



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

**Wednesday 24 November 2021 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) (04-07-23)
*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) (25-02-22)
*Claire Southern (CS) (12-05-23)

Ex Officio (2)

*Reverend Kunle Ayodeji
Ex Officio Foundation (KA)

Associate

Also Present

*Chris Lambert (CL) (HEP Clerk)

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

- | ITEM No. | SUBJECT |
|-----------------|---|
| 1. | Opening Prayer, Welcome and Apologies for Absence |
| 1.1 | The Chair welcomed all to the meeting and opened it with a prayer. AS had sent apologies |
| 1.2 | for absence which were accepted. The meeting was quorate. |
| 2. | Declarations of Interest in respect of items for this meeting |
| 2.1 | None |
| 3 | Minutes of previous FGB held on 22 September 2021 |
| 3.1 | The Minutes were accepted as a true and accurate record and were approved. A typo on point 10.6 will be amended prior to signature. |
| 3.2 | Matters Arising from the meeting of 22 September |

Item No.	Agreed Action	Update
4.1	FGB Terms of Reference Approved, subject to minor editing changes	actioned



5.3	The clerk was asked to confirm the governor's declarations on Governorhub	actioned
7.2	The Pay Committee would meet, on Zoom, before 31 October to receive the HT's report and recommendations	on the Agenda
9.1	Performance Management Policy – Approved	noted
9.2	subject to the required edits the Pay Policy was Approved.	noted
10.9	Governors approved the purchase of 30 Chromebooks	actioned
11.1	Strategic Improvement Plan on the November FGB Agenda	on the Agenda

4. Strategy Update

4.1 CS gave a verbal report on the Strategy Update paper which had been circulated in advance. The paper set out the four areas of focus, each delegated to a small team with a clear purpose and defined deliverables. The teams were each tasked to present a costed proposal to FGB which subject to approval will be circulated to engage parents and the community to help bring the selected project to fruition. The teams are:

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

To scope, recommend and oversee the delivery of an “annual project”, funded primarily by parental donations, such as an outdoor theatre, refurbishment of the science room or provision of a music room. The primary project focus in the year would be in developing an outdoor theatre/outdoor learning space, and making the allotments more accessible

(b) Infrastructure team – membership: GG, AB,CS,AE with the aim of bringing a surveyor/architect/engineer onto the team

To scope and recommend a set of infrastructure projects funded primarily from existing funds and the Highgate Lane monies. Projects for further exploration include site works to further improve our safeguarding, increasing access to and use of the outdoor space for the early years, a music space that could also generate external income, expansion of the nursery provision and classroom refurbishments

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

To review and update the communications with parents about projects and fundraising to reflect the Governors' recent decisions around annual projects/infrastructure – working alongside the other teams. To review existing information issued to parents eg on joining, on-line information, governor fund booklet.

(d) Information technology – membership SB, CA, GG plus nominated staff

To produce a clear high-level strategy for the use of IT in a teaching context – focusing on developing pupil's IT skills and ensuring that technology is leveraged properly to enhance whole school teaching; that all in school can benefit from the use of technology

4.2 It was noted that the aim was to engage experienced and informed parents to support the work of the Teams and, as appropriate, invite them onto the GB as Associate Governors. The key skills most sought were a surveyor or architect, a fundraising expert and an IT expert to support a digital transformation project.

4.3 Governors were enthusiastic and supportive about the scope and range of the teams' focus and were pleased that progress reports would be issued at the next FGB. They thanked CS for her management of a most successful Strategy Day.

Action: Progress reports from each of the Strategy teams at the next FGB



5. Committee Reports

5.1 Finance and Premises: (met on 9 November)

AB reported:

Forecast deficit at 31 March 2022 - £29,000; lower income received and higher costs had impacted the budget to date as reflected in the revised forecast outturn. An improvement in pupil numbers at both the pre and after school clubs was encouraging, generating income, and staff absence and supply cover costs were being closely managed. Premises costs were under control although some increases were to be expected. Reserves would support the deficit and the carry forward reserves to 2022/23 would be £109,000.

The contract to let the site for a Saturday market was nearly finalised and the market was due to commence in Spring 2022.

A successful programme of summer works has left the site in excellent shape and the new running track is almost complete. Governors asked to see a photo of the new track.

CS had worked tirelessly in enabling the registration of the Governor Fund Charity which was now almost complete. Once the Charity was registered any donations would be eligible for Gift Aid enhancements.

Action: GG to circulate a photo of the new running track to governors

5.2 Children's Committee (met on 19 October)

SB reported:

The Committee received a detailed presentation from teacher Laurence Davenport on the PSHE and RSE curriculums. His detailed and clear presentation work was commended; and it was noted that LD will be setting up a parent workshop on the PSHE /RSE curriculums and the Safeguarding policy.

Governors were impressed by the CPOMS on-line system which was used to record and track pupil incidents, accidents and behaviour so providing the school with a clear evidence trail to signpost and support appropriate interventions and support. This was part of the school's culture in managing behavioural risks.

The Ofsted review process had been discussed.

5.3 The use of the School Evaluation Form (SEF) and Learning Improvement Plan (LIP) were discussed in detail and both documents approved. It was noted that data indicated that the impact of Covid among pupils had affected both their writing skills and maths. GG and FS had given a frank assessment of the scale of the presented issues and described the plans in place to scaffold pupil learning across the school; the use of additional support from TA's HLTA's was noted and approved.

5.4 The Outbreak Management Plan had been circulated and Governors commended the staff for the breadth and depth of the Plan, which addressed all possible scenarios. It was noted that the school's focus on communication with parents and the community had been particularly welcomed and appreciated.

Pupil Premium Report and PE Strategy

6.1 Governors had previously received the Pupil Premium Strategy Report. It was noted that in 2020/21 the PP allocation of £32,235 had supported 25 pupils (11 boys / 14 girls) with 23 eligible for free school meals, 1 LAC and 1 service child. The report detailed the objectives of the PP strategy and gave a summary of expenditure, impact on progress and comments. The key priorities for 2022/23 were to develop reading skills through regular targeted support, to provide specific support according to the child/ family needs, to increase attendance at out of school clubs and to increase funding available for financial assistance. It was noted that funding of £33,290 was restricted by the low number of eligible pupils but one of the aims was to increase grant support funding. Governors supported the priorities for 2022/23 and approved the strategy

Action: The Pupil Premium Strategy 2022/23 was Approved.

PE Strategy: GG reported that the £19,370 funding received had been allocated to support



- 6.2 teacher CPD and the purchase of resources plus 50% of the cost of the running track and costs of transport required to enable pupils to participate in a range of inter school, competitive sports.

Action: The final PE strategy report will be reviewed at the next meeting of the Children's Committee

Learning Improvement Plan (LIP)

- 7.1 Governors had received a detailed report on the school's Learning Improvement Plan (LIP) and GG referred to this during her presentation. The Plan set out the focus and priorities for whole school development; for leadership and management; on the quality of education, behaviour and attitudes, personal development, early years provision and the effectiveness of RE and the impact of collective worship.

- 7.2 Governors noted the focus of activity to enhance and improve each of the described areas and were impressed by both the range and the attention to the detail designed to achieve the required improvements. It was noted how the self-evaluation process (using the Ofsted Framework) works in tandem with the LIP. Agreed targets set out in the LIP then inform staff personal performance targets for the coming year. Governors were pleased to note how the review process was triangulated such that the SEF informs the school LIP and the governors Strategic Improvement Plan (SIP) cross references with both the SEF and LIP. Governors raised no further questions about the LIP which was noted, for information.

7.3

Behaviour Monitoring

- 8.1 GG gave a short presentation on the use of the CPOMS on line system in school to record and track behaviour, incidents and accidents. The log records by type of behaviour, gender, ethnicity, the staff person who notes the incident, and location of the incident or accident.

Governors noted how this form of recording enabled the school to be more proactive in its analysis of behaviour incidents and the management of pupil behaviour and interaction and if appropriate make early interventions to address issues. The conversation with pupils focused on their choices and how to turn things around following an incident.

- 8.2 It was noted that two pupils were presenting cause for concern at present and their behaviour was being supervised and provision made to support them. It was noted that the additional staff required to engage with these pupils would have a budgetary impact.

- 8.3 It was noted that the report gave governors a snap-shot and summary of incidents to date this year. The teachers used the underlying detail in the CPOMS Programme to develop appropriate responses and interventions.

Remote Learning (presentation by FS)

- 9.1 Governors received a detailed explanation from Head of School, FS, of how the school responded to the challenge set by the Covid lockdown from March 2020 to date. The priority had been to provide both remote learning / teaching for the majority of pupils and staff and in-school teaching to pupils of designated key workers.

- 9.2 FS described the school's transition from using an LgFL platform to the more advanced and comprehensive Google classroom platform. It was noted how the school had to be adaptive, flexible and proactive in developing the technology and the materials required to encourage on-line learning and promote pupil engagement throughout the period of significant changes and confusion.

- 9.3 Governors noted the key considerations in the planning of the remote learning programme: Safeguarding; communication with parents; peer interaction, motivation and wellbeing; address issues of differentiation and of supporting the SEND pupils; training for staff, pupils and parents; training for staff on IT skills and how all this was supported and underpinned by a raft of new or amended policies and plans including – Contingency Plans; Code of Conduct for staff; Behaviour and Attendance Policies and an On Line safety policy.

Governors asked of the key issues facing the school at the outset and during the extended



- 9.4 Lockdown and noted that pupils exhibited emotional issues, uncertainty and trust issues. On a positive note pupils developed their IT skills, gained a heightened sense of independence, develop more appreciation of the school and this has led to organisational improvements. Governors asked about the challenges still facing the pupils and note some needed reminding/support with routines and behaviours, Governors asked of the school's plan of action and noted this included: whole school CPD; pupil assessment and progress reviews; a focus on behaviour and resetting routines; an updated Contingency Plan and the new Outbreak Management Plan; quicker communications; remaining adaptive and flexible and ensuring that everyone remains safe.

- 9.5 Governors were pleased to be informed of the efforts being made to re-establish the school's routines and the focus on the pupils' welfare and education. It was acknowledged that the presentation had been brief and asked that the slides be posted on governorhub for further reading. Governors thanked FS for a clear presentation of the challenges and responses made by the school during the time of Covid and recognised that the school had a clear and demonstrable plan which had been well executed supporting both pupils and staff.

Action: Remote Learning presentation slides to be posted on governorhub

Term Dates 2022 / 2023

10. Governors noted that the school adopts the LBH recommended Term dates and uses the start and end of Term for the five staff INSET days. Governors were satisfied that the appropriate planning had gone into the development of the annual school calendar.

- 10.1 **Action: The Term Dates 2022/23 were approved**

Executive HT's Report

GG reported:

- 11.1
- the school had 13 vacancies at present – 8 x Y4 and 5 x Y5. This was consistent with a pattern across the Borough and wider across London with falling rolls reported as a growing issue in many schools. GG is due to take part in a LBH led "school place" meeting.
 - Attendance at 95.6% is above the LBH average of 88% - 91%, and very pleasing. 13 pupils' attendance is being monitored.
 - Since September 2021 -Covid- 36 pupils have tested positive and 2 staff; bubbles have been re-introduced as required.
 - Arrangements for the Christmas Fair and Christmas lunch are proceeding.
 - An issue has arisen with some parents use of WhatsApp which is contrary to the Homeschool Agreement and the Code of Conduct. This issue and an updated Policy will be reviewed at the next meeting of the Children's Committee.

Policy:

Accessibility Policy: Governors noted the updated version and raised no questions:

Approved

12.
12.1

13. Chair's Items

- 13.1 CB confirmed there were no additional items to discuss that had not already been covered in the course of the Agenda.

14. Governor visits, training



- 14.1 VD reported on her HEP Ofsted preparation course; Governors were advised to attend the same course – next available dates are 11 Jan 2022 and 2 March 2022 or link into the HEP online course.

15 Any Other Business

- 15.1 LM reported that the Pay Committee had met on 22 November and received an anonymised report of the outcome of the teacher's performance management appraisals for 2020/21. They reviewed the recommendations for pay awards and after discussion approved the HT's recommendations.

15.2

16. Date / time of next meeting

- 16.1 The next meeting of the FGB will take place on **Wednesday 2 February 2022 at 7pm by ZOOM**

There being no further Part 1 business, the meeting closed at 20.51pm

There were matters for discussion under part 2 – Confidential

Signed (Chair)*

Date: 24/11/2021

Cordelia Brown

*Electronically signed due to Covid-19 distancing measures

Agreed Actions - 24 November 2021

Item No.	Agreed Action	By whom
4.3	Progress reports from each of the Strategy teams at the next FGB	Teams
5.1	GG to circulate a photo of the new running track to governors	GG
5.3	CB to circulate details of the support staff structure	CB
6.1	The Pupil Premium Strategy 2022/23 was Approved.	FGB
6.2	The final PE strategy report will be reviewed at the next meeting of the Children's Committee (CC)	CC
9.5	Remote Learning presentation slides to be posted on governorhub	FS
10.1	The Term Dates 2022/23 were approved	FGB