbeing, and because moving these classrooms is likely to be necessary when the office is relocated; d) to develop the digital strategy, embedding Google Classroom as the mode for homework and to support the blended learning programme in the event of further full/partial lockdowns.</p> <p>It was also noted that we agreed to update the Governors School Improvement Plan (G-SIP) in terms and language that make it an easier read for new Governors to understand the school priorities, as part of their induction.</p> <p>CB reported on the review of procedures used during lockdown and how lessons learnt would provide a positive foundation for future planning. It was noted how relationships were strengthened as a whole team effort was required to manage in challenging circumstances.</p>	



11.4	<p>CS was thanked for providing Governors with a clear and comprehensive summary of the funding landscape and sources of funding. This information will help in future planning and in funding appeals to parents</p> <p>Action: CB to circulate notes from the strategy group meeting to FGB</p> <p>GG reported that the library was out of action at present . Architects were being asked to develop costed plans for the required project and the aim was complete the project and re-open the Library by December 2020.</p>	
12. 12.1	<p>Governor training</p> <p>CB reported that the slides from the HEP course on Unconscious Bias would be circulated. SB reported that he had attended HEP training courses</p> <p>CM reported that she will undertake safeguarding training at HEP on 30 Sept. Other Governors were encouraged to undertake this course during the year.</p> <p>CB had attended a forum of LBH Chairs of Governors; the issue of Friday closure was a priority for all schools.</p>	
13. 13.1 13.2	<p>Dates of meetings – 2020 / 2021</p> <p>There were several changes made to the FGB meeting dates across the year and one change made to a Children’s Committee meeting</p> <p>Action: Clerk to upload the new meeting dates on Governorhub and issue GG with a revised meeting calendar</p> <p>It was noted that meetings would likely continue on the Zoom on-line format for at least this Term. Governors were encouraged to read the circulated papers in advance of the meeting and to submit questions raised by the papers to the relevant Chair in advance of the meeting. The aim was to make the most efficient use of the Zoom meeting time. Governors accepted the present restrictions on meeting face to face but once permitted an early on-site meeting to review priorities would be beneficial.</p> <p>Action: Before each scheduled Governor meeting CB and GG will consider and evaluate the risk and impact of holding meetings on site.</p>	
14. 14.1	<p>Signing Register of Policies</p> <p>A Register of Policies template had been circulated and Governors were asked to complete the register and return it to GG as soon as possible</p> <p>Action: Governors to complete their copy of the Register of Policy document and return it to GG</p>	
15.	<p>Any other business</p>	
15.1	<p>There were no matters for discussion</p>	
16.	<p>Date / time of next meeting</p>	
16.1	<p>The next meeting of the FGB will take place on MONDAY 23 November at 7pm via ZOOM</p>	

There being no further Part 1 business, the meeting closed at 19.08

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

.....Date17.09.2020.....



*Electronically signed due to Covid-19 distancing measures

List of agreed Actions

17 September 2020

Item No.	Agreed Action	By whom
3.1	GG to issue a PDF version of the Code to Governors for signature and email return to GG, for filing	GG /Gov's
3.2	to draft additional text to be inserted in the Code in reference to Governors taking part in on line parents group discussions.	CB
6.1	Strategy and Recovery planning to be standing items on the FGB Agenda	CB/GG
9.1	Safeguarding and Child Protection policy was adopted	FGB
9.2	Keeping Children Safe in Education (KCSiE pt.1) has been read by Governors	FGB
9.3	Performance management policy was adopted	FGB
9.4	Pay policy was adopted	FGB
10.1	promotion to parents of the hot meal lunch offer to pupils	GG
11.3	to circulate notes from the strategy group meeting to FGB	CB
13.1	to upload the new Governor meeting dates on Governorhub and issue GG with a revised meeting calendar 2020-2021	Clerk
13.2	Before each scheduled Governor meeting CB and GG will consider and evaluate the risk and impact of holding meetings on site	CB /GG
14.1	Governors to complete their copy of the Register of Policy document and return it to GG	FGB