



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

**Monday 23 November 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	Alexandra Economides absence was accepted as she is on maternity leave.	
1.3	The meeting was quorate.	
2.	Declarations of Interest in respect of items for this meeting	
2.1	None.	
2.2	Governors were asked to confirm their Declarations of Interest on the Governorhub tab and to contact the Clerk if there are any issues of access.	
3	Minutes of previous FGB held on 17 September 2020	
3.1	The Minutes of the previous meeting were AGREED as being an accurate record for the Chair's signature (at the next opportunity) and for the school to file. It was noted that LM was the school Wellbeing Lead (not H&S as stated in the Minutes)	
4.	Matters arising from the FGB meeting held on 17 September	
4.1	3.1 – GG will post the Governor Code of Conduct to Governorhub; Governors to read and confirm acceptance. 3.2,11.3,13.1, 14.1 – completed 6.1,9.2,9.3,9.4 – noted 9.1 – adopted 10.1 – parents have been informed about the hot lunch offer	



	13.2 – on Government advice FGB meetings to continue to be held remotely on Zoom	
5.	Strategy Update	
5.1	CS reported on the meeting of the Strategy Group, held in September.	
5.2	It was noted that there were some governance issues with the Governor’s Fund that required action. CS confirmed that that she had taken informal advice from a solicitor specialising in charity law. In summary, CS considered that the best approach would be to prepare a new governing document to be adopted by the group and a short letter should be written to the charity commission regarding this. Action: CS to prepare a detailed note to the governors with accompanying paperwork for consideration at the next meeting.	
5.3	It was noted that under the revised Constitution Governor funds would be reported to FGB as part of the school financial report. It was suggested that management of the Governor funds would be included in the remit of the school business manager Action: GG to speak to SBM about an additional responsibility, managing the Governors Fund.	
5.4	It was noted that the Fund would still require an independent annual audit. Action: GG and CS to discuss the proposal before talking to possible candidates .	
5.5	It was noted that the expectation was that all Governors would be trustees of the Fund and the current Trustees of the Fund would be expected to resign under the new arrangement. Action: CS will prepare an information pack for Governors	
5.6	CB thanked CS for her support and contribution in addressing this significant issue	
5.7	It was noted that CB,CA and SB had reworked the Governors’ Strategic Improvement Plan which now clearly describes the strategic aims and direction of the school and would serve to inform new Governors as part of their induction. Some minor amendments were required to reflect the most current position. It was suggested that as this was a live, working document it should be posted to Governorhub for easy access. Action: Strategy Plan to be posted to Governorhub.	
5.8	Governors noted that at the outset of the plan to re-develop the Library an indicative budget of £12k - £17k was set. It was noted that cost was indicative but not the main driver as this project should signal the school’s commitment to its learning objectives. GG described the three costed proposals - Gold (£22k), Silver (£19.6k) and Bronze (£17.8k). The price variation reflected choice of materials and specifications. It was noted that issues about furniture, cupboard space, and acoustics were being discussed. Governors noted the original indicative budget range but suggested that this was a flagship project and should signify to parents the school’s commitment to learning as part of whole school development. Action: Governors approved the Gold proposal for the Library and a £22k project cost.	
5.9	It was reported the school was preparing an £8-10k bid to Foyles for books for the Library. This bid would take account of the current library stock and identify gaps in reading material. Governors suggested that donations of used books from parents might be one way to replenish stock but this was discounted as the school required specific stock items rather than a disconnected and extended range of reading material. It was suggested that parents could be involved with fundraising for future book purchases.	



6	Committee Reports	
6.1	Finance and Premises Committee	
	<p>AB gave her verbal report. It was noted that the impact of Covid on the school's financial position had been significant and the school was now forecasting an in-year deficit of £120k, subject to final quarter results. Governors noted that a call on Reserves would be required to support the school for this year and to support in part the budget year 2021 /22. It was still expected that there would be loss of income in Summer Term 2021 as the income from school clubs and lettings would be reduced and cleaning costs and health and safety management costs would still be incurred. It was noted that the bid made for recovery of Covid related expenditure had been largely unsuccessful and there were no further bids possible. This was a typical response from Government among schools in the NLC. As the school was open throughout the initial lockdown there was little opportunity to save marginal costs.</p>	
6.2	<p>CS suggested that the strength of the school financial management was reflected in its ability to weather the current situation this year and still have funds to support the next budget year. Once the Covid situation had passed the emphasis would be towards re-establishing healthy Reserves. Governors agreed with this position.</p>	
6.3	<p>It was noted that the big projects were financed from Governor funds, so unaffected by the schools expected in-year deficit.</p>	
6.4	<p>CB stated that she would write to parents about the benefits to the school of regular voluntary contributions as a means to support long term school development. It was noted that these additional funds would reduce the pressure on the DfE income as this was largely allocated to support staff salaries.</p> <p>Action: CB to write to parents on the issue of voluntary contributions.</p>	
6.5	Children's Committee	
6.6	<p>CA gave her verbal report. It was noted that since returning in September children and staff were operating in bubbles with limited cross movement to reduce possible contamination. An initial emphasis had been given to pupil's wellbeing and there was now evident progress being made in reading and maths. The remote learning platform was operating efficiently. It was noted the school was preparing for a possible Ofsted inspection in early 2021. SB was noted as the Remote Learning Link Governor; LM was the Wellbeing Link Governor.</p>	
6.7	<p>Attendance was reported to be very good and staff retention and attendance was also positive.</p>	
6.8	<p>CA reported that the SEF and LIP had been approved by the Committee; Governors noted the documents and Ratified both the SEF and LIP. CA Reported that the Pupil Premium and PE Premium Reports had been approved by the Committee. Governors noted both documents and Ratified both. It was noted that pupil data analysis had been curtailed by Covid but in future there would a wider range of detail on the pupil cohort.</p>	
7.	Recovery Planning	
7.1	<p>This was a standing item on the FGB agenda for 2020 /21. The document had been circulated in advance and comments were received: CB and LM were due to discuss the scope of the Wellbeing Link Governor role; the reference to reading ability would be updated to report on the bid being prepared to Foyles for books; FS described the theory of the Growth Mindset whereby children were encouraged to accept that mistakes occur as part of learning and how learning was a progressive activity. It was noted that the website includes a short video in which pupils talk about the school's ethos, values and Growth Mindset.</p>	
8	Headteacher's Report	
8.1	<p>GG thanked all in the school community – parents, pupils staff, Governors - for their commitment, energy, focus and time in supporting the school during this exceptional period under Covid. It was noted that pupils at all ages had adapted to and supported the new routines which were a key priority in keeping all safe.</p>	
8.2	<p>It was noted that attendance was 97% (87% - 90% nationally). There had been no positive cases of Covid-19 among pupil or staff and pupils were happy to be at school. The focus</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>8.10</p>	<p>and priority had been on risk management to keep all safe. The financial position had been reported under the F&P report. Staff were now using CPOMS to record and monitor instances of errant behaviour; this also enabled early intervention to be applied to best effect using in-house resources. Governors noted that one incident of child to child bullying had been reported and investigated. Parents of two children had been called in to discuss an instance of using racial vocabulary. The situation had been addressed.</p> <p>Governors noted that new Phase leads had been appointed and there were new Leads in History, Science and D&T. These appointments complement an already strong teaching team.</p> <p>Three virtual parents evenings had been held successfully and remote assemblies were also taking place. A weekly Clergy assembly was held to support collective worship with pupils. A virtual nativity play was being developed which will be circulated to parents. We have made a virtual open morning which demonstrates the school ethos and is on the website. And, a video of Early Years informs parents of the daily activities of the Nursery and Reception classes.</p> <p>Governors were asked to consider a proposal to retain the early dismissal of spupils each Friday for Y1 – Y6. IPaper outlining the proposal was circulated prior to the meeting, which outlined Teaching contact time prior to Covid and now. Contact time is higher than the 25 hours proposed in Scotland.It was noted that time spent on planning, preparation and administration (PPA) was ringfenced time and even more essential under the Covid restrictions which reduced the need to cross over in to bubbles. Staff appreciate the time to plan together and report that they and the children are very tired. The early dismissal improves their wellbeing. Governors noted that staff attendance was higher than usual and all were committed in meeting the current challenge of teaching. GG proposed that Friday PM remains non-teaching time until Easter 2021 with a review to be made in Spring term 2021 about the Summer Term.</p> <p>Action: Governors agreed to the proposal to continue with Friday dismissal arrangements until Easter 2021.</p> <p>It was noted that while parents are working from home this early closure was likely to be acceptable but if that situation were to change their response might also change.</p> <p>Action: GG to write to all parents explaining the rationale for the early closure of school for Y1-Y6 on Fridays.</p> <p>GG asked Governors to consider the proposal presented initially to the F&P Committee for the purchase of additional equipment to support the remote learning programme. The proposal sought approval for the purchase of 38 chromebooks at c£300each – at a total cost of c£11,400. To further support remote learning the school wanted to purchase microphones and stands that could be used in class to support children isolated elsewhere. Governors challenged the case for these purchases and the longevity of the use of the equipment. They were satisfied at the rationale for the chrome books for staff and noted how the mic/ stands would support the longer term digital strategy.</p> <p>Action: Governors approved a budget of £13,860 for the purchase of 38 Chrome books and several mic and stands with funding to be drawn from the Governors Fund.</p> <p>Governors asked that this additional equipment be referenced in the Digital Learning Policy which should also detail the range of equipment per classroom, for future guidance.</p> <p>Governors considered the paper circulated on the issue of the Touchpoint Cleaning contract. Two options were described: a casual contract or fixed term. After considering the merits of each option and noting the continuing cleaning demands being placed on the school as part of its risk management it was agreed that the fixed term option be approved.</p> <p>Action: Touchpoint Cleaning be retained on a fixed term contract to end of Summer</p>	
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8.11	<p>Term 2021 at a cost of £24k.</p> <p>Governors were asked to consider a proposal to provide funds towards refreshments for the staff Xmas party, as we have done in previous years. This would support an outdoor event in the school grounds at the end of term.</p> <p>Action: the proposal to provide funds towards the staff Xmas party was Approved.</p> <p>Governors were asked to consider and approve the staff INSET Days for 2021 /22. It was noted that the school followed the LBH term dates but was permitted to use its discretion in the allocation of the five permitted INSET days. GG described the benefit of using three days at the start of the new academic year in September and two in the final days before end of Autumn Term.</p> <p>Action: the five INSET Days in Autumn term 2021 were Approved.</p>	
<p>9. 9.1 9.2 9.3</p>	<p>Admissions Policy</p> <p>Governors considered the draft Admissions Policy noting that there were some minor inaccuracies which would be amended in the final version. There was a discussion about the boundary map and how any change might help to attract a wider pupil cohort. The process for an application to change the school boundary was noted. This would require gove'rnors approval of the change, submission to LDBS for comments, and a public consultation period of six weeks. Only if all stages were cleared could a change take effect.</p> <p>Governors agreed that they had no wish to change the map in such a way that would impact adversely on a neighbouring church school.</p> <p>It was noted that the impact of Covid and a lower birth rate was already having an impact on primary school placements across the Borough with many schools reporting vacancies. It was necessary for the school to plan forward to ensure that it could attract the pupils required to maintain a full roll. Any reduction in pupil numbers would have financial and budgetary consequences.</p> <p>Action: A more detailed review of the Admissions policy and the boundary map would be made in the Summer 2021 meeting</p>	
<p>10. 10.1 10.2 10.3</p>	<p>Chair's Report</p> <p>CB thanked the staff for their hard work, dedication and commitment to the school and the Governors for their time, commitment and support in taking on new roles focused to improving the school and the pupil experience. CB noted that much of her report had been covered in the previous reports from the Headteacher and the Committee Chairs and had no need to repeat items. She thanked the Admin team and Teachers for their efforts in ensuring the virtual parents evenings went smoothly. Reference was made to the school' financial situation – previously reported.</p> <p>It was noted that Highgate school was planning further developments over the coming years although how this might impact the school had yet to be determined.</p> <p>It was noted that the school was following DfE guidance in ensuring its website was compliant with best practice. The annual practice of sending Xmas cards with notes of thanks to staff was discussed and responsibilities allocated for the signing of cards.</p>	
<p>11. 11.1 11.2 11.3</p>	<p>Governor Visits and Training</p> <p>It was noted that SB and CB had reviewed the Single Central Record and were impressed by the detailed management of the Record.</p> <p>CB reported on her virtual visit with Linda Kennedy, Inclusion Leader on 3 November. The report would be circulated with the draft Minutes, for information. It was noted that interventions were occurring across the school which was providing more consistent in-class support and progression routes. The efforts being made to support both pupil and staff wellbeing were noted.</p> <p>CB reported on her attendance at the Achieving Excellence seminar which provided some useful points. It was noted that the schools Strategy Day was cited as an example of best practice. CA reported that she was due to attend safeguarding training in January 2021. All Governors were encouraged to sign up for safeguarding training before July 2021.</p>	



12.	Any other business	
12.1	There were no other items for discussion	
13.	Date / time of next meeting	
13.1	The next meeting of the FGB will take place on Wednesday 3 February 2021 at 7pm via ZOOM	

There being no further Part 1 business, the meeting closed at 21.25

There were matters for discussion under part 2 – Confidential

Signed (Chair)**Cordelia Brown*.....Date23.11.2020..

Cordelia Brown

*Electronically signed due to Covid-19 distancing measures

List of agreed Actions - 23 November 2020

Item No.	Agreed Action	By whom
5.2	to prepare a draft Constitution reflecting the proposed change in the management of Governor funds.	CS
5.3	to speak to SBM about an additional responsibility, managing the Governors Fund	GG/SBM
5.4	to discuss the proposal of managing the Governor Funds before talking to parents.	GG/CS
5.5	To prepare an information pack for Governors on the proposed change in managing the Governor Fund	CS
5.7	Strategy Plan to be posted to Governorhub.	CB
5.8	Governors approved the Gold proposal for the Library and a £22k project cost.	
6.4	to write to parents on the issue of voluntary contributions	CB GG
8.5	Governors agreed to the proposal for school closure at midday each Friday until Easter 2021	
8.6	to write to all parents explaining the rationale for the early closure of school for Y1-Y6 on Fridays.	GG
8.7	Governors approved a budget of £13,860 for the purchase of 38 Chrome books and several mic and stands with funding to be drawn from the Governors Fund.	
8.9	Touchpoint Cleaning be retained on a fixed term contract to end of Summer Term 2021 at a cost of £24k.	
8.10	The proposal to provide funds towards refreshments for the staff Xmas party was Approved.	
8.11	The five INSET Days in Autumn term 2021 were Approved.	
9.3	A more detailed review of the Admissions policy and the boundary map would be made in the Summer 2021 meeting	FGB