



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

Wednesday 13 July 2022 at 7.00pm

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

*Chris Lambert (CL) HEP Clerk

ITEM No.	SUBJECT
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. FS, AE, and SB had sent apologies for absence which were accepted. The meeting was quorate.
2.	Declarations of Interest in respect of items for this meeting
	None declared
3	Instrument of Government
3.1	The IOG made on 28 September 2020 was reviewed and it was agreed that the governance was still fit for purpose and no changes were required.
3.2	CS queried whether further detail was needed to clarify the provisions of paragraph 10. She confirmed that there was a registered charitable trust regulated by the Charity Commission and separately the governing body constituted an exempt charity regulated by the Department of Education. The governors confirmed that they were satisfied that a clarificatory minute rather than a formal amendment would suffice at this time
	Decision: The IOG was approved



3.3 **Minutes of previous FGB held on 12 May 2022**

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

4 **Matters Arising from the meeting of 12 May 2022**

Item	Agreed Action	Update
8.2	Medical Policy	Work in progress; bring draft Policy to the Children's Committee on 18 Oct
12.0	Governors to be notified of school events	Governor visits have taken place; on the agenda

(i) It was noted that the GB would revisit the Government's White Paper on Education at future meetings as new information becomes available. Due to the anticipated election of a new PM in September this issue is on hold pending further information from DfE.

5. **Treasurer's Report (CS)**

5.1 CS reported that an Agreement would be made with the Church Wardens and Rev KA which would enable the schoolhouse to be sub-let and any income generated from a lease revert to the school. Rev. KA stated that a meeting with the Church Wardens was scheduled for 12 July; he would revert with their decision. Governors thanked CS, AB and Rev KA for their efforts in preparing the schoolhouse for sub-letting, which would be of financial benefit to the school

Action: Rev KA to inform the Trustees of the Church Wardens' decision on the sub let of the school house.

5.2 It was requested that the Trust's Financial Report be presented to the Governors at their Strategy Day on 21 September

Action: Trust Financial Report to Governors at their Strategy Day on 21 September

5.3 Governors asked if the Trust had an "Acceptable Income " policy. It was noted that the Trust does not have a written policy but operates according to its Articles of Association and manages its fund according to the needs of the school in the pursuit of its educational goals. Trustees noted that the Trust funds derive from two sources – (i) the parent donations and (ii) the Highgate Lane Fund it would be sensible to segregate the allocation of expenditure according to the two sources.

Action: Trust Fund expenditure to be segregated according to its income source, for reporting purposes.

6. **Strategy Update**

(i) Annual Project Team: CB and AS met the firm undertaking the feasibility study for the construction of the outdoor amphitheatre on 17 May, on site. CB has received an outline project sketch but the circulation of the project brief has been delayed and will now be shared at our Strategy Day. The size of the project could indicate that the project itself will not be completed in 2022/23, Governors agreed that the focus of the fundraising strategy is to raise parental donations for a project that will complete by July 2023 so an alternative priority might have to be considered. GG suggested that developing the Art Room or raising the Pond in the pond area could be achieved in year and be attractive to parent donors.

Decision: The Strategy Day agenda to include a review of project priorities for 2022/23

(ii) Communications and Fundraising: CA reported on a meeting with SB and Head of School FS at which it was agreed that: a) details of infrastructure projects would now be



included in the weekly and monthly Newsletters, b) a donation board would be placed in the playground alongside a board with images of projects as they develop, c) digital content would be uploaded to the website and d) pupils would be sought to act as project ambassadors stimulating interest among the parents and community on the immediate projects.

Action: At Strategy Day draft a message to parents about the key projects

- 6.1 Governors were concerned that the title "Governors Fund" was no longer fit for purpose, and a new name should be selected. It was agreed that this would be discussed at the Strategy Day. It was noted that the website should be checked for accuracy about the Governors Fund, including its Charity number.

Action: discuss and agree a new name for the Governors Fund at the Strategy day

7 Executive Headteacher's Report (GG, verbal)

- 7.1. GG presented some recent draft images for library murals created by a local artist which, once completed, would serve to promote both school projects and fundraising. It was noted how the images were designed to celebrate whole school participation, diversity and inclusivity.
- 7.2 It was noted that the Children's Committee met on 11 July and received a comprehensive data report on the recent Y6 SATs and other test results. GG reported that the school was delighted with the pupils' achievements; the school had exceeded the 2019 national averages and was likely to exceed the 2022 national averages. At KS2 all pupils achieved Expected Standard. It was noted that LBH will produce further analysis of results across the Borough and in November and January IDSR will produce its reports.
- 7.3 School Improvement Partner Stephen Connors had visited the school and commended the curriculum for its coverage and for being so inclusive to all pupils.
- 7.4 GG reported that pupil wellbeing continued to be a staff focus through the PSHE curriculum, by monitoring behaviour and attendance and being watchful through the day. Governors were pleased that pupils were overall happy to be in school. A pupil survey of Wellbeing will be undertaken in the Autumn.
- Action: Conduct a Pupil Survey on Wellbeing in the Autumn term**
- 7.5 **Ist Qtr Budget Monitoring**
Governors noted that budget income and expenditure was broadly in line with budget (I&E at 25% of the total) as to date Income was 25.9% and expenditure slightly lower at 23.3%. The school had received an additional £7k Supplementary Grant which was helpful. The planned launch of the Saturday market had been put back to April 2023 and this would reduce the expected income from lettings by £10k. Nursery applications were lower than expected and if below 95% capacity this too would reduce the annual budget income. Agency costs were already higher than expected due to staff absence.
- 7.6 **Staffing**
Three teachers were leaving in July and two posts had been filled from internal candidates and an Early Career teacher was joining in September. GG shared the staff structure would for 2022/23 with teachers supported by TAs and HLTAs.
- 7.7 **Roll**
(i) The destination of Y6 leavers was noted:; 70% to the State maintained schools including Fortismere (9 pupils), Highgate Wood (7 pupils) and others. 30% to the private schools including local Highgate and Channing
(ii) For September the Reception is already full with a waiting list; Y2 should be full but there are vacant places in Y4,(3), Y5 (6) and Y6 (7). All efforts will be made to fill the



places.

(iii) 2 pupils have an EHCP and 23 pupils require SEND support

7.8 GG explained a focus 2022/23 will be to (i) to re-engage with parents and the community and to encourage them to visit the school – for music and drama performances and for PE activities and arts events; (ii) application for accreditation of the Rights Respecting Award scheme (RRSA) and the ArtsMark award, (iii) to further develop the school as a teacher training school and (iv) to continue to strengthen the partnership with St James's PS through shared staff TAD and INSET days, joint staff training programmes and shared curriculum and development opportunities including writing schemes, behaviour management schemes, Forest School, and SIAMs SEF and SDP planning.

7.9 It was noted that a SIAMs inspection was due in 2022/23. GG stated that the past year had been productive with a lot of achievements made supported by the efforts of all staff, parents and governors.

Action: parents to receive an end of year letter with Data headlines and key points from the NACE Report. Governors to receive copies.

8. Committee Reports

Finance and Premises (AB, verbal)

The minutes of the meeting of 7 June had been circulated and governors raised no additional questions. It was noted that pupil income was the key to improving the budget and every effort is being made to fill vacant places. Marketing activity includes banners on the school site, at partner Churches, and in church newsletters plus on Facebook. Further promotion would be made

Children's (CA, verbal)

Meeting held on 11 July; minutes not yet available. Key points:

- 2022 data results reviewed in detail; school commended for an excellent outcome
- Maths Lead gave a short informative presentation on his subject
- CPOMS was described in detail – as the on-line behaviour tracking and monitoring programme supporting targeted interventions
- 22/23 Focus on the promotion of restorative justice among pupils
- Attendance – at 94% (Covid and some unauthorised absence late in term)
- The International day (led by parents) was most successful with an emphasis on being inclusive and open

Governors were pleased to note the outcomes of the meeting and raised no further questions.

Safeguarding

9. SB's report on his Safeguarding Link Visit of 24 May 2022 was noted.

9.1 **Action: SB to update FGB on Safeguarding at the next meeting**

9.2 It was noted that by its association with St James PS joint training led by an external provider could cost effectively cover key issues such as Safeguarding and Behaviour. The aim would be to train governors to scrutinise policies and be able to rigorously test safeguarding procedures and on-line safety policies. The current methods used for the monitoring and tracking of pupil behaviour using CPOMS was noted.

9.3 It was noted that the revised Keeping Children Safe in Education Policy will be published in September and all governors will be expected to read and confirm understanding. This will be an agenda item in September.



10. Policies

10.1 No policies were required for review at the meeting

11. Governor Visits, training and development

- 11.1 VD reported on her attendance at the HEP end of year meeting with an agenda that including KCSiE 2022, Behaviour, and the Funding Crisis. It was suggested that a discussion be held on how the school could offer support other church school in other parts of the Borough notwithstanding governors prime responsibility and focus was on support to St Michaels.
 - 11.2 LM reported on her meeting with Linda Kennedy, Inclusion Lead. LM to report to FGB after her next meeting
 - 11.3 CS reported on her visit to the school sports day on 23 June (report circulated) and praised the school for its inclusive approach to event management ensuring that all pupils had the opportunity to engage in at least one activity. Governors were pleased to note the focus on active participation. It was also noted that the promotion of greater participation by girls in the SMSA "Footy Funday" would be appreciated by children and parents.. The use of pupils as sports ambassadors was highlighted and governors asked if there could be more promotion of girl athletes as role models.
 - 11.4 AB reiterated positive comments about sports day as a well-managed and inclusive event. The Summer fair had raised £6k and was also a joyous occasion. AB had attended class assemblies and was impressed by the way in which children were encouraged to perform in front of peers. The gymnastic show on 13 July for infants was an inclusive and supportive event enjoyed by all.
 - 11.5 **Action: CB and CS to arrange to meet with new Chair of SMSA to discuss future collaboration and events. Update report to next Children's Committee**
- Chairs Report (verbal)**
- 12 CB reported that her medical condition prevented her attending school and external events as much as she would wish and thanked SB (Vice Chair) and the Committee Chairs for deputising, and asked other governors to also be available to stand in, if requested.

13. Date / time of next meeting

13.1 The next meeting of the FGB will be 21 September, 5-7pm, following our Strategy Day 2-5pm

There being no further Part 1 business, the meeting closed at 21.00pm

There were matters for discussion under part 2 – Confidential

Cordelia Brown.....08/09/2022

Signed (Chair)*

Date:

Cordelia Brown

*Electronically signed due to meeting taking place by Zoom



Agreed Actions - 13 July 2022

Item No.	Agreed Action	By whom
5.1	Rev KA to inform the Trustees of the Church Wardens' decision on the sublet of the school house.	Rev KA
5.2	Trust Financial Report to Governors at their Strategy Day on 21 September	NP
5.3	Trust Fund expenditure to be segregated according to its income source, for reporting purposes	NP
6 (ii)	At Strategy Day draft a message to parents about the key projects	FGB
6.1	Agree a new name for the Governors Fund at the Strategy Day	FGB
7.4	Conduct a Pupil Survey on Wellbeing in the Autumn term	GG
7.9	Parents to receive an end of year letter with Data headlines and key points from the NACE Report. Governors to receive copies.	GG
9.1	SB to update FGB on Safeguarding at the next meeting	SB
11.3	CB & CS to arrange to meet with new Chair of SMSA about future collaboration. Update report to next Children's Committee	CB

Decisions made at FGB on 13 July 2022

6 (i)	The Strategy Day agenda to include a review of project priorities	FGB
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