



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

WEDNESDAY 27 NOVEMBER 2019 AT 7.00 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) (Departed 8.50pm) 1@Vacancy	*Charlotte Allen (CA) (25-02-22) *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)		Jonathan Adamides-Vellapah – HEP Governance Officer
*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 led by Mark Dailey.	
1.2	The Chair welcomed everyone to the meeting and noted that apologies have been received and accepted from Vidhu Gupta.	
1.3	The Governing Body noted that a discussion will be held on membership changes under item: 4 Matters arising.	
2.	Declarations of Interest in respect of items for this meeting	
2.1	None.	
2a.	Update on Clerking Services	
2a.1	The Headteacher noted that there have been changes in the Clerk and this has caused issues for the School including receiving minutes from Committees. The Headteacher advised that discussions are being held with Haringey Education Partnership to resolve these service issues.	
3.	Minutes of previous FGB held on 02 October 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"> • 10.1 - the attendance is 96.6%. • 12.5 – for free school meals. • 12.6 – KH is a Chair of a charity. 	



4.	Matters arising from previous FGB meeting	
4.1	<p>The matters arising were reviewed and the following noted:</p> <p>4.1 VG to sign register and docs at the next meeting. UPDATE: This will be completed at the next meeting.</p> <p>7.1 MD to follow up with any governors who are absent 3 or more meetings. The Chair advised that follow-ups have been completed and the following outcomes noted:</p> <ul style="list-style-type: none"> • Local Authority Governor. Vidhi Gupta is on maternity leave and wishes to remain as a governor. The GB agreed to this request. • LDBS appointed Governor. Ben Nanson has been retired as an LDBS governor with immediate effect. <p>ACTION: The Chair will write to the LDBS and seek a new appointee.</p> <p>7.2 MD to follow up membership of the Finance and Premises committee. NOTED: Adel Burgess has agreed to Chair the Finance and Premises Committee.</p> <p>7.2 Strategic Development Group: MD and SB to draft Terms of Reference (ToR). COMPLETED: CS will provide feedback on the draft ToR to MD. The Committee will receive papers and the ToRs for the next meeting, which will be held before the next FGB.</p> <p>9.4 CA and GG to discuss the Safeguarding and Child Protection policy. COMPLETED. 9.4 GG to check if peer to peer may be covered in anti-bullying policy. APPROVED: The GB approved the existing policies on Safeguarding and Child Protection Policy and Anti-Bullying Policy subject to a final review by GG on peer to peer being appropriately referenced within the appropriate policy to reflect the Governors duties under Keeping Children Safe in Education.</p> <p>12.3 School's profile to be discussed in the Children's Committee. COMPLETED.</p> <p>12.8 GG to look into application process, apply and report back in November to FGB. COMPLETED: GG advised that the application has been successful. The GB noted that the applications are considered on an annual basis and where appropriate annual applications should be submitted by the School to extend the learning opportunities for all children.</p> <p>12.12 Premises Committee to look into Parking monitoring outside school. On agenda</p> <p>13.3 KA to provide details of unconscious bias training. COMPLETED.</p> <p>14.2 SB and LM are going on 'new governor induction' on 22 November 2019. NOTED: SB and AB have attended the training. LM has booked on the HEP Training. CA has booked on the Understanding Educational Data training.</p> <p>15.1 GG to consider providing receipts for applications for school places. COMPLETED.</p> <p>15.3 IT - Governors asked for Outlook invitations for meetings. UPDATED: This action will be completed with the appointment by HEP of a Substantive Clerk to the GB.</p> <p>15.4 IT – Governors asked for meeting paper to also be put together in one comprehensive pdf. Clerk to discuss with HEP. This action will be completed with the appointment by HEP of a Substantive Clerk to the GB.</p> <p>16.4 Fundraising and Comms – Meeting dates to be confirmed. COMPLETED.</p> <p>16.5 Strategic Development Group – Meeting dates to be confirmed. COMPLETED.</p>	Chair



5.	Finance and Premises Committee. The GB noted the minutes from the 12 November 2019, were not available.	
5.1	<p>The GB noted the following update from the Chair:</p> <ul style="list-style-type: none"> • The asset monitoring process including the assets register is in place. • Budget Monitoring. The budget at the six-month period is tracking in line with the forecast and expectations but there are areas of the budget which are expected to be over budget at year end and there is little likelihood that these overspends will be met with higher than expected levels of income as in previous years.. The outstanding invoices for lettings are being chased and this does not affect cashflow. • Teaching Supply is currently above forecast which is related to unexpected cover being needed for sickness. The Business Manager continues to monitor the expenditure • Support Salary expenditure is within budget. • Premises - 70% of the major works budget and 83% of the R&M day to day budget spent. This is to be expected as majority premises work now completed • The GB noted that the planned contingency of £20k may be utilised in part before the end of the financial year. • The GB noted that the Budget Planning process is based on a number of assumptions • Most of the planned summer works were completed with the exception of the air conditioning in the server room which is yet to be installed and the replacement of fire doors in KS2 hall which was postponed • F&P received a report on Statutory maintenance which was all up to date or in a couple of cases booked in before the end of term. 	
5.2	<p>Internal Audit report and feedback. The GB noted that the external Audit is commissioned by LB Haringey and is part of the school financial assurance services. The Chair and Headteacher advised that they have concerns over the conduct, engagement and outcomes of the audit contained in the report. GB noted the following issues raised:</p> <ul style="list-style-type: none"> • Concerns have been addressed to the LB Haringey and the Audit Manager on the conduct of the audit including the engagement of the audit partner who visited the school. This included the experience and quality of the auditor, given the previous audit inspection, which the School felt was poor. • The review of additional financial information which the School considered to be outside the new audit scope. • The concerns over the drafting of the audit and the inconsistencies and incorrect information contained in the report. This was challenged robustly and corrected. • The need to contact the Manager of the auditor to resolve concerns on quality and accuracy. <p>NOTED: The Chair noted that Financial Controls, process and procedures are in place and there is compliance with the agreed operating procedures. Action GG will write to Mazars/LBH expressing concern with audit process and outcome.</p>	
5.3	<p>Premises and works update. The Chair noted the following:</p> <ul style="list-style-type: none"> • The premises external decoration works have been completed. 	



	<ul style="list-style-type: none"> • Playground works and planters have been completed. • Discussion have been undertaken with the LDBS on moving the School Office/Reception to a more prominent position near the entrance. This is in keeping with the Safeguarding and Health & Safety priorities of the LDBS. 	
5.4	<p>Parking issues outside and around the School GB noted the efforts have been made to meet with the Safer Neighbourhoods Team for positive action to be take on parking outside the school. ACTION: Parking. AB will contact LB Haringey and TfL and pursue the Safer Neighbourhoods Team on resolving the parking outside the School.</p>	AB
5.5	<p>Polling Station The GB noted that the School will be used as a Polling Station.</p>	
5.7	<p>Early Years outdoor play Noted that further consideration will be given to accessing the outdoor materials used by Early Years. The GB understood that one request has been for more trollies to move equipment, however a more holistic approach was needed for a longer-term vision for outdoor play and access.</p>	
5.8	<p>Next meeting of the Finance and Premises The GB noted that the next meeting will be on the 10 March 2020, which will be the budget meeting.</p>	
6.	<p>Children's Committee Report. The GB noted the minutes from the 16 October 2019, were not available.</p>	
6.1	<p>The Chair of the Committee and Headteacher noted the following:</p> <ul style="list-style-type: none"> • There was an extended discussion at the CC re the new Ofsted framework, with Curriculum, Target Setting and Attendance being 3 key areas. • The Curriculum has been reviewed for coherence and consistency and we heard examples of how this has been embedded across the school. Subject Leads will be invited to future CC to provide updates re their curriculum area • Reading is a big focus and work is being undertaken to enhance this area, including new reading corners in every classroom. • The Phase Leader for Geography has undertaken training with HEP and was congratulated by Trainer (from the National Geographical Society) on the comprehensive curriculum plan produced. This will be used as a model for internal training and curriculum review in other areas. • Target setting has been reviewed and moderated across the EYFS, Y2 and Y6. • The previous Ofsted Inspection areas for improvement have been reviewed. • The Learning Improvement Plan has been reviewed. • The support plans for Children with SEND have been reviewed and this includes children where support has been agreed by the school with parents, and children with an Education Health and Care Plan (EHCP). The Inclusion Leader will deliver whole staff training on the Assess-Plan-Do-Review cycle of support this term. The Committee considered how Children with Social, Emotional and Mental Health needs are supported. • The Behaviour and Equality Policies have been reviewed. The Chair of CC praised the new Behaviour Policy, which is much clearer and briefer and draws on an evidence-based positive assertive discipline model. • The Committee reviewed Safeguarding within the School. CB recommended a Safeguarding in schools weekly update that Governors can sign up to receive, also a brief online course for Governors re Safeguarding. • CB has undertaken a safeguarding visit to the School and reviewed the SCR. 	



	<ul style="list-style-type: none"> The GB noted that the Governors SCR is reviewed termly. <p>AGREED: CB will circulate the link to the Andrew Hall safeguarding website.</p>	
6.2	<p>Ofsted Preparedness The GB considered when the next inspection will take place and noted the following:</p> <ul style="list-style-type: none"> A training day for governors should be identified on the Framework. An Ofsted readiness group should be put in place. <p>AGREED: Mark Daley, Lisa Maguire, Stephen Bethel, Claire Southern, Charlotte Allen, Cordelia Brown will form the Governors Ofsted readiness group.</p> <ul style="list-style-type: none"> An Ofsted pack with Key information should be put in place and circulated to the readiness group. <p>ACTION: GG to review Governors preparing for Ofsted training in January 2020.</p>	GG
6.3	<p>Polling Station The Committee discussed the arrangements and noted that this will be a training day. All Staff have the option to either come into the School to complete the online mandatory training or to do this remotely, in addition to the Behaviour reading.</p> <p>The Headteacher advised that discussions have been undertaken to assess any arrangements required for Vulnerable Children and this will be kept under review.</p>	
7.	<p>Strategic development Committee Report. The GB noted the minutes from the 7 November 2019, were not available.</p>	
7.1	<p>The Chair of the Committee noted the following:</p> <ul style="list-style-type: none"> This was the first meeting of the Committee the 7 November and the governance items covered included a review of the Terms of Reference and the Election of the Chair. MD was elected as the Committee Chair. This is a sub-committee of the Board and membership requires a quorum of six governors. <p>ACTION: The Chair of the Committee will circulate dates for the next Committee meetings.</p>	MD
7.2	<p>25 September 2019 – Update on launch.</p> <p>The GB noted the following update:</p> <ul style="list-style-type: none"> There is a planned update for parent/carers since the strategy was launched in September 2019. The GB agreed that the update will include proposals from LDBS on future thinking for the site and development of ideas. If proposals are revisited it may be possible to look at the timelines and complete a number of improvements for start of the September 2020 academic year. The revisiting of plans may unlock LDBS funding to move the office/reception and the resulting CAPEX savings can be utilised on other projects or infrastructure developments. <p>The GB discussed the way forward and agreed the following:</p> <ul style="list-style-type: none"> To reconsider the site with the LDBS and how to deliver a school for the future, including outdoor play and technology. To review the Education Inspection Framework and against the school priorities and identify the short and long-term needs. To seek expert advice from the LDBS and Schools that have been identified as expert leaders in use of technology and traditional methods. <p>AGREED: GG and SB will review if guidance or a simple presentation can be produced for the update meeting.</p>	



8.	Headteacher's Report	
8.1	<p>The Headteacher updated the GB and noted the following:</p> <ul style="list-style-type: none"> • The census for Schools funding has taken place in October 2019 and the Pupil Premium will in January 2020. This will influence the final budget allocations for the 2020/21 academic year. • Roll – there are vacancies across the year groups and the school is actively seeking to recruit to these. The School roll has a direct influence on the funding. • Across the Boroughs School rolls are falling as there are population changes, this has led to temporary reductions in school rolls and the proposed closure of schools in a number of boroughs. • Attendance is currently 96.5%. • The number of children in the School with SEN is 27 (previously 35) and EHCPs 8 (previously 5). • A grant has been received to provide wellbeing support to staff. The School has reflected on its practice and encourages leaders and staff to engage where possible with changes to practice. • The Wellbeing Week for all staff has taken place and this has included, reviewing workload and provision of fresh fruit. The GB agreed that parents/carers should be informed of the Staff Wellbeing week next year. • The School is part of a peer to peer review of practice and moderation. • The GB thanked the artist Matt Denis and programme team for the support in completing the School timeline the playground. • The Museum Takeover at Lauderdale House was very successful, and the children's work is still on limited display at Lauderdale House. • The Learning Improvement Plan has been reviewed and updated. • The BAME link governor is Adel Burgess. • Show racism the red card booked for Year 5 & 6CPOMS training has been completed and concerns are being updated. All concerns are reviewed by the appointed senior leader, and the appropriate action taken where required. 	
9.	Approval of residential	
9.1	<p>The GB discussed the approval of the residential trips and noted the following:</p> <ul style="list-style-type: none"> • The residentials centres have recently been reviewed as part of a Best Value analysis carried out every three-years and includes a review of the facilities available, costs, location and educational experience. • All centres used are fully risked assessed. • All children are offered the opportunity to attend the residential and instalments plans are offered to all families. • Should a child not attend a residential they are required to attend school. <p>APPROVED: The GB approved for the Chair of the GB to sign the Flatford and PGL residential documents.</p>	
10.	Term dates for School year	
10.1	The GB approved the dates and INSET arrangements for the Academic Year 2020/21.	
11.	Admission arrangements 2021/22	
11.1	<p>The GB discussed the arrangements as any changes proposed may require public consultation or LDBS approve or both. The GB agreed the following:</p> <ul style="list-style-type: none"> • The points awarded to Clergy should be three points • Nursery pupils – 2 points. • Page 4 - make clear in this section that the School will acknowledge the application either by email or in writing. 	



	<ul style="list-style-type: none"> Governors to send GG any final thoughts comments, before the 05 Dec 19 as the consultation must take start on the 20 Dec 2019. <p>APPROVED: The GB approved the Admissions arrangements and policy for 2021/22 subject to the agreed amendments.</p>	
12.	Chair's Verbal Report	
12.1	<p>The GB noted the following:</p> <ul style="list-style-type: none"> The Christmas Lunch was planned for the 19/12/2019 and school will close at 2.00pm. Governors agreed to organise signing thank you cards for contributors Governors Fund and staff. 	
13.	Governor Visits – Development & Training and Learning Walks	
13.1	<p>The following was noted:</p> <ul style="list-style-type: none"> CB undertook a Safeguarding visit and SCR check. CB undertook a visit with SENCo AB attended the event at Lauderdale House. Induction training undertaken by AB. 	
14.	Any Other Business	
14.1	None.	
14a.	Agenda items for the next meeting	
14a.1	<p>The GB agreed the following items:</p> <ul style="list-style-type: none"> Ofsted readiness update. Succession planning. Submission of accounts to the Charitable accounts to the Charity Commission. 	
15.	Dates of Future Meetings and Membership – see appendix 1	

Appendix: 1

Committee	Days	Clerked	Dates				
Finance and Premises (F&P)	Tuesday 5.30pm	Yes	12/11/19	N/A	10/03/20	28/04/20	09/06/20
Membership (F&P)	Adel Burgess (Chair), Mark Dailey, Vidhi Gupta, Claire Southern, Fran Sorapure, Geraldine Gallagher.						
Children's Committee (CC)	Wednesday 5.30pm	Yes	16/10/19	13/11/19	11/03/20	N/A	08/07/20
Membership (CC)	Cordelia Brown (Chair), Charlotte Allen, Lisa Maguire, Stephen Bethel, Kunle Ayodeji, Geraldine Gallagher						
Strategic Development (SD)	TBC	Yes	07/11/19	TBC	TBC	TBC	TBC
Membership	Mark Dailey (Chair), All Governors						
Full Governing Body (GB)	Wednesday 7.00pm	Yes	27/11/19	23/01/20	25/03/20	25/05/20	15/07/20
Membership GB	Mark Dailey (Chair), All Governors						

There being no further Part 1 business, the meeting closed at 9.00pm.



The Chair thanked everyone for their attendance.

Signed (Chair).....Date

**List of agreed Actions
27 November 2019**

Item No.	Agreed Action	By whom
5.2	GG will write to Mazars/LBH expressing concern with audit process and outcome.	GG
5.4	Parking. AB will contact LB Haringey and TfL and pursue the Safer Neighbourhoods Team on resolving the parking outside the School.	AB
6.2	GG to review Governors preparing for Ofsted training in January 2020.	GG
7.1	The Chair of the Committee will circulate dates for the next Committee meetings.	MD

02 October 2019

Item No.	Agreed Action	By whom
4.1	The Chair will write to the LDBS and seek a new appointee.	Chair