



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

**Wednesday 3 February 2021 at 7.00 PM
Meeting held remotely via Zoom**

PART 1 MINUTES

Local Authority Governor (1)	Staff Governors (1)	Parent Governors (2)
Vacancy	*Frances Sorapure (FP)	*Stephen Bethel (SB) (Vice Chair) (04-07-23) *Adel Burgess (AB) (07-04-23)
PCC (2)	LDBS (2)	DEANERY SYNOD (2)
*Lisa Maguire (LM)(11-04-23) *Valerie Doulton (VD) (02-02-25)	*Cordelia Brown (CB) CHAIR (07-04-23) *Alexandra Economides (AE) (17-09-24)	*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)		*Chris Lambert (HEP Clerk)
<i>*denotes governor present +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 given by the Rev. Kunle Ayodeji.	
1.2	The meeting was quorate.	
1.3	The Chair welcomed VD as the newly appointed PCC Governor, nominated by St Michael's Church.	
1.4	The Chair thanked Vidhi Gupta for her service as the LA Governor. She had resigned on 28 January with immediate effect.	
2.	Declarations of Interest in respect of items for this meeting	
2.1	None.	
3	Minutes of previous FGB held on 23 November 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. This was subject to any amendments to be made to Sct 5 in the Minutes arising from a discussion between CS and GG due to be held after the meeting.	



4.	Matters arising from the FGB meeting held on 23 November 2020	
4.1	<p>5.2- 5.7 On the Agenda 6.4 – CB and GG wrote to parents on the issue of voluntary contributions 8.6 – GG wrote to parents explaining the rationale for the early closure of school for Y1-Y6 on Fridays. 9.3 A more detailed review of the Admissions policy and the boundary map would be made in the Summer 2021 meeting.</p>	
5.	Strategy Update – The Governors Fund	
5.1	<p>CS shared on screen a position paper on the proposed future management of the Governors Fund. It was noted that this Fund was one of four bodies which together support the school – the others being – SMSA, Governing Body and the Educational Trust.</p>	
5.2	<p>Governors were informed that the present governance arrangements for the management of this Fund were inadequate. CS proposed that this situation was untenable and there should be change under the new arrangements.</p>	
5.3	<p>CS proposed a set of new criteria for the management of the Governor Fund: (i) all Governors were to be trustees: this will allow the full governing body to make decisions about relevant expenditure over the school and so improve accountability. (ii) to draft a set of easy to follow documents: this will enable clear and simple processes to be put in place. (iii) to ensure that donations are spent only on legally permitted purposes consistent with those stated in the governing documentation. (v) a process of active governance and management to be implemented: the optimal position is for the Governor's Fund to be run with the same efficient process and close management as the governors' meetings and finances: and (vi) to minimise any individual's personal exposure to risk.</p>	
5.4	<p>CS reported on her recent conversations with both the Charity Commission (CC) and with a Charity lawyer. It was noted that the uncertainty around the present management was not unusual and could be addressed. It was recommended that a light touch approach be adopted to matters rather than inviting a solution managed by the CC. However to provide comfort, a letter should be sent to the CC explaining the proposed approach so that they are on notice of the issues. In the longer term Trustees might wish to consider the option of Incorporation of the Fund into a Company Limited by Guarantee, whereby the Trustees would be Directors of the Company.</p>	
5.5	<p>CS outlined the detail of how she proposed to proceed. In summary: (i) statutory powers would be used to appoint all present governors as Trustees of the Fund (ii) the current Trustees will be asked to resign (iii) the new Trustees will adopt a new Governing Deed: (a draft was circulated for review which was based on the CC standard forms) (iv) CS to write to the CC informing them of the schools proposed actions (v) Regular meetings of the Fund would take place at the end of each School FGB meeting to review the Fund's Income and Expenditure statement and matters arising</p>	



<p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p> <p>5.11</p> <p>5.12</p>	<p>(vi) The Trustees would appoint a new Fund Treasurer (the school SBM was proposed to this role)</p> <p>CS considered this was a low risk and reasonable approach to ensure the proper management of the Fund and ensure statutory compliance.</p> <p>It was noted that as Trustees under the new arrangement they would carry personal liability. CS explained that she considered that the role was reasonably low risk and one that she was prepared herself to take on. In simple terms, the Trustees needed to just ensure that they were responsible in terms of the monies paid into the Fund, their management of that money under their care and that it was properly spent. They would need to ensure proper administration of matters and may want to think carefully before entering into any contractual liabilities.</p> <p>It was noted that the Deed was based upon the model template issued by the CC and as such represented a good standard. The Objects of the Fund would need to be changed on the website to be consistent with those in the Deed.</p> <p>The Governors thanked CS for her significant work in researching the issues of Fund management and for preparing the draft Deed and draft letter to the CC. After detailed discussions Governors agreed that:</p> <ul style="list-style-type: none"> (i) present governors of the Fund to be asked to resign (ii) present Governors will be appointed Trustees of the Governor Fund (iii) the school SBM will be nominated for the role of Fund Treasurer (iv) The Draft Deed to be submitted to the FGB on 23 March 2021 for approval and adoption (subject to the appropriate appointments and resignations having been formalised) (v) a letter will be submitted to the CC as soon as possible explaining the proposed actions (vi) the first meeting of the new Board of Trustees will take place on 23 March 2021, after the school's FGB meeting <p>It was noted that the filing of Fund accounts was now overdue; a conversation had taken place with the CC and an indefinite extension granted to complete and file the accounts. The present Treasurer will be asked to complete these as soon as possible, and before he resigns from post.</p> <p>It was suggested that the change in Fund management provides a good opportunity to write to parents to encourage additional giving building on the positive feedback relating to online learning during lockdown. Longer term, CS suggested that a more detailed strategy should be agreed for fundraising and communication. Action: CS and AB to draft the letter to parents</p> <p>CS asked for Governors approval to the changes in the management of the Governor Fund:</p> <p>All Governors happy to become Trustees The approach to the Draft Deed of Governance</p>	<p>Approved</p> <p>Approved</p>
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5.13	<p>CS to write to the Charity Commission Trustee meetings to be held after FGB Appoint a new Treasurer Parents to be informed in writing Develop a fundraising strategy for 2021/22</p> <p>The Chair thanked CS for her significant time and professional input in developing the Deed and for resolving the governance issues of the Governor Fund.</p>	<p>Approved Approved Approved Approved</p> <p>Approved</p>	
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6	Headteacher's Verbal Report	
6.1	<p>Headteacher (GG) stated that the school SBM had agreed to take on the role of Treasurer of the Governor Fund, under its new Deed of Governance and after the present outstanding accounts had been filed with the CC.</p>	
6.2	<p>GG had circulated a report to Governors describing the actions taken in opening the school in the Autumn Term and this was a verbal report on actions since that report:</p> <ul style="list-style-type: none">• the school was open in the autumn term, operating in bubbles in line with government directives• the school had avoided any positive cases of Covid-19 until December; since then some cases had been reported which resulted in some closed bubbles• some children were kept at home as parents had tested positive• some staff had been tested positive though none had been infected at school• In line with government directives the school remained closed to the majority of children in January 2021, with only children of key/critical workers and vulnerable pupils on site; the balance of pupils remain at home following the remote learning programme.	
6.3	<p>GG expressed her thanks to all staff who worked tirelessly at December term end and in January 2021 to ensure arrangements were in place to continue to deliver the curriculum to all pupils. Fran, Nikki and Merle in particular had worked closely with GG to ensure the school was able to re-open in January for all pupils be they CW and vulnerable children on site or by remote access.</p>	
6.4	<p>It was noted that the number of children entitled to free school meals had increased to 28 and the average number of children on site daily was now 65 (34 in wk 1). It was noted that if this demand grows for on-site places the school might have to be more determined as to its offer of a place to those pupils with a defined priority.</p>	
6.5	<p>It was noted that attendance in Reception varies per day, KS1 was at 100%, and KS2 was also close to 100%; those not attending were being contacted. There were no cases of Covid among the children.</p>	
6.6	<p>All staff now have Chrome books and this is making a positive difference to their working arrangements.</p>	
6.7	<p>The new lockdown (January 2021) required an addendum to the Safeguarding Policy which has been distributed to staff. It was noted that the LFT was optional and so far only 7 of the 28 staff on site have signed up to do so far. It was hoped that those 7 staff would promote the LFT to other staff. It was noted that the Government has not made teacher's vaccinations a priority although this might be expected to change after 8 March.</p>	
6.8	<p>GG reported that both parents and pupils had reported positively on the quality of the school's remote learning programme. Google Classroom was well established as one of the core platforms; staff and parents were trained in the use of the online resources; there were good communications with parents and staff were very committed to the delivery of a high-quality programme; additional support was being provided to the SEND pupils. Governors were pleased at the success of the programme and its positive impact for all pupils. They asked about staff wellbeing and it was noted all staff were generally well and SLT are currently conducting 1-1 wellbeing meetings. This was a preferred approach, at this point in time rather than our regular an anonymous staff survey.</p>	



6.9	Governors were pleased that the Library project was almost complete and would become a great resource for reading, music and drama.	
6.10	It was noted that there was an on-going issue of obstructive car parking on a cross hatched area at the entrance to the school which could prevent access by emergency vehicles. GG is awaiting correspondence from Haringey re next steps.	
6.11	GG reported that the 3 rd quarter financial results (31 December 2020) reported an expected deficit at year end of £120k. Given the additional cleaning costs and a meagre rebate of £6k from DfE for Covid related costs it was now expected that the year end deficit would still be £120k. The Reserves would then reduce to £80k.	
6.12	The Nursery had not opened in the first 3 weeks of the new Term as part of safety measures but was now open, although numbers attending were still very low. The school would lose three weeks of income due to closure.	
6.13	GG reported on the parental voluntary contributions, and on collections in support of the community Foodbank as an example of the outreach work appreciated by the school.	
7.	Policies	
7.1	Governors had received circulated copies of the following Policies – for approval	
	(i) NQT Policy	Approved
	(ii) Staff Discipline and Code of Conduct	Approved
	(iii) Staff Grievance Policy	Approved
	(iv) Addendum to Safeguarding Policy	Approved
7.2	It was noted that all staff issued with an IT device used at home sign the Acceptable Use Policy	
7.3	Governors asked on the approach taken to reporting theft or other instances where the law has been broken; it was noted that in the case of theft the management of such case would depend on the circumstances so some flexibility was expected; in the case of a Safeguarding issue the matter would be reported immediately to the appropriate authority.	
8	Chair's Report	
8.1	The Chair (CB) welcome Valerie Doulton to this her first GB meeting as the PCC nominated Governor. With Vidhi's resignation the role of LA Governors was vacant and the school was working with HEP and Governors for Schools to seek a replacement. CB has requested candidates who will enhance the diversity of our Board and who have financial scrutiny skills and fundraising experience. It was suggested that an accountant and / or someone with digital strategy skills would bring additional skills to the present GB.	
8.2	CB reported that she has developed a New Governor Induction pack to be sent to all new governors by email on their successful appointment. This comprises a checklist for new governors, links to relevant documentation & websites and copies of key documents	
8.3	including our Governors' Strategies Improvement Plan and the school's SIF and LIP. .CB is acting as mentor to the new Governors VD and AE, and will ask for volunteers to act as mentor for our new LA governor when appointedThe Governor section on the website had been updated, with support from Marlon in the School Office, and the Safeguarding Review had been completed.	
8.4	Governors were encouraged to use Governorhub to book HEP training sessions and were encouraged to attend the HEP Safeguarding training – next session on 28 April 2021, 1pm,	



	<p>on Zoom. CB also promoted Governorhub as a useful source of information and the primary means to log Declarations of Interest.</p>	
8.5	<p>Governors were asked to note the new format of the papers circulated to meetings which were designed to improve the clarity of the information, including status of the document, reading time and details of actions required.</p>	
9	<p>Governor visits, training and development</p>	
9.1	<p>Governors had received the circulated reports on the SEND Review and the Safeguarding Review</p>	
9.2	<p>SEND Review CB reported on her virtual visit and meeting with the Inclusion Lead which led to a proposal to the Governor Fund to fund 2 TAs to attend training on thr Catch Up Literacy programme, a set of books and cover staff to cover for the TAs when out of school on training. Governors agreed that this was a positive initiative which would help increase attainment in reading and literacy for those identified children in need of additional support. Action: The Catch -Up Literacy training proposal of £1.8k was Approved; funds from the Governors Fund</p>	
9.3	<p>The request to purchase books to support children with their reading was approved Action: Titles from the specialist publisher Barrington Stoke to be purchased for the new library for £375; from the Governors Fund</p>	
9.4	<p>It was noted that there were already programmes to support catch up in Maths including MyMaths, and Dynamo Maths (for Y6) and across school pupils were grouped according to need to support their progress and attainment.</p>	
9.5	<p>SAFEGUARDING REVIEW CA had attended safeguarding training and from the course had shared questions about schools' our safeguarding practice during lockdown and partial school closure.. CB had responded to the questions and used this as an opportunity to carry out a safeguarding review, presented in the paper circulated. CB concluded that this provides evidence of our robust safeguarding policy and practice. It was noted that the next annual review of the Safeguarding Policy is October 2021. Action: Safeguarding Policy to be reviewed in October 2021</p>	
9.6	<p>CB reported that whilst not essential it was better practice for the role of Chair and Safeguarding Lead Governor to be held by different Governors. Expressions of interest were sought for the role of Safeguarding Lead Governor and SB responded. CB thanked SB for his interest and confirmed that he would attend training for the role and work alongside her for up to two terms before taking the Lead Role.</p>	
9.7	<p>TRAINING AE reported on the HEP Prevent Training course which she attended. This course aims to help prevent the radicalisation of pupils in schools. It was noted that school staff were required to attend this training, to learn how to incorporate the messages into the curriculum and develop an action plan to minimise risk of such radicalisation occurring. It was noted that this topic should be included in the Safeguarding Policy. CB confirmed that this is addressed in our safeguarding Policy.</p>	
9.8	<p>It was noted that the HEP training courses were free to attend as the costs were included in the HEP charge for Governors services and the clerk. VD indicated a wish to attend the Safeguarding training.</p>	



	CS reported on training course on “Striving for Excellence” in which Governors were encouraged to provide a balance of support and challenge to the school; to be pragmatic under the present pandemic and to focus on the longer term when the school would return to normal. It was noted that the Remote Learning Policy had been uploaded to the school website by the due date of 25 January.	
10	Any other business	
10.1	There were no other items for discussion	
11.	Date / time of next meeting	
11.1	The next meeting of the FGB will take place on Tuesday 23 March 2021 at 7pm via ZOOM	

There being no further Part 1 business, the meeting closed at 20.46 pm

There were no matters for discussion under part 2 – Confidential

Signed (Chair)Date

Cordelia Brown

*Electronically signed due to Covid-19 distancing measures

List of agreed Actions - 3 February 2021

Item No.	Agreed Action	By whom
5.11	CS and AB to draft the letter to parents of fundraising	CS /AB
9.2	The Catch -Up Literacy training proposal of £1.8k was Approved; funds from the Governors Fund	GG
9.3	Titles from the publisher Barrington Stoke to be purchased for the new library, at a cost of £375 ; from the Governors Fund	GG
9.5	A review of the Safeguarding Policy to be made in October 2021	CB/ SB/GG