



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

**Thursday 24 March 2022 at 6.00pm**

**PART 1 MINUTES**

**Local Authority Governor (1)**

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

**Co-Opted Governor & Head of School (1)**

\*Frances Sorapure (FS) (24-3-24)

**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)

**Staff Governor (1)**

Julia Machin (24-3-26)

**Ex Officio (2)**

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

\*Geraldine Gallagher  
**Ex-Officio Executive Head (HT)**

*\*denotes governor present*

*+denotes apologies received*

**Associate**

**Also Present**

\*Nicola Purvis (NP) SBM

\*Chris Lambert (CL) HEP Clerk

**ITEM SUBJECT**

**No.**

**1. Opening Prayer, Welcome and Apologies for Absence**

1.1 The Chair welcomed all to the meeting. The Rev. KA opened the meeting with a prayer. CA attended the meeting on Zoom. LM and CS had sent apologies 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 2 February 2022**

3.1 The Minutes were accepted as a true and accurate record and were approved.

**3.2 Matters Arising from the meeting of 2 February 2022**

Item	Agreed Action	Update
4.1	NP to speak to LBH Public Health for their recommendations on site cleaning routines under the present circumstances	as below
5.1	CA, SB and FS to consider the operations required to efficiently and effectively circulate the fundraising letters	as below



(4.1) NP reported that LBH expected the school to maintain a certain level of cleanliness but this was at the school's discretion. The school will continue to monitor its cleaning requirements but there was an expectation that the current daily routine could now be reduced. A meeting is due with the contractor on 25 March when the revised routine will be discussed.

(5.1) SB reported that the fundraising team had yet to meet, so nothing to report on operations.

#### **4. Membership of the Governing Body**

- 4.1 Julia Machin was welcomed to her first GB meeting as the newly elected Staff Governor on a four-year Term of Office to March 2026. CB has agreed to mentor Julia.
- 4.2 Frances Sorapure, Head of School, was welcomed as a Co-opted Governor on a two-year term of office to March 2024.

#### **5. Finance and Premises Update**

- 5.1 NP presented the first draft of the budget 2022/23 and the forecast outturns for the following two years. The small surplus expected at 21/ 22 year end of £194 was likely to be repeated in 22/23 with a projected surplus of £4k. Thereafter the school projects annual deficits and an increasing demand on Reserves. Governors challenged the assumptions in the draft budget 22/23 and noted:  
2022/23 Income - £2,832k and Expenditure of £2,828k - a surplus of £4k

(a) staffing costs are a key element in the budget and the staff structure will be decisive in maintaining control of costs.

(b) a small increase in the core funding (I01) was due to a few more pupils on Census day (October 2021) and a small increase in the DfE funding per pupil.

(c) Lettings income projected to increase by £32k to £100k as the Saturday market starts in Spring and rental income secured on the school house.

(d) 2.5% pay increase for staff factored into the costs

(e) The Premises Manager post covered by an agency employee, pending substantive recruitment to the role

(f) Energy and Water costs are due to increase sharply; the school has little control over these contracts

(g) Voluntary funds from Governors and SMSA of £75k – noted

(h) E07 – other staff costs: an increase of £40k to £106k with more staff employed and for longer hours to run the wrap around clubs and facilities.

(i) Catering contract is expected to break even: the key aim is to increase pupil uptake of the school lunches so a meal price increase will be put on hold

- 5.2 Governors noted the impact of staff costs on the draft budgets and of the need to ensure that the structure was not only fit for purpose but affordable with a healthy balance between experienced staff and middle leaders. Governors challenged the assumptions for the deficit budgets 23/4 and 24/25 but noted that much would depend on staff movement in those years to reduce overall staff costs.
- 5.3 It was noted that the composition of the administration team was consistent with other comparable schools. The cost of resources required to run the clubs was expected to be matched by income and the aim was to run at full capacity.
- 5.4 Governors considered opportunities to generate additional income through lettings and site promotion with hire for weddings, hire for TV/Film sets and additional Clubs all mentioned. It was agreed that establishing the Saturday market was the immediate priority. A further review of the Lettings strategy to be made in Autumn.



### **Action: A review of the Lettings strategy in Autumn 2022**

- 5.5 It was noted that all opportunities to save or reduce costs would be considered including the re-tender of contracts as they fall due. Governors thanked NP for her work on the draft budget and noted that a final budget would be presented for approval in May.

**Decision: The draft budget was noted and agreed in principle; the final draft will be presented for FGB approval in May**

- 5.6 GG circulated a paper which described the current staff structure and explained the rationale behind the class teaching structure across Reception to Y6. The aim to reduce class size below the normal 30 was supported by the appropriate use of HLTA's and TA's, in supporting in class in the morning and teaching some of the foundation subjects in the afternoon. The key was to give the teachers time to focus on Reading, Writing, English and Maths. Governors noted the impact of Covid on pupil and staff attendance this year which forced some revisions to the normal class structures. Y1 and Y3 has showed lower progress than expected and this will be addressed in the coming year with more teacher intervention. Governors were pleased to note that the Y6 assessment results were very encouraging. These results would be discussed in detail at the next Children's Committee meeting.

### **6. SFVS 2022**

Governors noted that the School's Financial Value Statement had been prepared and reviewed in detail by AS and NP with GG input. NP confirmed that the school was confident that it has the procedures and systems in place as required and an appropriate level of scrutiny to ensure compliance and adherence to statutory regulation. It was noted that the last Audit outcome was graded "Substantive Assurance" and with Audits on a 3 year cycle none was scheduled. It was noted the school was virtually cashless; only GG, NP and FS had access to the school safe.

Governors thanked NP, AS and GG for their work in drafting the SFVS.

**Decision: The SFVS was Approved**

NP left the meeting at 8.10pm

### **7. Strategy Update**

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 reported that theatre designer, Steven Tompkins, (ST) had visited the site with VD and CB and presented a range of ideas for the outdoor amphitheatre and performance space. Governors were shown and excited by the initial proposals. It was noted the amphitheatre was expected to have a 100 seating capacity. The next step is to invite ST's firm to prepare a feasibility study at a cost of £6k. Governors noted that CB, in consultation with GG has commissioned ST's firm to undertake this study, using Chair's Authority. Governors thanked VD for her introduction to ST on this project.

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

GG reported that the team was due to meet. Nothing further to report at this stage.

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

SB confirmed that the first communications were due to be released in the Summer term. Nothing further to report at this stage.

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

GG confirmed that all was going well with the plan and nothing further report at this stage. .



8. CS was absent from the meeting so there was no **Trustees Meeting (who are also Governors)**

9. **Executive HT's Oral Report**

Governors received GG's oral report: key points:

- Admission: 13 vacancies – 1xY1, 7xY4, 5xY5
- Attendance – 95%; significant absenteeism due to Covid but still above national average
- Safeguarding: 1 report to MASH; 2 reports received from MASH (but not of concern); 1 CIN
- SEND: 12 pupils on register; 2 x EHCP; 28 on Free School Meals;
- No fixed term or permanent exclusions
- Staffing changes noted
- Y4 at a week's residential camp in Flatford, Suffolk.
- Premises: storm damage has required a tree to be felled (£2k) and an insurance claim. Gates to be maintained for security (£3k). Pupil WC's to be refurbished over Easter.
- A successful programme of lettings to three Camps held on site over half term
- Governor visits to be scheduled in Summer term
- Ofsted inspection at St James's two week ago: governors to be alert to possible inspection
- Pupil leavers at present more likely to be about families relocating than pupils moving to private schools
- The newsletter to parents will include details of the school's academic achievements and references made in the Good Schools Guide

10. **Chairs Report (Verbal)**

10.1 CB confirmed that the Deanery Synod has been informed of the wish of its two governor representatives to continue for another four year term. The LDBS has confirmed that CB can continue for a second term.

10.2 The search for a parent governor continues, preferably with ICT and digital skills. This vacancy will be promoted in the Welcome Pack issued to parents in September.

10.3 CB described the Ofsted review process and how inspectors engaged with governors. Governors were pleased with the proposal that that the school run an Ofsted refresher session in Summer 2, supported by a Q&A sheet on the key details..

11. **Governor Visits, training and development**

- AS for her contribution to the draft budget and detailed review of SFVS
- VD due to review the Phonics scheme
- VD/CB came on site for the meeting with Steve Tompkins about the amphitheatre and outdoor space project
- VD ran a Shakespeare Week workshop (to be promoted in the School Newsletter)
- AE would like to visit the school and review Maths teaching

11.1 Governors were encouraged to attend the HEP seminars and courses

12. **Any Other Business**

There were no further matters for discussion



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

13.1 The next meeting of the FGB will take place on **Thursday 12 May 2022 at 7pm, on ZOOM**

There being no further Part 1 business, the meeting closed at 20.55pm

There were matters for discussion under part 2 – Confidential

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

Date: 12/5/22

\*Electronically signed due to Covid-19 distancing measures

**Agreed Actions - 24 March 2022**

Item No.	Agreed Action	By whom
5.4	A review of the Lettings strategy in Autumn 2022	FGB

**Agreed Decisions taken – 24 March 2022**

Item No.	Agreed Action	By whom
5.5	The draft budget was noted and agreed in principle; the final draft will be presented for FGB approval in May	
6	The SFVS was Approved	