



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

**Wednesday 2 February 2022 at 6.00pm  
Virtual Meeting**

**PART 1 MINUTES**

**Local Authority Governor (1)**

\*Angela Stathi (AS) (22-03-25)

**Head of School (1)**

\*Frances Sorapure (FS)

**Parent Governors (2)**

\*Stephen Bethel (SB)  
(Vice Chair) (07-04-23)  
\*Adel Burgess (AB) (07-04-23)

**PCC (2)**

+Lisa Maguire (LM)  
(11-04-23)  
+Valerie Doulton (VD)  
(02-02-25)

**LDBS (2)**

\*Cordelia Brown (CB) **CHAIR**  
(07-04-23)  
  
+Alexandra Economides (AE)  
(17-09-24)

**Deanery Synod (2)**

\*Charlotte Allen (CA) (25-02-23)  
\*Claire Southern (CS) (12-05-23)

**Ex Officio (2)**

\*Reverend Kunle Ayodeji  
**Ex Officio Foundation (KA)**

**Associate**

**Also Present**

\*Nicola Purvis (NP) SBM  
\*Chris Lambert (CL) (HEP Clerk)

\*Geraldine Gallagher  
**Ex-Officio Executive Head**  
(HT)  
*\*denotes governor present*  
*+denotes apologies received*

- | <b>ITEM<br/>No.</b> | <b>SUBJECT</b>  |
|---------------------|---|
| <b>1.</b>           | <b>Opening Prayer, Welcome and Apologies for Absence</b>  |
| 1.1                 | The Chair welcomed all to the meeting and opened it with a prayer. LM, VD and AE had sent apologies for absence which were accepted. The meeting was quorate. |
| <b>2.</b>           | <b>Declarations of Interest in respect of items for this meeting</b>  |
| 2.1                 | None  |
| <b>3</b>            | <b>Minutes of previous FGB held on 24 November 2021</b>   |
| 3.1                 | The Minutes were accepted as a true and accurate record and were approved.  |

**Matters Arising from the meeting of 24 November 2021**

Item No.	Agreed Action	Update
4.3	Progress reports from each of the Strategy teams at the next FGB	On Agenda
5.1	GG to circulate a photo of the new running track to governors	Actioned



Item No.	Agreed Action	Update
5.3	GG to circulate details of the support staff structure	Actioned
6.2	The final PE strategy report will be reviewed at the next meeting of the Children's Committee (CC)	Actioned
9.5	Remote Learning presentation slides to be posted on Governorhub	Actioned

#### 4. Finance and Premises Update

4.1 NP gave a verbal report on the Qtr3 Budget Report to 31 December 2021. It was noted that based on actuals to December 2021 and the forecast I & E to 31 March 2022 the school was facing a deficit of c£(52,000) at year end with Reserves depleted to £85,000 This compared to an agreed balanced budget for 2021/22. Governors noted the explanations for this revised forecast:

(a) Income was broadly in line with budget. Any additional income received was ringfenced to specific projects.

(b) Total expenditure at Q3 appears to be on target at 75% of budget but Q4 expenditure is expected to take total expenditure to £126k over budget with staffing and premises costs being the two key outliers. Costs of agency supply staff (of both teachers and support staff) have been consistently higher during the year but recent exceptional levels of staff absenteeism due to Omicron is expected to take Agency staff costs to c£51,000 over budget by year end. Cleaning costs (with Touchpoint Cleaners) have increased through the year and by 22% from September 2021. Gas supply costs have increased by 12.5% and Electricity costs by 16% from October 2021. It was noted that the additional demand for spot cleaning across the site during the day had increased cleaning costs. Governors suggested that the cleaning routine could now resume to after school only and this would sustain for the budget 2022/23. NP proposed to speak to LBH Public Health for advice before reducing the scale of the cleaning routine.

**Action: NP to speak to LBH Public Health for their recommendations on site cleaning routines under the present circumstances.**

4.2 It was noted that the school would be expected to use its Reserves to support its budget 2022/23 and during the year generate additional funds through Lettings to help re-build its Reserves.

4.3 Governors acknowledged that staff absenteeism due to Covid and Omicron required the support of Agency staff which had an inevitable cost impact on the budget. This was a challenging and specific situation which could not be referenced to past trends and ratios. Governors were pleased to note that the school does prepare a 3-year forecast and a Benchmarking Report and both would be circulated to the March 2022 FGB. It was noted that the Benchmarking Report uses historical data as issued by the comparator schools. It was noted that the school was unlikely to be able to secure further DfE funds to reduce the impact of additional Agency staff costs.

4.4 Governors were pleased to note that the proactive approach being taken by local school Headteachers (including GG) in approaching Catherine West MP to discuss the financial impact on schools of rising Agency Staff costs and Energy costs. Governors asked about opportunities for efficiency gains and sharing of staff costs with St James's PS but GG explained that the prevalent situation in both schools eliminated consideration, at present, of such opportunities.



- 4.5 NP asked for Governor approval to £12,000 Capital Expenditure on the replacement of sinks and taps in the Early Years. Governors questioned the timing of this project and whether the sinks could be reused should Early Years relocate across the site. It was noted that this was a priority project for the school on H&S grounds and the sinks could be re-located if necessary. Governors acknowledged the urgency of the project which was approved.  
**Decision: The £12,000 allocation of Maintenance Funds to the replacement of sinks and taps in the Early Years was Approved.**

- 4.6 Governors thanked NP for her Reports and presentation. NP left the meeting at 19.33pm

## 5. Strategy Update

- 5.1 Governors received a verbal report from each of the four areas of strategic focus, each having been delegated to a small team with a clear purpose and defined deliverables.

(a) Annual Project Team – membership: CB, FS, AB, VD

GG described the progress on developing an outdoor amphitheatre and performance space. VD had asked a contact, an experienced theatre designer, to visit the site and make recommendations for the development of an amphitheatre. Governors thanked VD for her initiative and noted that there would be a progress report to the March FGB Meeting.

(b) Infrastructure team – membership: GG, AB, CS, AE

GG reported that Brass had been prepared to help in the preparation of the design brief for a range of site works. On completion the brief would be circulated to potentially interested parties who could support the project deliverables: to further improve aspects of safeguarding, to improve access to and use of the outdoor space for the Early Years, to provide a music space (that could also generate external income), to enable an expansion of the nursery provision and various classroom refurbishments. It was noted that Brass might also wish to apply as a contractor in response to the design brief.

(c) Communication and fundraising team – membership: SB, CS, CA, NP CB

CA gave a presentation on the proposed Fundraising (FR) Communications Strategy for the year 2022/23. Three potential types of parent funders had been identified: current parents (Nursery to Y6); new parents (Nursery and Reception) and Alumni parents (previous donors). A target contribution of £30.00 per month was proposed but this sum might require further deliberation to ensure that it was pitched at an appropriate level to leverage the most donations. Governors were impressed by and wholly supportive of the FR Communications Strategy which clearly articulated the operational detail required to optimise operational success, including the most efficient way to transfer donations to the school. CA suggested that the term “Governor Fund” was now a disincentive to a potential donor and proposed that this be re-named “Space to Learn” – with a clearly stated mandate to improve educational outcomes for all. This name would be promoted on the website and Twitter. Governors’ welcomed the new approach and approved of the new name.

CA described how parents would be issued with a letter informing them of the fundraising strategy and seeking donations. CA and SB would prepare template letters but there was a query as to the office administration resource required to manage the printing and circulation process. Various solutions were considered including using mail merge but it was agreed that this task required further discussion.

**Action: CA, SB and FS to consider the operations required to efficiently and effectively circulate the fundraising letters.**

**Decision: Governors were unanimous in their support of the FR Communications Strategy**



(d) Information Technology – membership SB, CA, GG plus nominated staff  
GG confirmed that the planned migration to Google Classroom was going well with strong approval already received from teachers and pupils. Further work was scheduled over the Easter holidays. The I-Pad lease was due to expire and GG proposed that the school now negotiate to retain them as a capital purchase at a cost of £3,600. The aim was issue the devices to pupils for home use as well as in class. GG explained that the aim was complete all IT projects by January 2023 by which time all pupils would have devices – I-Pads or Chrome books, staff would be fully trained in the use of the devices; and there would be a rolling programme for replacement of Interactive White Boards and devices. The next programme (from Feb 2023) would focus on next steps and infrastructure. Governors were very impressed by programme and wanted to ensure that parents were informed of the use made of their donations to this strategy.

## 6. Election of Governor

6.1 It was noted that the term of office for FS as Staff Governor had ended. CB asked that Governors consider a proposal to Co-opt FS to the GB, for a two-year term with immediate effect. This would ensure the GB retained FS's skills and knowledge on the GB. A review would take place at the end of the two years in line with the partnership agreement with St James's PS.

**Decision: FS was Co-opted to the GB, with immediate effect for a term of two years**

Rev KA and AS left the meeting at 20.04

7. The FGB was paused to enable the **Trustees Meeting (who are also Governors)** .  
CS gave a report to the Trustees and took the Minutes of the Trustees meeting.

7.1 The FGB started again at 20.21pm

## 8. Children's Committee (met 25 Jan 2022)

8.1 CA gave a summary report of the meeting, as detailed on the Minutes of the meeting:

- Subject Leader Eleanor Orson (EO) gave a presentation on the teaching of Reading across the Curriculum.
- Interventions in place for catch Up in Reading, Writing and Maths
- Data predictions for year-end were considered in detail: KS2 were on track to achieve in line with previous years; KS1 still require more support but there was an expectation that catch up would occur by Summer 2
- Pupil wellbeing was positive; teacher wellbeing was more variable and support was being offered when required
- The PSHE Policy was approved: Sex Education to be taught in the PSHE Curriculum
- The PE Premium strategy was approved: the document was commended for its clarity of detail on achievements, value for money and Intent.
- The letter to parents on the use of WhatsApp groups was approved.
- The Subject Leader for Maths will present to the Committee at the next meeting
- LM has yet to complete her induction as SEND Link Governor; this is in hand.

## 9. Executive HT's Report

9.1 Governors commended GG for the clarity, format and content of the report: key points:

- Admission: 14 vacancies – 1xY1, 8xY4, 5xY5
- Attendance – 95%; significant absenteeism due to Covid
- Safeguarding: All staff have read updated Health and Safety, Safeguarding and Child Protection policies 2021
- All staff familiar with KCSiE2021
- All Governors familiar with KCSiE2021



- Exec HT and Head of School attended Safer Recruitment training on 1 Dec 2021
- SEND and LAC Report noted
- No behaviour issues reported
- Weekly Covid 19 Risk Assessments continue
- Staffing changes noted
- CPD report noted and commended being linked to SEF,LIP and staff appraisals with clear description of Implementation, staff involved, and Impact
- Reading – a priority for the whole school; streamed groups being used
- Parental engagement via Monday message, the weekly newsletter and choir assembly
- Leadership roles for pupils noted
- Governor visits to school now encouraged; hopefully in Spring Term 2
- Ofsted will ask for evidence from Governors of their scrutiny of Link roles and this should inform the schedule and agenda for school visits

## 10. Chairs Report (Verbal)

10.1 CB stated that the election for the Staff Governor role was proceeding; nominations have been received, a count is due to take place on 8 February with a result to be announced on 9 February. The Rev KA was the Returning Officer. CB will act as mentor to the new staff governor. The Office staff were thanked for their input in developing the electronic voting system which has made a positive contribution to the process. FS thanked all those involved in the process which had been both professional and well organised.

10.2 CB raised the issue of succession planning on the GB which was now a matter for discussion given the pending end of Term dates for five governors in Spring 2023. CB stated she would step down as Chair in September 2022 with her own Term due to end in April 2023. Governors were concerned at this possible disruption to the composition of the GB and the likely impact on the work and outcomes of the different strands of the Strategy Plan and asked that each governor consider their intentions prior to the due date. It was suggested that CB might also re-consider her intention to stand down as Chair.

**Decision: to keep the issue of GB Succession Planning on the Agenda**

## 11. Governor Visits, training and development

- SB reported on his review of the Single Central Record on 2 Feb 2022; the Record was upto date with no inconsistencies
- AB reported on her visit to site in December to review the premises: no issues
- Governors were asked to attend training on an Ofsted Inspection (the HEP course was recommended)
- Safeguarding: it was noted that consultation on an updated KCSiE (Sept 2022 ed) was taking place. Safeguarding and CP training will be a statutory part of new governor Induction

## 12 Any Other Business

12.1 Governor funds to be allocated to the purchase of cakes for staff as a thank-you before half term. LM will organise this event



**13. Date / time of next meeting**

- 13.1 The next meeting of the FGB will take place on **Thursday 24 March 2022 at 7pm at the School**

There being no further Part 1 business, the meeting closed at 20.52pm

There were matters for discussion under part 2 – Confidential

Signed (Chair)\*  
**Cordelia Brown**

Date: 02/02/2022

\*Electronically signed due to Covid-19 distancing measures

**Agreed Actions - 2 February 2022**

Item No.	Agreed Action	By whom
4.1	NP to speak to LBH Public Health for their recommendations on site cleaning routines under the present circumstances	NP
5.1	CA, SB and FS to consider the operations required to efficiently and effectively circulate the fundraising letters	CA,SB, FS

**Agreed Decisions taken – 2 February 2022**

Item No.	Agreed Action	By whom
4.5	The £12,000 allocation of Maintenance Funds to the replacement of sinks and taps in the Early Years was Approved	FGB
5.1	Governors were unanimous in their support of the FR Communications Strategy	FGB
6.1	FS was Co-opted to the GB, with immediate effect for a term of two years	FGB
10.2	Keep the issue of GB Succession Planning on the Agenda	FGB