



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

Thursday 12 May 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)

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

- | 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. VD, AE, CA & AB 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 was not tabled at the meeting and the item was deferred to the July meeting
Action: IOG review on the July GB agenda |
| 4 | Minutes of previous FGB held on 24 March 2022
The Minutes were accepted as a true and accurate record and were approved. |

Matters Arising from the meeting of 24 March 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



(4.1) NP reported that the school continues to monitor its cleaning requirements, due to the reduction in demand the daily cleaning routine has been reduced but regular planned program of deep cleans implemented.

5. Strategy Update

5.1 Annual Project Team; a site visit is scheduled for 17 May with the firm undertaking the feasibility study for the construction of the outdoor amphitheatre. CB and AS will meet the advisers on site. A fee of £6k had been previously agreed by FGB to enable the feasibility study to proceed.

Infrastructure Team: work on the project to relocate the administration block to the front of the school site – the team has to meet in the coming weeks. A report to FGB on 13 July.

Communications and Fundraising: both the Amphitheatre project and the success of the IT strategy would be included in the letters to parents. The team to agree on draft letters which will be discussed at the FGB meeting on 13 July.

IT: GG confirmed that the IT projects have been completed on time and to budget. The migration between Google and Microsoft has gone well and teaching staff are pleased with the outcome. Some residual work required to complete the transfers for SLT and the office staff.

CB confirmed that governors would be provided with a school email address and would be asked to use this school email address only to ensure emails were secure and in compliance with the updated KCSiE 2022 regarding Safeguarding.

6. The FGB adjourned for the Highgate St Michaels National School Trustees Meeting (the Charity). Separate minutes were taken of this meeting.

Finance and Premises Update

7. Report and Accounts for 2021/22

NP presented the final report and accounts for 2021/22 financial year to 31 March 2022. While a balanced budget had been set for the year the school returned a small deficit of £5,600 with carry forward reserves of £132,300.

Key points:

7.1 Some minor variance of income and expenditure against budget
Lettings income recovering, albeit slowly
Nursery income slightly higher than expected
Income from parent contributions also slightly higher, due to extra residential trip for Y5, but this was balanced by extra cost of the additional trip
Agency staff costs up as additional staff required to support the school during periods of Covid related staff absence in Autumn and Spring terms
Touchpoint Cleaning was extended in the year due to omicron and continuation of covid cleaning regimes

7.2 Governors thanked NP for her clear presentation of the accounts and management of the school's finances. The final report and accounts for 2021/22 were accepted.

7.3 Draft Budget 2022/23

NP presented the draft budget 2022/23 for review. It was noted that staff costs were the primary source of expenditure and until the teaching resignation date of 31 May has passed the staff structure is based on best assumptions – and associated costs. An Office



apprentice has been included on the staff list. The budget includes £45,000 of supplementary income issued by DfE to support the Covid recovery programme. Governors noted: Income - £2,859,111 with Expenditure of £2,838,66 giving an expected surplus of £20,445 at 31 March 2023 and if achieved a carry forward of Reserves of £152,751 into 2023/24.

7.4 Governors noted the expected positive outcome for the coming year but raised concerns about the forecasts for the following two years which reported potential deficits. They asked what contingent measures the school might now consider addressing the forecast shortfalls. It was noted that the forecasts were based on a set of assumptions for the current year including the staff structure. Any change to the staff structure in future years could positively affect the annual outturn – assuming that the school roll remained very positive providing consistent levels of core income through the DSG. It was noted that as there was uncertainty about the future DfE funding and any reduction would have to be addressed in the staff structure the forecasts for the next two years were indicative only.

7.5 Early career teachers and teacher trainees are employed as part of a balanced teaching staff team.

7.6 Governors asked about the expected reduction in SEND funding and noted that the funds follow the child and is a reflection of the number of pupils on Roll entitled to additional funding support through an EHCP. CB gave a short verbal summary of the SEND funding model, for information. It was noted that the school has a duty to provide support to all children with Special Educational needs but no EHCP funding and these costs come out of the school budget.

7.7 Governors noted that the school was in control of the costs which it could manage but was at risk from those outside their control and rising energy costs were a particular concern. Governors agreed that the budget for 2022/23 was positive but there was a need to review means of generating additional income. A discussion on income generation was proposed for the Strategy Awayday agenda.

7.8 GG confirmed that the Resources Committee was tasked under its terms of reference to scrutinise the school finances and to ask the detailed questions on the budget to ensure there were no surprises at year end.

Decision: Governors approved the budget 2022/23

7.9 **Policies**

8. **(i) School Emergency Plan:** the Plan had been updated to include the latest DfE guidance. **Approved**

(ii) Medical Policy: governors raised queries about the access, issue and use of EpiPens for children with medical needs attending after school clubs and outdoor activities. FS agreed that a further review of provision on site was required to satisfy all expected contingencies which could then be reported in the Policy. Governors proposed that the Policy be reviewed by a small group of parents whose children have medical needs. After discussion it was agreed:

Action:

(a) CB to email GG with her comments on the Policy

(b) A consultation on the Medical Policy led by FS with CS, the SENDCo and two stakeholder parents to ensure the Policy is consistent and transparent in terms of arrangements and standards.

(c) The draft Policy to be re-presented to the July FGB.



Security Policy: It was noted that the school holds an Unauthorised Access log to record instances of individuals accessing the site without permission this was agreed to be evidence of a good security culture. Governors raised no additional points of the Policy which was **Approved**

(iii)

NP left the meeting at 8.27pm

Executive HT's Report (verbal)

Governors received GG's oral report: key points:

9.

- Admission: encouraging pupil numbers with expected pupils on the waiting list for September entry. The school should be full in September.
- Attendance: Sept – to date: 95%; this half term already at 96% and 11 May at 96.5%. FS described the attention paid by staff to individual pupil's pattern of attendance and take appropriate steps to improve attendance performance. Holidays taken in term time and record as Unauthorised
- Assessments: KS2 SATS complete on 12 May; KS1 SATs complete at month end; Yr1 Phonics will take place in June.
- A range of exciting events are in train: very encouraging to resume these as part of the wider return to more normal school life
- No incidence of bullying or racial or homophobic activity reported. Some peer to peer low level behaviour issues reported; actions being taken to address these. Positive behaviour celebrated.
- One family of concern; social services involved; child's attendance has since improved significantly

Chairs Report (verbal)

CB confirmed that the Deanery Synod has confirmed that both CS and CA have been re-appointed as Deanery Synod governors for a further term of office to Spring 2027

10.

10.1 CB hoped that the two parent governors, SB and AB would wish to stand for re-election as parent governors at the expiry of the current term of office. The search for associate members of the GB continues, with landscape architecture, fundraising and digital skills. This call out to parents will be repeated again in newsletters and promoted in the Welcome Pack issued to parents in September.

10.2

10.3

Governors were encouraged to complete the Safer Recruitment training and so be available to take part on Recruitment Panels. An LDBS Course on SR was noted taking place in June online.

10.4

Government Education White Paper – April 2022

Governors discussed the circulated Government's White Paper on the longer term future direction of education in England. The key indicators were noted as set out in the HEP presentation, previously circulated. Governors agreed that the paper set out priorities but there was a lack of detail on implementation. It was noted that there was no reference to additional funding at a time when school budgets were under extreme pressure. The aim to create a single regulatory system by 2030 was noted but it was questioned if this was a means to privatise the education system. It was noted that as a church school St Michaels would have to join a MAT with other church schools which might be some distance away, so reducing benefits gained by proximity, shared resources and collaboration. GG stated that a meeting with LDBS has been arranged to explore what a MAT might look like for church schools.

11.

11.1

Decision GB to revisit the subjects raised in the White Paper at future meetings as new information becomes available



Governor Visits, training and development

FS encouraged Governors to start making visits to the school particularly at times of Assembly and planned activities.

Action: FS to email governors with a schedule of planned events and activities

- 12 A documentary about life at the school is being completed and will be posted to the website.
The leaving party for the former Site Manager will be on Saturday 14 May: CS and AB are due to attend
- 12.1 Governor Strategy Day: to be held from 2pm on Friday 16 September. AS & SB will lead on a group evaluation and FGB development. LBH will be invited to give a short presentation on the Prevent agenda. A review of the Strategic Plan and fundraising strategy will complete the agenda.
- 12.2
- 12.3 Governor training: nothing to report since the last meeting

Any Other Business

(i) LM reported that she needs to provide a progress report on the school to the Church.

Action: LM to share with CB and GG then circulate to the PCC .

- 12.4 (ii) A social event is planned around the FGB meeting on 13 July; details to follow

13.

14. Date / time of next meeting

- 14.1 The next meeting of the FGB will take place on **Wednesday 13 July 2022 at 7pm, at the school**

There being no further Part 1 business, the meeting closed at 21.10pm

There were matters for discussion under part 2 – Confidential

Signed (Chair)* *Cordelia Brown*
Cordelia Brown

Date: 7/6/2022

*Electronically signed due to Covid-19 distancing measures



Agreed Actions - 12 May 2022

Item No.	Agreed Action	By whom
3.1	IOG review on the July GB agenda	FGB
8.2	<p>Medical Policy:</p> <p>a) CB to email GG with her comments on the Policy</p> <p>(c) A consultation on the Medical Policy led by FS with CS, the SENDCo and two stakeholder parents to ensure the Policy is consistent and transparent in terms of arrangements and standards.</p> <p>(d) The draft Policy to be re-presented to the July FGB.</p>	<p>CB</p> <p>FS</p> <p>FS /CS</p> <p>FGB</p>
12	FS to email governors with a schedule of planned activities in school that governors are invited to attend.	FS

Decisions made at FGB on 12 May 2020

- 7.9 Governors approved the budget 2022/23
- 11.1 GB to revisit the subjects raised in the White Paper at future meetings as new information becomes available
- 12.3 Governor Strategy Day: to be held from 2pm on Friday 16 September