



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

**Monday 12 July 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)
*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 not quorate.	
1.3	LM, VD, KA, AE, AB, CA and CS had sent their apologies for absence which were noted and accepted.	
2.	Declarations of Interest in respect of items for this meeting	
2.1	None	
3	Minutes of previous FGB held on 13 May 2021	
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.	
3.2.	Matters arising from the FGB meeting held on 13 May 2021	
10.5	It was noted that the agenda of the next meeting of the Children's' Committee would include the outcome of the recent Ofsted report into the issue of reported sexual abuse in schools.	



4	Review the work of the board, style of meetings, training needs and Governor roles for 2021/22	
4.1	CB gave a brief overview of Governor meetings in 2020/21: all meetings had been held on line, by Zoom; three new Governors had been appointed and inducted but not yet had the opportunity to meet colleagues in person. Governors considered the merits of the online meeting and agreed that the efficiency and time saved in the remote meeting was offset by a more static transfer of information and less fluid discussion. It was suggested that a blended approach to all meetings be adopted for the coming year, subject to Government guidance. The meetings calendar would confirm this blended approach.	
4.2	CB presented, on screen, the outcome of the governors' skills audit. Most skills areas were rated green indicating that governors possess the required skills for a well-functioning board. Some areas were given an amber rating, e.g., where governors had not yet had relevant experience or training. CB shared a table of recommended action to promote development in these areas: (a) recruitment – to undertake a HEP Safer Recruitment course and volunteer to support SLT on staff recruitment panels; (b) impact of staff pay decisions on the budget – volunteer for the Pay Committee meetings and attend HEP Finance courses; (c) national education policy – regular updates on The Key and NGA, and from HEP in weekly briefings; CB also suggested governors listen to Rethink Education programme on BBC Sounds app. Some governors also highlighted a lack of experience in being a Chair of Committee or GB and it was suggested that this be discussed further in September when succession planning will be on the agenda. CB stated that the skills audit would be discussed with the new Governors as part of their Induction. Action: succession planning to be on the September FGB agenda	
4.3	CB asked that governors advise her of any particular preference for a role on the GB in 2021/22 or beyond so that planning could include such requests. It was noted that SB was working with CB on the Safeguarding agenda as part of his succession planning for this role. A volunteer for the Special Educational Needs Link Governor role was to be sought to ensure this area was fully supported. AS stated that her sister might wish to be available to provide information to the GB on SEND, as she works in this area. CB thanked AS for the suggestion. Action: governors to email the Chair with requests to be considered for a role so that appropriate lead time could be given to support succession planning.	
5	Plans for the new academic year	
5.1	GG confirmed that with the support of FS and NP (SBM) they had reviewed the school plans for 2021/22 mindful that the pandemic was still present in the community and its impact might yet influence government policy in the Autumn. As the school has been tasked to deliver education to its pupils under all circumstances it will adopt such measures that enable control to be retained to the benefit of the whole school community. It was noted that the control measures will continue to include a daily soft start for pupils between 08.45 and 9.00am. Nursery and Reception pupils will start at 9.00am.	
5.2	GG described the expectations for pupils in the Autumn 1 term: Early Years: wk 1-3 baseline assessments; wk 4-6 curriculum and key worker focus; wk 7 – Phonics assessment. KS1 – wk 1-3 settling in; PSHE, curriculum, class names routines, behaviour and expectations; get to know the staff; wk 3 - History focus leading to a historical celebration on the Friday afternoon; wk 4 -6 full timetable and introduction to group work; wk 7 Phonics assessment KS2 wk 1-3 establish routines, PSHE, curriculum, class names; wk 4-6 all areas of the	



5.3	<p>curriculum taught by own class teacher and pupils start to move around the school for pm lessons timetable; wk 7 – follow the timetable, get to know new teachers and in Autumn 2 specialist teaching starts.</p> <p>It was hoped that the present use of bubbles will cease at Term end but if circumstances demand it there will be restricted movement across the site in Autumn 1. On DfE guidance an Outbreak Management Plan will be drafted and the school will continue to maintain best hygiene practices – good ventilation, hand washing and a strict cleaning regime, at least until December. It is hoped that an Outbreak, should it occur, may not require an entire bubble being sent home in Autumn 1.</p>	
5.4	<p>It was noted that staff had excelled in supporting the pupils in the Summer term but were now ready for their holiday after a challenging academic year. It was explained that if pupils are required to self-isolate and Google classroom is to be used again on day 1 teachers will provide pupils with work to allow time for the set-up of Google classroom and the connectivity to the class from day 2. Governors agreed that this seemed a pragmatic approach to support both pupils and teachers under stressful conditions. It was noted that the use of remote learning support would only apply to those pupils absent in 2021/22 due to Covid; all other reasons for absence would be regarded as sickness absence.</p>	
6.	<p>Headteachers Report (verbal)</p>	
6.1	<p>GG reported that currently the school has only 8 vacancies although pupil movement between schools is higher than normal. Attendance continues to be excellent at 97.73% which was extremely pleasing. 4 pupils have been persistently absent and have been referred to the Education Welfare Office (EWO) and these cases remain open. 12 pupils are being monitored and support is being provided but they will be referred to the EWO if there is no improvement in behaviour. GG described the circumstances leading to Y5 isolation following a positive test of a parent on a recent residential trip. The Nursery has been closed but is due to reopen on 16 July. Y4 and Y6 have also had to isolate but Y6 is due back on 19 July. The children continue to be taught on-line. Governors recognised the disruption these incidents have caused and the intense strain placed on GG and the SLT.</p>	
6.2	<p>GG reported that 14 pupils are receiving at school support and 6 have an EHCP. From September the school will be supporting 21 pupils including 3 with an EHCP. The remote link to the Clergy and KA's support was noted. Parent-led charitable activity this term has focused on supporting the Food Bank on Fridays . It was noted that the transition programme for Y6 to their secondary schools has continued but parent visits on site have been curtailed in line with government regulations. New families have been able to make site visits which have proved successful. An outdoor picnic is planned for 20 July for new Nursery / Reception parents. Governors commended the Newsletter for promoting all the special achievements this term. The STEAM week was marked as a success with parent-led workshops which were much appreciated. Governors noted that planned SMSA activity (Summer Fair and Quiz Night) have been postponed to the Autumn 1.</p>	
6.3	<p>GG was pleased that the staff cohort was stable with few leavers and only two new teachers appointed. The aim was to retain the sense of routine in Autumn 1 to support pupil learning. GG thanked parents for their support this year, and staff for their loyalty and commitment and a special mention to FS and NP for providing such dedication and support to GG under exceptional and extended circumstances. Governors were thanked for their work and commitment to the school community and showing such faith in GG's leadership. CB thanked GG for her report and offered her own praise to GG and staff for their focus and dedication in seeking to provide all children with the best possible education and educational experience.</p>	
6.4	<p>GG described a key project: to develop an on-site running track. Two quotes had been</p>	



	<p>received – for £37,693 and £42,600. The school was recommending the lower bid and was seeking GB approval to proceed with installation over October half-term. It was noted that material costs were rising sharply so the school wanted to place an Order now to secure the bid price of £37,693. It was noted that funding would be: £7,000 from the PE Premium fund, £10,000 from children seeking sponsorship and £20,693 from the Governors fund. Governors were impressed by the ambition of the project and acknowledged the long-term benefit to the pupils.</p> <p>Action: CB to email GB to seek approval to allocate £20,693 from Governors Fund to the running track project</p>	
7.	Committee Reports	
7.1	<p><i>Finance:</i> (AB was absent) GG reported that policies had been agreed; an Asbestos survey was required on site; the Statutory maintenance review and the Asset Register review had been completed; discussions with Highgate school on the installation of a gate at the bottom of the lane were on-going; and a contract had been received from a company seeking to establish a Saturday market on site. The contract had been reviewed by CS and returned to the company with some revisions. A response from the company was due. The Committee had considered the feasibility of an extension to the Nursery. The Committee had noted the Summer works programme and the on-site Holiday camps. The success of the various fundraising bids was noted.</p>	
7.2	<p>GG reported that quotes received to undertake the required Asbestos removal ranged from £1,000 to £3,000, taking 2 to 10 days. The school had accepted a quote for £3,000 and 8 days.</p>	
7.3	<p>Governors discussed the merit of applying for grant funding to corporate organisations who have Social Responsibility Funds (SRF). It was noted that the SMSA had had past success with this approach. It was suggested that a piece be included in the Autumn Newsletter seeking parental support from those who have experience of such grant applications and / or work in companies who offer SRF grants.</p> <p>Action: SB to draft a piece in the Autumn Newsletter about corporate grant applications</p>	
7.4	<p>AS suggested that the school or SMSA consider Crowdfunding as a means of raising project specific funding. To discuss further as part of our Strategy Day agenda.</p>	
7.5	<p><i>Children's:</i> SB reported the Committee met on 21 June and received a presentation from FS on the school's digital IT transformation, responding to the situation created by the Covid pandemic from March 2020.</p> <p>Action: FS to update the IT presentation for the Governors Strategy Day on 22 September as part of the preparation for an expected Ofsted inspection.</p>	
7.6	<p>GG had described the impact of the Recovery Plan supporting pupils back into school from 12 April. The Committee had noted the progress being made on the BAME agenda. Admissions were discussed as was the Ofsted Report into sexual abuse at schools. It was agreed that this latter subject required more time and was deferred to the Autumn Committee meeting.</p>	
7.7	<p><i>Strategy:</i> CB deferred discussion until the Strategy Day on 22 September when all Governors should be present. It was reported that a Digital Strategy meeting had occurred with representatives present from the GB plus SLT and key staff and the IT support company Platinum. A review had been made of IT provision and digital systems across the school which focused on issues of security, efficiency and functionality.</p>	
7.8	<p>As an outcome it was agreed that the areas of priority were to support continued migration</p>	



7.9	<p>to Google Classroom; to improve IT efficiency; to enhance IT provision in the Early Years and to purchase more Chrome books. A budget of £17,180 was prepared with £7,000 allocated to Early Years, £5,330 to purchase of Chrome books and £400 to GO books conversion. GG gave the GB a clear explanation of the benefit of the £7,000 IT spend on I-Pads for the Early Years, supporting pupils' development as independent learners and the purchase of an interactive table to support the development of digital skills.</p> <p>It was noted that as the meeting was not quorate no Governors' decision was possible but given the need to be prepared for September term start a decision was required. It was noted that the proposal had been discussed in detail by the Working Party and supported by the Governors present at this meeting. Governors present at the GB also endorsed the IT proposal and suggested that this was an opportunity for the Chair to use her discretionary authority - Chair's Action - to approve the Budget and purchase proposal. Action: The £17,180 budget for the purchase of additional IT digital equipment and services was approved under Chair's Action.</p>	
8 8.1 8.2	<p>8 Safeguarding</p> <p>GG reported that all behaviour issues continue to be reported on CPOMS and monitored by the DSL and the safeguarding team. Training for staff on Safeguarding issues continues and this forms a part of the Induction programme for new staff. It was noted that the site lockdown had sharply reduced the numbers of visitors to site which made the site more manageable and at present there were no safeguarding issues to report</p> <p>It was noted that SB would arrange to visit the school to complete a check of the Single Central Record.</p>	
9. 9.1	<p>9. Policies</p> <p>9.1 Complaints Policy 2021 Governors reviewed the Policy. Two minor edits were requested and with those changes the Policy was approved. Action: The Complaints Policy was Approved</p>	
10 10.1 10.2	<p>10 Chair's Report (verbal)</p> <p>10.1 The Chair confirmed and congratulated Geraldine Gallagher on her appointment as Executive Head of St Michael's PS and St James PS, effective from 1 September 2021. GG would assume strategic responsibility for both schools and be responsible for the oversight and management of the Heads of both schools.</p> <p>10.2 The Chair confirmed and congratulated Frances Sorapure on her appointment as Head of School of St Michael's PS, effective from 1 September 2021. Governors also congratulated both GG and FS on their appointments and thanked them for their dedication and focus in managing the school through the past fifteen months, keeping parents fully informed of the changing situation and maintaining open communication throughout. It was noted that the resilience shown by staff and pupils, and our positive attendance and low staff absence is evidence of the positive impact of the school's response to the very challenging situation over the last 15 months.</p>	
11.	<p>11. Meeting Dates 2021 / 2022</p>	
11.1	<p>A schedule of FGB and Committee meeting dates had been circulated. Governors agreed to the schedule and the proposal to hold some meetings by Zoom and others in school. Action: The meeting schedule would be circulated</p>	
12 12.1	<p>12 Any other business</p> <p>12.1 AS reported that she had been notified by a parent wishing to make a financial donation to the Governor Fund. Governors acknowledged the generous offer and the Chair would thank the parents.</p>	



13.	Date / time of next meeting	
13.1	The next meeting of the FGB will take place on Tuesday 22 September 2021 at 6pm at school	

There being no further Part 1 business, the meeting closed at 20.48 pm

There were matters for discussion under part 2 – Confidential

Signed (Chair)* *Cordelia Brown*
Cordelia Brown

Date: 26/08/2021

*Electronically signed due to Covid-19 distancing measures

List of agreed Actions - 12 July 2021

Item No.	Agreed Action	By whom
4.2	succession planning to be on the September FGB agenda	Chair
4.3	governors to email the Chair with requests to be considered for a role so that appropriate lead time could be given to support planning.	FGB
6.4	CB to email GB to approval to allocate £20,693 from Governors Fund to the running track project	Chair
7.3	SB to draft a piece in the Autumn Newsletter on corporate grant applications	SB
7.5	FS to update the IT presentation for the Governors Strategy Day on 22 September as part of the preparation for an expected Ofsted inspection	FS
7.9	The £17,180 budget for the purchase of additional IT digital equipment and services was approved under Chair's Action	Chair
9.1	The Complaints Policy was Approved	FGB
11.1	The meeting schedule would be circulated	GG