



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

**Wednesday 22 September 2021 at 6.00pm  
Meeting held at school**

**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   |
|-----------|---|
| <b>1.</b> | <b>Opening Prayer, Welcome and Apologies for Absence</b>  |
| 1.1       | The meeting was opened with a prayer given by the Reverend Kunle Ayodeji.   |
| 1.2       | The Chair welcomed all to the first meeting of the new academic year, at school, and thanked all governors for being present, in person. 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>Election of Chair and Vice Chair for 2021/22</b>   |
| 3.1       | The Clerk asked for proposers and nominations for the role of Chair. CS proposed CB continue in the role for a further year; this proposal was seconded by VD and with unanimous governor support CB was elected Chair.   |
| 3.2       | The Chair asked for proposers and nominations for the role of Vice Chair. CS proposed SB continue in the role for a further year; this proposal was seconded by AB and with unanimous governor support SB was elected Vice Chair.                                 |
| <b>4.</b> | <b>FGB Terms of Reference and Instrument of Government</b>  |
| 4.1       | Terms of Reference: it was noted that the Terms had not substantially changed since 2002/21 but a minor change was required to reflect the new role of the Executive Head and Head of School and updated areas of responsibility. The reference to Curriculum and |



Assessment being a Link Governor role to be deleted. With those minor editing changes the Terms were approved.

**Action: Terms of Reference Approved, subject to minor editing changes**

4.2 Instrument of Government: It was noted that the IoG came into effect on 28 September 2020, as signed by the LBH Officer. No changes were required to the document.

**5. Governor Declaration of Interests, Code of Conduct and KCSiE 2021 update**

5.1 Declaration of Interests: governors completed and signed their own forms and returned them to the Clerk.

5.2 Governor Code of Conduct: governors signed to confirm their acceptance of the Code of Conduct.

5.3 Keeping Children Safe in Education Sept 2021 edition: governors signed to confirm having read the Sept 2021 DfE update of KCSiE.

**Action: The clerk was asked to confirm the governors' declarations on Governorhub**

**6 Minutes of previous FGB held on 12 July 2021**

6.1 The Minutes of the previous meeting were **AGREED** as being an accurate record for the Chair's signature and for the school to file.

**6.2. Matters arising from the FGB meeting held on 12 July 2021**

Item No.	Agreed Action	Update
4.2	succession planning to be on the September FGB agenda	On Agenda
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.	On Agenda
6.4	CB to email FGB for approval to allocate £20,693 from Governors Fund to the running track project	Approval granted
7.3	SB to draft a piece in the Autumn Newsletter on corporate grant applications	Further holistic review required before publication
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	Agreed to have this at next FGB
7.9	The £17,180 budget for the purchase of additional IT digital equipment and services was approved under Chair's Action	Noted
9.1	The Complaints Policy was Approved	Noted
11.1	The meeting schedule would be circulated	Circulated

**7. Committee Structures, membership, and Link Governor roles**

7.1 Governors considered the current Committee structure and were satisfied as to their continued purpose and relevance in supporting the governance of the school. No changes were requested or required.

7.2 A Pay Committee is to be established to receive the Headteacher's report on the annual teacher performance reviews and recommendations for teacher pay awards. After discussion it was agreed the Committee members would be CB, LM, CA.



**Action: The Pay Committee would meet, on Zoom, before 31 October to receive the HT's report and recommendations.**

- 7.3 Membership: it was noted that FS, Head of School, is to join the Children's Committee and CB, Chair, will transfer into the Finance and Premises Committee. SB, Vice Chair, will take the lead on the Safeguarding agenda at the Children's Committee with CB as an adviser.
- 7.4 Link Governor roles: the following Link appointments were confirmed:

Agenda	Link Governor
SEND	CB to lead with LM to shadow with a view to becoming lead Link in due course
Safeguarding	SB with CB
Finance & Premises Health and safety	AB to lead
Strategy Lead	CS
Curriculum & Assessment	This responsibility lies with the Children's Committee; no single Link role assigned
Admissions	CB to lead
Christian Ethos	Rev KA
Wellbeing	LM
Communications	SB and CA
BAME	Rev KA with AB support
Digital Strategy	CA and SB

- 7.5 It was noted that the appointment of Committee Chairs would be made at the first Committee meetings of the academic year.

## 8. Schedule for updating statutory policies

- 8.1 GG described the school's approach to its management of the numerous statutory and non-statutory policies with delegation for policy oversight made, as appropriate, at FGB and at Committees and within the SLT. The Policy Schedule had been issued to governors for review and it was agreed that the schedule was an appropriate working document supporting the school's policy management.

## 9. Policies for Approval

- 9.1 Performance Management Policy: GG described the purpose of the Policy which was presented for approval with no changes required since the review in 2020/21.

**Action: Performance Management Policy – Approved**

- 9.2 Pay Policy: GG reported that the Policy was required to support the Teacher Pay Review which had to be completed by 31 October. It was noted that the Pay Scales cited in the Policy were not current and the school's organisation chart was outdated. Governors asked that edits occur in regard to both issues.

**Action: subject to the required edits to Pay Scales and the organisation chart the Pay Policy was Approved.**

## 10. Executive Headteacher's Verbal Report

- 10.1 GG reported that the **summer works programme** had included:
- Asbestos survey (nothing major to report)
  - Painting of KS2 block complete
  - Staff room adapted to provide more food preparation space
  - Tree surgery completed



- e) Early Years refurbishment part completed (delay in delivery of goods)
- f) Track and Field project scheduled for the half term period
- g) Summer lettings have restarted providing additional income

- 10.2 **The Contingency plan** had been reviewed and an Outbreak Plan has been drafted with details included of a step up / step down approach to school Covid management, as required, according to circumstance at school. The end of day plans still include a staggered leaving time for pupils
- 10.3 Governors noted that pupils were happy to be back at school and now able to play together again; staff were also mixing more freely. This is part of the school's plan to re-establish its practices and procedures as quickly as practicable. The school had three Inset days at term start in September to promote key messages to staff and re-establish working protocols.
- 10.4 **Roll:** GG reported that the Nursery and Reception were full but at present there are 16 pupil vacancies in Y1 – Y6, with the Roll at 424. Governors noted that if these vacancies were not filled by Census day on 7 October core income could reduce by c£100k in 2022/23. It was noted that 26 pupils were eligible for Pupil premium funding.
- 10.5 It was noted that across London including LBH supply of places now exceeds demand driving up competition for places. As a result of the current situation some schools are having to consider closure of classes as a realistic option. Governors noted the marketing efforts being made to attract new pupils to the school including use of wall banners and word of mouth. Governors would continue to review the marketing and communication strategy to ensure that the messaging was consistent and well targeted, stimulating parental interest and hopefully applications.
- 10.6 GG reported the school has 24 SEND pupils, two with EHCP and two EHCP pending.
- 10.7 It was noted that CPOMS software was being used as the means to track and consistently record pupil behaviour across the year groups.
- 10.8 GG reported number of Covid cases. There had been three positive Covid cases (2 in Y4 and 1 in Y6). The school had followed the latest DfE guidance in managing the cases. 1 staff member off. A child in the Nursery requires additional support.
- 10.9 It was noted that Y2 and Y3 were fully equipped with Chromebooks but a further 30 were required to supply pupils in Y4. GG requested that the school purchase a further 30 Chromebooks (£5,965.00 cost) to meet the Y4 provision.  
**Action: Governors approved the purchase of 30 Chromebooks for £5,965.00**
- 10.10 It was noted that applications for Kickstart employees were progressing for roles in the Office and Early Years but the process was taking some time.
- 10.11 GG reported on the temporary staff vacancies for maternity cover and the recruitment process.
- 10.12 GG reported on the works being undertaken by the school's neighbours and the impact this might have on the site.

Governors thanked GG for her report and raised no further questions

## 11 Chair's Verbal report

- 11.1 CB reported on the focus of the Strategy meeting held on 22 September, prior to the FGB. The focus of the meeting had been "Securing our children's future in uncertain times". Discussions had been broad taking account of the school financial position, fundraising activity and options, communication and how these issues are presented within the Strategic Improvement Plan(SIP) It was noted that Working Groups had been established, and assigned to review, reflect and report back to FGB on specific strategic areas of focus and activity.

**Action: An update on the SIP at the next FGB meeting**



11.2 It was noted that the issue of Succession Planning was under review to ensure the smooth and effective transition of governor role and responsibility at the required time. It was noted that the role of Chair could only serve two terms, with CB due to stand down in April 2023. There was a focus now on the issues of diversity and equality in seeking the appropriate Board representation for the school and its community.

**12. Governor training**

12.1 It was noted that the HEP Governor training programme (Autumn 2021) had been released and was available on Governorhub. Governors were encouraged to make best use of the programme to update their skills and gain wider knowledge on the issues facing schools. The course on Safer Recruitment was recommended to all governors as once completed they could participate on staff and governor recruitment panels.

12.2 The Chair confirmed that she had completed a skills audit and as a result had switched into the Finance and Premises Committee to become more skilled in those subjects. The Chair had also completed a Governor update course and the launch of a project to review SEN needs and policies in schools.

12.3 VD had completed a course on Pupil Exclusions.

**13. Dates of Next Meetings**

13.1 Governors noted the schedule and location of meetings for 2021/22.

**14. Any Other Business**

14.1 There were no items raised for discussion

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

15.1 The next meeting of the FGB will take place on **Wednesday 24 November at 7pm by ZOOM**

There being no further Part 1 business, the meeting closed at 19.00pm

There were matters for discussion under part 2 – Confidential

Signed (Chair)\*

**Cordelia Brown**

Date: 22/09/2021

\*Electronically signed due to Covid-19 distancing measures

**Agreed Actions - 22 September 2021**

Item No.	Agreed Action	By whom
4.1	FGB Terms of Reference Approved, subject to minor editing changes	FGB
5.3	The clerk was asked to confirm the governor's declarations on Governorhub	Clerk
7.2	The Pay Committee would meet, on Zoom, before 31 October to receive the HT's report and recommendations	GG
9.1	Performance Management Policy – Approved	FGB



9.2	subject to the required edits the Pay Policy was Approved.	FGB
10.9	Governors approved the purchase of 30 Chromebooks at a cost of £5,965.00	FGB
11.1	Strategic Improvement Plan on the Agenda for the November FGB meeting	Clerk