



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

**Tuesday 23 March 2021 at 7.00 PM  
Meeting held remotely via Zoom**

**PART 1 MINUTES**

<b>Local Authority Governor (1)</b>	<b>Staff Governors (1)</b>	<b>Parent Governors (2)</b>
Vacancy	*Frances Sorapure (FP)	*Stephen Bethel (SB) (Vice Chair) (04-07-23) *Adel Burgess (AB) (07-04-23)
<b>PCC (2)</b>	<b>LDBS (2)</b>	<b>DEANERY SYNOD (2)</b>
+Lisa Maguire (LM) (11-04-23) *Valerie Doulton (VD) (02-02-25)	*Cordelia Brown (CB) <b>CHAIR</b> (07-04-23)  *Alexandra Economides (AE) (17-09-24)	*Charlotte Allen (CA) (25-02-22) *Claire Southern (CS) (12-05-23)
<b>EX OFFICIO (2): FOUNDATION and HT</b>	<b>ASSOCIATE</b>	<b>ALSO PRESENT</b>
*Reverend Kunle Ayodeji <b>Ex Officio Foundation (KA)</b>  *Geraldine Gallagher <b>Ex Officio Head Teacher (HT)</b>		*Chris Lambert (HEP Clerk)
*denotes governor present +denotes apologies received		

<b>ITEM NO.</b>	<b>SUBJECT/DECISION</b>	<b>ACTION BY</b>
<b>1.</b>	<b>Opening Prayer, Welcome and Apologies for Absence</b>	
1.1	The meeting was opened with a prayer given by the Rev. Kunle Ayodeji.	
1.2	The meeting was quorate.	
1.3	LM had sent her apologies for absence which were accepted.	
<b>2.</b>	<b>Declarations of Interest in respect of items for this meeting</b>	
2.1	AB declared that her brother worked for Brass Architecture who were involved in the Library refurbishment project.	
<b>3.</b>	<b>Membership of the Governing Body</b>	
<b>3.1</b>	CB informed the Governors that Angela Stathi had applied through HEP for the role of the LA nominated Governor to the school. The LA had confirmed acceptance of her application for the role. Governors noted the skills and experience Angela would bring to the GB and it was expected that she would both enhance the diversity of the GB and could support the GB to help the school fulfil its Vision and Ethos. In a vote by show of hands Governors elected Angela to the Governor Body on a four-year term. Her first meeting would be at the FGB on 13 May 2021. <b>Action: Angela Stathi appointed as the LA Governor to the FGB</b>	



<b>4</b>	<b>Minutes of previous FGB held on 3 February 2021</b>	
4.1	The Minutes of the previous meeting were <b>AGREED</b> as being an accurate record for the Chair's signature (at the next opportunity) and for the school to file.	
<b>4.2.</b>	<b>Matters arising from the FGB meeting held on 3 February 2021</b>	
	5.11 The letter to parents about fundraising was issued and additional donations have already been received 9.2 The Catch -Up Literacy training proposal of £1.8k was Approved; TAs will go on training 9.3. Books are being purchased from the publisher Barrington Stoke 9.5 A review of the Safeguarding Policy will be made in October 2021	
<b>5</b>	<b>Headteacher's Verbal Report</b>	
5.1	Headteacher (GG) reported that pupil attendance was at 95%, the national average, and above most other schools in the Borough which was excellent given the circumstances. 15 new pupils had joined since 8 March .There are currently 13 in year vacancies. 6 pupils have EHCP of which 5 are funded. 3 pupils with EHCP leave at Summer term end.	
5.2	GG reported that the Neli Speech and Language programme, funded through a successful grant application, will start in Reception in the summer term. The Catch Up programme will start in May with a focus on Literacy. The school is planning pupils to access the National Tutoring programme.	
5.3	It was noted that survey had been completed of the parent satisfaction with the Remote Learning programme. Governors were pleased to note the high satisfaction levels reported by parents (62% very satisfied and 28% satisfied) and that 33% of children had joined the remote learning programme for at least 3 hours each day. 67% reported that access to the programme was very easy.	
5.4	Governors noted that there had been no positive Covid cases since 8 March although some pupils were self isolating due to family circumstances, until they had their test results. As in September 2020 parents now drop off their pupils at the school gate without coming on site; hand washing in the classroom is mandatory and good ventilation has been maintained throughout the classrooms. Teachers have focused on settling the children back into school routines, taking care to note possible issues of mental health but as yet no significant issues have been reported. Some behaviour issues have occurred and these are being managed with further support from the PSHE class. The immediate aim is to identify what has been remembered from the lockdown. Some staff are undertaking the Lateral Flow test; this remains a voluntary task. The Chromebooks have been issued and 14 laptops have been received from the DfE which will also be circulated. It was noted that even those pupils isolating at home could now engage in the class activity via the iPads.	
5.5	Governors received an update on the Recovery Plan and noted that the school was well advanced in the completion of the tasks in the Plan. Much effort had been made to focus on revitalising the school community and family celebrations had already occurred for St David's day, St Patrick's day, Comic Relief Red Nose day and plans are in place for the Easter service.	
5.6	The St Michael's School Association (SMSA) held its AGM and it is hoped they will be able commit to fund raising efforts in the Summer Term.  A fire drill had been completed within the expected evacuation times.  Clubs were starting again and these will extend further next term. The Library project is now all but complete. The Easter service will be held there and be filmed by Y3. It is expected the	



<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>5.13</p> <p>5.14</p>	<p>project will come in on budget at £32,550. Governors asked of plans for an official opening of the Library and it was suggested that the opening should coordinate with a school event or perhaps as part of a coffee morning in the Summer Term.</p> <p>Governors thanked GG for her report and asked of the lessons to be learnt from managing the school during lockdown which could be of benefit now the school has resumed. Two initial proposals were that parents evenings continue to held over Zoom and Y1 pupils continue to arrive on their own each morning school which was reducing risk of morning congestion at the school gate. Parents were still being asked to collect their children from the top playground at close of the school day.</p> <p><b>Action: FS making a review of options based on lessons learnt from lockdown.</b></p> <p>CB proposed that the next Strategy day be held in the Library with an agenda that includes the Governors Fund and Spending Plan and the Digital Strategy with a report from CA and SB. <b>Action: Strategy day to be in the Library</b></p> <p>CS gave a verbal update on the Governors' Strategic Improvement Plan. It was noted that in regard to the agreed changes to the management of the Governors Fund a letter would be sent to the Charity commission on 24 March informing them of the proposed changes. In due course Governors will be expected to provide a digital signature to documents to complete the process. The reconciliation of the Fund's accounts was going well. It was expected that by the next Strategy Day meeting the administrative process should be completed.</p> <p>CS updated the Governors on the four key issues detailed in the Strategic Plan. (1) the Library project was virtually complete as noted in the HT's report (2) The Digital strategy had worked well in lockdown and most parents had responded positively to the programme: there was now an issue of how to take the strategy forward for the school under normal circumstances. GG reported that she would meet with Platinum (the school's IT support) and this issue would be discussed as part of the development of a longer term digital plan. It was suggested that a small working group be set up to take this review forward and the group should include the two lead teachers for Google Classroom working party and SB as Link Governor. CA also offered her support. Yes <b>Action: A digital strategy working group be set up with GG and the two teachers who set up plus Governors SB and CB. To report to the Strategy Day meeting.</b></p> <p>It was also suggested that the school contact Google to enquire about further corporate support - software, hardware or wider support that might be available from them. The aim was to have a report ready for the Strategy Day meeting. <b>Action: GG to contact Google</b></p> <p>(3) Site project: CS combined two projects – moving the administration office to the front of the school and the relocation of the Early Years to the back of the school site. It was noted that the project was based on certain issues (a) expansion plans for the Nursery; and (b) options for other school buildings which might be included in the scope of the project. Once these points had been reconciled an option exercise could be made with some indicative costs. GG reported that this was a project for the summer term. AB suggested that Brass Architecture would be pleased to again support the school and prepare an initial brief based on the various options. Governors were pleased at this proposal and asked AB to contact Brass Architecture. <b>Action: AB to contact Brass Architecture on the site project who will then contact GG</b></p> <p>Governors agreed a small working group be established to develop this project and CS, AB and AE offered to take part which was accepted. <b>Action: project group of CS, AB and AE to support the site plan project</b></p>	
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6.	<b>Committee Reports</b>	
6.1	<p><b>Children's committee:</b> CA reported on the meeting of 23 February; Minutes had been circulated to FGB. The key item was the presentation by Alexandra Cooper, Early Years lead, on the school's proposal for the re-development of the EYFS Outdoor Play area.</p>	
6.2	<p>GG described the EYFS outdoor proposal explaining that the plan was to refurbish the existing outdoor play area and refresh and replenish some of the existing resources and to purchase new facilities and equipment. It was noted that this project is designed to stimulate and support pupil development as independent learners, in their social and moral development and encourage physical activity and the development of a positive attitude to risk which itself can improve self-confidence and self-esteem. The project would provide a sustainable, enabling environment to encourage meaningful activity and imaginative play. The project would include:</p> <ul style="list-style-type: none"> <li>• an efficient storage system; pupils to be involved in the storage process</li> <li>• A reading shed</li> <li>• A mud kitchen</li> <li>• A safe and distinctive bike track to support tuition of on road safety</li> <li>• A tiered performance area providing a stage for music and drama productions</li> <li>• A music wall, a planting area, tool shed, sand pit, white and blackboards and other open ended resources such as a model car or boat.</li> <li>• The whole space would also benefit from refurbishment and redecoration.</li> </ul> <p>GG described three cost options: Gold at £18,623, Silver at £11,776 and Bronze at £9,162. If approved the funds would come from the Governor Fund.</p> <p>CA confirmed that the Committee had agreed to the project and asked FGB to vote on the preferred option. Governors noted the cost of the Gazebo and suggested that a cheaper alternative, such as a sail, could provide the similar solution. With the gazebo replaced by a sail Governors were in favour of the Silver option at £11,776. Governors also asked that the quoted cost of the bike signs on the bike track be challenged against alternative quotes. <b>Action: Governors approved the EYFS Outdoor Play project and the Silver cost option at £11,776 (subject to alternative quotes on the bike signage).</b></p> <p>CA also reported:</p>	
6.3	<ul style="list-style-type: none"> <li>• The website review had been completed; the website is fully compliant</li> <li>• Staff training is on track using CPD plus Inset days</li> <li>• A review of the Behaviour Log for the 2<sup>nd</sup> half of the Autumn 2020 term had been made with no issues raised. There had been no temporary exclusion in that period. At Governor's request data of pupil ethnicity will be added to the log.</li> <li>• The school was expected to be fully subscribed in September 2021 (new Reception intake) but with higher number of vacant places reported by Borough the school had to be aware of this possible risk of a decline in the roll. It was noted that a review of Applications will be made in the Summer Term together with a review of the school admissions boundary.</li> </ul>	
6.4	<p><b>Finance and Premises Committee;</b> AB reported on the meeting of 9 March, Minutes had been circulated to FGB. Governors were pleased to receive a revised forecast for the financial outturn at 31 March 2021. At the last meeting the reported forecast deficit was of £(120k) for 2020/21: with 3<sup>rd</sup> Qtr results plus Jan and Feb 2021 actuals the revised forecast was reduced down to £(70k) and more in line with the original budget.</p>	
6.5	<p>Lettings had resumed and the Easter camp would be on site as usual, Clubs were slowly resuming. The Library project had been covered on the FGB agenda. A £10k grant application to Foyles had been rejected and the school was seeking other funders to help replenish the Library shelves. GG reported that Tottenham Grammar might support the</p>	



6.6  6.7	<p>project on evidence of matched funding. Governors suggested parents might support the project and it was agreed they should be approached. <b>Action: GG to write to parents for funding towards the purchase of Library books.</b></p> <p>It was suggested that the school introduce an on-site contactless donation point which would provide parents with a simple way to make donations, as part of the school's wider fundraising strategy. <b>Action: CA will investigate the feasibility of an online contactless donation point on site and report at the Strategy Day meeting</b></p>	
7. 7.1  7.2	<p><b>Learning Improvement Plan</b></p> <p>GG reported on the development of the Learning Improvement Plan (LIP) which had been circulated to Governors and invited questions. It was noted that that the Plan had been RAG rated to identify progress and areas for action. Much progress had already been made against the Plan's objectives. Parents would be invited to attend a Zoom meeting in April at which they will be told of their child's progress. It was agreed that the LIP should link to the Strategic Plan and this connection would be made.</p> <p>GG reported that staff wellbeing was being monitored and while staff were already benefitting from the normal daily social interaction within their bubbles , more support can be provided once wider mixing is permitted. Being able to come together as a whole staff group will be important for staff morale, wellbeing and mutual support . A working group will be considering the plan for Wellbeing Week.</p>	
8 8.1  8.2  8.3  8.4  9 9.1  9.2  9.3	<p><b>Chair's Report</b></p> <p>CB reported that CA will be the mentor Governor for Angela Staffey, the new LA Governor. Angela has described who she will be able to help in the challenge to improve the diversity of applications in terms of age and ethnicity for vacant roles.</p> <p>CB reported on recent conversations with 2 parents who requested contact with a Governor to discuss personal concerns. Both parents said they felt reassured by the conversations and their concerns had been addressed.</p> <p>CB and GG were due to meet for a SEND review; a report to be made in the Summer term. Governors were encouraged to attend the HEP Zoom Safeguarding training on 28 April.</p> <p>It was noted that staff would each receive an easter egg from the Governors as a thank you for their support and dedication.</p> <p><b>Governor visits, training and development</b></p> <p>AB and Rev. Kunle had recently attended the HEP BAME conference on 18 March. They had also made a remote visit with GG as BAME Link Governors and the notes of the meeting had been circulated. AB reported that they were impressed at the progress made in the year and with the appointment of a staff link, the planned anti-racism week in the Summer term, and the tailored programme of support to BAME Pupils. These actions were consistent with the LBH BAME Pledge and the priorities of the Children's Committee.</p> <p>AB requested that £2k of funds be allocated to the purchase of books for the Library which directly support the BAME agenda in its widest cultural context. It was noted that the English Lead had prepared the list of books and was fully informed of the selection criteria. <b>Action: The application for £2k to be spent of books for the BAME agenda was Approved.</b></p>	



9.4	VD stated that her HEP Governor Induction training programme had been informative and well delivered. VD, AE and CB were planning to make a visit to the school so VD and AE could (at least) see the site for the first time.	
9.5	CB confirmed that the SCR check had been positive: no issues. Governors thanked the administration team for their proactive and efficient management of this key document.	
10	<b>Any other business</b>	
10.1	Following the trial at last FGB, Governors would like to continue to have meeting papers presented using the template in which the purpose, time to read and expected actions arising from the discussion be set out on the front page	
11.	<b>Date / time of next meeting</b>	
11.1	The next meeting of the FGB will take place on Thursday 13 May 2021 at 7pm via ZOOM	

There being no further Part 1 business, the meeting closed at 20.58 pm

There were no matters for discussion under part 2 – Confidential

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

29/03/2021.....  
**Date**

\*Electronically signed due to Covid-19 distancing measures





### List of agreed Actions - 23 March 2021

Item No.	Agreed Action	By whom
3.1	Angela Stathi appointed as the LA Governor to the FGB	
5.9	FS making a review of options based on lessons learnt from lockdown.	FS
5.10	Strategy day meeting to be in the Library	CB /GG
5.12	A digital strategy working group be set up with GG and the two lead teachers for Google Classroom plus Governors SB and CA. To report to the Strategy Day meeting	GG/Staff/S B/CA
5.13	GG to contact Google	GG
5.14	AB to contact Brass Architecture on the site project who will then contact GG	AB/GG
5.15	A site plan project group of CS, AB and AE to support the project	CS/AB/AE
6.2	Governors approved the EYFS Outdoor Play project and the Silver cost option at £11,776 (subject to alternative quotes on the bike signage).	FGB
6.5	GG to write to parents for funding towards the purchase of Library books	GG
6.7	CA will investigate the feasibility of an online contactless donation point on site and report at the Strategy Day meeting	CA
9.2	The application for £2k to be spent of books for the BAME agenda was Approved	FGB