



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

**Thursday 13 May 2021 at 7.00 PM
Meeting held remotely via Zoom**

PART 1 MINUTES

Local Authority Governor (1)	Staff Governors (1)	Parent Governors (2)
*Angela Stathi (AS) (22-03-25)	*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 (CL) (HEP Clerk) *Nicola Purvis (NP) (SBM)
*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 meeting was quorate.	
1.3	CA had sent her apologies for absence which were accepted. KA was noted as being absent.	
1.4	The Chair welcomed Angela Stathi to her first FGB meeting as the appointed LA Governor, and NP, the SBM who would present the financial reports.	
2.	Declarations of Interest in respect of items for this meeting	
2.1	None	
3.	Instrument of Government	
3.1	Governors were informed that the LA had issued the school with a new Instrument of Government, dated 28 September 2020 and noted its accuracy. Action: The Instrument of Government dated 28 Sept 2020, was Approved.	
4	Minutes of previous FGB held on 23 March 2021	
4.1	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.	



4.2.	Matters arising from the FGB meeting held on 23 March 2021	
	<p>5.9 FS confirmed that the review of options based on lessons learnt from lockdown had started with initial conversations with staff.</p> <p>5.10 The date of the Governors Strategy day in September had yet to be confirmed</p> <p>5.12 The digital strategy working group is due to meet this Term. An initial meeting with Platinum is to take place next week and a report will be given to the working group and to the Governors Strategy day.</p> <p>5.13 GG has yet to contact Google- within 5:12</p> <p>5.15 The site plan project group to meet later this Term</p> <p>6.5 GG wrote to parents for funding towards the purchase of Library books and over £3k was received.</p> <p>9.2 The £2k purchase of books for the BAME agenda has arrived.</p>	
5	Strategy Update	
5.1	CS reported that there had been no significant changes in the strategic plans since the March meeting. A report would be made to the Strategy day in September.	
6	Financial Report – Year End March 2021	
<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>SBM (NP) reported that the original budget for 2020-21 estimated a deficit of £70,000. At the end of Q2 this was revised to a £120,000 deficit when it became clear that the duration of the pandemic and continued restrictions would affect the school's ability to generate income via lettings and after school clubs. NP was pleased to report that the final position is an in-year deficit of £64,230.</p> <p>The explanations for variances were: Income: the main grant income and nursery income was largely as budgeted. Donations from the Governors Fund of £115k enabled the school to complete major projects on the lane drainage, Wifi upgrade and improve remote teaching capability. These costs, all funded by Governors were not included in the budget and had the income been recognized the actual variance against budget for the year would only be £16k less than estimated. The impact of Covid reduced after school club income, lower take up in breakfast club and no SMSA fundraising.</p> <p>Expenditure: staffing costs were largely on target, although teaching salaries were slightly reduced due to the non take-up of pension by 2 teachers. £10k on teachers supply was reduced due to less supply staff used during Covid. An overspend of £14,843 on TA supply was required to replace one HLTA and to enable 1:1 cover. Small savings were made elsewhere across a number of budget heads including Indirect staff costs, gas and electricity, school trips and catering.</p> <p>Historical discrepancy: a long standing reconciling difference of £2,340 has been on the school accounts since 2015-16. Despite several attempts to identify the source of the discrepancy this has been unsuccessful and as the sum is not considered material a decision has been taken to write off the discrepancy. As the school operates a cash accounting system we can verify the true balance against the schools cash reserves and therefore we can be reassured that the historic discrepancy lies in the accounting records of RM Finance. Both RM and Haringey have been consulted and have agreed to write off this discrepancy and going forward the accounts will be adjusted to reflect the true opening balance of reserves as £137,718 at 1/4/2021.</p> <p>Governors noted that despite a very difficult year with restricted income streams and fluctuating costs and with a number of changes to normal school operations the school restricted its losses to £64,230 with Reserves reduced to £137,718.</p> <p>Action: the year - end accounts to 31 March 2021 were approved</p>	



6.6	It was noted that the cost of a Nursery lunch was due to increase to £6 (from £5). Governors were concerned about this increase but were reassured that there was a process by which parents with specific personal circumstances could apply for an exemption. It was noted that the cost was not for the lunchtime meal but to cover staffing costs incurred in providing the additional half hour lunchtime care. The price increase was noted.	
7.	Draft Budget 2021 – 2022	
7.1	Governors received the 3 year draft budget 2021 – 2024. In the year 2021 – 2022 the school presented a balanced draft budget producing a small surplus of £194 on Expenditure of £2,738,142. With the carry forward from 2020 -21 and the projected surplus the carry forward into 2022/23 would be £137,913. It was noted that a 1% contingency sum had been included for an all staff pay increase. The number of SMSA lunch time staff would be reduced to make a small saving and the site and facilities letting programme would be encouraged.	
7.2	Governors acknowledged that this was a tight and prudent budget given that some uncertainty still remains about the possible longer term impact of the pandemic. It was noted that the school roll was below full capacity with 14 vacancies and every effort would be made to fill those places before the October Census date as the number of pupils at that date will determine the block funding for September 2022. It was noted that despite falling pupil rolls in many LBH schools the school still retained 60 in Reception. It was noted that the school was proactive in advertising vacant pupil places. Governors thanked NP for her significant work in preparing the draft budget and achieving a balanced outcome. Action: the draft budget 2021 – 22 was approved	
8.	School Financial Value Statement (SFVS)	
8.1	NP reported on the preparation of the School Financial Value Statement (SFVS) which was a self-assessment of the governance and financial stewardship of the school. The financial data from 2020-2021 was input as a means to provide a comparator report against other similar schools.	
8.2	Governors noted the SFVS and were pleased with the direction of the school as described in the comparator report. NP and GG were thanked for their hard work in preparing the Report Action: The SFVS 2021 was approved NP was thanked for her Reports and she left the meeting at 7.40pm	
9.	Childrens' Committee Report	
9.1	It was noted that the Committee had not met since the previous FGB and there was no update report to consider.	
10.	Headteacher's Report (verbal)	
10.1	GG reported that since the return to school on 19 April pupil attendance was at 97.5% which was most pleasing. Most pupils were happy to have returned to school and the few that were showing signs of anxiety were being fully supported.	
10.2	There were two cases of persistent absence and the school was working to address the issues with the families..	
10.3	It was noted that there were 14 pupil vacancies at the school and in Y6 and Y4 in particular.	
10.4	The school continues to follow Government guidance and is using its Risk Assessment to manage on site activities. Pupils remain in their bubbles and the use of staggered starts and break times continues. There have been no Covid related incidents at school since 19 April.	
10.5	GG reported that since the launch and publicity of the Everyone's Invited (EI) website the school has reviewed its Safeguarding processes and policy to ensure that these were compliant with best practice and expectations. The school had contacted Highgate School	



<p>10.6</p> <p>10.7</p> <p>10.8</p> <p>10.9</p> <p>10.10</p> <p>10.11</p> <p>10.12</p>	<p>to discuss the sharing of information and resources to be able to address the concerns raised on the EI website. It was noted that the school had not been informed of any children or parents being upset by the issues raised by EI. A review of the vocabulary used in the curriculum would be complete by the end of May and this item would be reviewed again by the Childrens' Committee in October.</p> <p>Action: Childrens' Committee to review the impact of the Everyone's Invited website and agenda at its October 2021 meeting</p> <p>Teaching and Learning: it was noted that pupils were being assessed to determine gaps in learning; interventions and plans were being developed to address such gaps. The National Tutoring programme started this week with Y6 pupils. A parents evening with teachers was held via Zoom and this received a positive response from parents. Lesson observations are taking place. Mid-year reviews of staff are scheduled before half term. Two teacher trainees are doing well and one will join as member of staff in September 2021. An HLTA will start teacher training in June.</p> <p>It was noted that Marva Rollins, HEP, completed a BAME review at the school and met AB, KA and CB. The feedback from the review will inform the BAME Action Plan which will be included in the LIP 2021/22.</p> <p>On 6 May the school was used as an Election polling station: the school used the day as an INSET. All staff completed Prevent training, some staff attended First Aid training and the majority worked on our BAME agenda. Staff received a presentation from an external speaker on the BAME agenda and together the staff reviewed the curriculum to ensure that the BAME agenda was fully included. FS was thanked for her hard work and support in developing the INSET.</p> <p>Enrichment activities had re-commenced including sports fixtures, local trips and bike training. On 5 July a sponsored bike / walk to school week is planned with the aim of raising funds to support the installation of the new on site race track. The SMSA was planning three fund raising events after 21 June.</p> <p>It was noted that the Library was now complete and new books purchased supported by parental donations.</p> <p>GG reported on the recent DfE statement about all schools becoming Academies by 2025. It was noted that LDBS had confirmed that there was no pressure on the school to consider this option and at present this was not included in the school plans.</p> <p>CB thanked GG, FS and her team for providing pupils and staff with such a positive start to the return to school.</p>	
<p>11</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Policies</p> <p>Risk Assessment: it was noted that the Risk Assessment Policy was reviewed as circumstances changed. There was also a system of specific risk checks on the different aspects of school activity including local trips, residential trips, science experiments, sports fixtures, and cultural trips.</p> <p>It was noted that the Policy described the overarching Assessment process which then defined how specific assessments would be made.</p> <p>Action: The Risk Assessment Policy was Approved</p> <p>Governor Recruitment Policy: CB described how this non-statutory policy was a document that set out the process towards effective recruitment of the different types of school governors. Governors agreed this was a most useful and informative document.</p> <p>Action: The Governor Recruitment Policy was Approved</p>	
<p>12</p> <p>12.1</p>	<p>Chair's Report (verbal)</p> <p>CB confirmed that the composition of the Governing Body was now complete and thanked Governors for their continuing positive and constructive service. New Governors have been able to visit the school and CB met GG and LK for a SEND Review. The school site looked</p>	



12.2	to be in excellent condition, providing a welcoming and inspiring aspect to visitors, staff and pupils. CB noted thanks to all staff for their hard work in this. As part of the response to the Everyone's Invited issue the school has reviewed its website to ensure that links to the Safeguarding pages, policies and Designated Safeguarding Leads (DSL) are clearly signalled to parents and the public. The Safeguarding Policy will be reviewed in October to ensure that its content is consistent with the present issues. Governors noted that an Ofsted inspection can fail if the school's Safeguarding measures are deemed to be ineffective and non-compliant, hence our ongoing focus on this area.	
13.	Governor Visits and Training	
13.1	CB had completed a SEND Review which was circulated to Governors. CB summarises the positive findings and noted the action the school is seeking to make continual improvements to its communications with parents of pupils who have SEND, and with pupils themselves.	
13.2	VD, SB, and CB had attended HEP Safeguarding Training which was commended for its content and rigorous approach. Governors were recommended to attend future training courses to keep up to date with latest developments.	
13.3	It was noted that new Governors were supported in gaining the required knowledge using the Induction checklist, through attendance at the FGB and Committees and reading the required material including KCSI E, the Safeguarding Policy, as well as attending training through HEP. All Governors were encouraged to attend the Safer Recruitment training.	
13.4	VD stated she had attended the HEP course on Pupil Exclusions and it was noted that whilst the school had no exclusions this was not the case in many LBH schools. CB noted that this issue was part of the BAME agenda and Governors should be aware of the wider incidents across the Borough and how this impact on the pupils as they prepare to transition to Secondary schools.	
14	Any other business	
14.1	AB reported on her meeting with Marva Rollins (HEP) who had suggested that she visit the school to present on the Windrush issue. It was agreed that SLT should review the proposed presentation before making a firm commitment whilst recognising the social importance of the issue and its impact on Haringey as a community.	
15.	Date / time of next meeting	
15.1	The next meeting of the FGB will take place on Thursday 14 July 2021 at 7pm via ZOOM	

There being no further Part 1 business, the meeting closed at 20.35 pm

There were no matters for discussion under part 2 – Confidential

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

Cordelia Brown
Chair of Governors

...19/05/2021

Date

*Electronically signed due to Covid-19 distancing measures

List of agreed Actions - 13 May 2021



Item No.	Agreed Action	By whom
6.4	The year - end accounts to 31 March 2021 were approved	FGB
7.2	The draft budget 2021 – 22 was approved	FGB
8.2	The SFVS 2021 was approved	FGB
10.5	Childrens' Committee to review the impact of the Everyone's Invited website and agenda at its October 2021 meeting	C Cttee
11.2	The Risk Assessment Policy was Approved	FGB
11.3	The Governor Recruitment Policy was Approved	FGB