



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

Wednesday 21 September 2022 at 5.00pm

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. Presentation by Ele Girling, Prevent Education Officer, LB Haringey**
- 1.1 Ele Girling (EG) gave a presentation to governors on the role of the Prevent team in LB Haringey. She described the key strategic priorities of Prevent – (i) to safeguard individuals from being radicalised and drawn into potential acts of terrorism; (ii) to impart core skills and attributes to enable individuals to build resilience against radicalisation, irrespective of age; and (iii) to reduce the risk of a person moving towards acts of terrorism.
- 1.2 It was noted that Prevent is a statutory duty which all educational establishments were required to follow. The Prevent team work with all schools in Haringey to embed the programme and provide seminars, resources and training in support. Governors were informed of their role in Prevent to ensure that the Prevent agenda is included in the school's SDP and Risk Assessments and Action Plans.
- 1.3 EG described how the Prevent team monitor community tensions and are alert to instances of overt or implied provocation or discrimination. They act upon information received and intervene as part of a preventative agency designed to change a person's behaviour and potential course of direction. It was noted that being picked up by the Prevent team does not go on a person's criminal record – the key focus being to stop an act of potential terrorism occurring.



1.4 Governors thanked EG for her presentation.

2 **Opening Prayer, Welcome and Apologies for Absence**

2.1 The Chair welcomed all to the meeting. The Rev. KA opened the meeting with a prayer. LM, SB, and AE had sent apologies for absence which were accepted. The meeting was quorate.

3. **Declarations of Interest in respect of items for this meeting**

None declared

4 **Election of Chair and Vice Chair 2022/23**

4.1 The clerk asked for nominations for the role of Chair. CS proposed CB; this was seconded by CA and with unanimous approval CB was declared Chair for 2022/23.

4.2 The Chair asked for nominations for the role of Vice Chair. SB had indicated a willingness to stand again. AB proposed SB; AS seconded the proposal and with unanimous support SB was elected Vice Chair for 2022/23.

5. **FGB Terms of Reference**

5.1 It was noted that the Pay Committee had been omitted from the list of Committees. With that insertion made the revised FGB Terms of Reference were **approved**.

6. **Annual Declaration of Interests, Governors Code of Conduct and KCSiE 2022**

6.1 Governors present at the meeting had completed their individual Declaration of Business Interests 2022/23.

6.2 Governors present confirmed acceptance of the Governor Code of Conduct. No changes were required to the Code.

6.3 Governors confirmed having read the summary document issued by the school on the key changes to Keeping Children Safe in Education 2022 edition. It was noted that all governors were expected to complete annual Safeguarding training and were directed to the HEP training programme.

Action: clerk to confirm governor signed approval of the three documents on GovernorHub

7. **Minutes of previous FGB held on 13 July 2022**

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

7.1 **Matters Arising from the meeting of 13 July 2022**

Agreed Actions - 13 July 2022

5.1 Trustees were informed by Rev KA that the Church Warden's approved the proposal to sub-let the schoolhouse. Governors thanked all those involved in the organising the letting programme of the schoolhouse.

5.2 Governors thanked CS for her detailed Trust Financial Report given at the Strategy meeting on 21 September.

5.3 Trust fund expenditure will be segregated according to income, for reporting purposes

6.1 Parents of children with allergies and other medical needs are due to meet the school to ensure the plans to keep children safe from the risk/in the event of an allergic reaction are embedded.

6.2 The new name for the Governors Fund- on the agenda.



7.9 Parents received a year end letter in July 2022 which included both a data report and the key points on the NACE report. Governors to receive a copy of the letter.

9.1 SB monitored the Single Central Record on 24 May as part of his Safeguarding link role.

11.3 CB and CS have yet to meet the new Chair of the SMSA; report to next Children's committee.

8.

8.1 Committee Structures and Link Roles

It was noted that the Committee Chairs were pleased to continue in role

CA - Children's
AB - Finance and premises
CS - Strategic Development

8.2 Link Roles

AS / Rev KA BAME

It was agreed that a working party would review the recruitment process to identify ways to encourage applications from a more diverse range of teachers. This group would comprise Rev. KA, AB, AS and CS.

SB Safeguarding
LM SEN & Inclusion
AE Wellbeing (tbc)

9. Bible quote that best supports the school Vision

9.1 Governors considered the various bible quotes set out in a short paper, previously circulated. Each was asked of their opinion of the different quotes and the rationale behind the selection. There was a general consensus that two quotes best served and support the school Vision but on merit it was agreed that the quote which best supports the school Vision was:

"I can do all things through God, who strengthens me."

9.2 Action: FS to draft a short explanation on the reasons why this quote was preferred and adopted

10 Schedule for updating statutory policies

10.1 Governors noted the school schedule by which policies would be submitted for review and approval and agreed to the timetable.

11. Policies for Approval

11.1 (i) **Performance Management** – subject to one minor revision changing NQT to Early Career Teacher the policy was **approved**

(ii) **Pay** – governors asked for clarification on various points and timelines;

4.2.1 Pay bands need to be updated

4.2.7, 4.4.9 and 4.7.3 Date change required to Sept 2022

4.3.2 It was noted that teachers are not paid an additional sum for out of school learning

4.4.2 about recruitment of teachers

4.5.0 This forms part of contract discussions

4.7.1 Noted: the school has no Lead Practitioners

It was noted that the school expects support staff to receive a DfE approved pay increase. The school would be expected to implement the increase which has been negotiated by LBH and the Unions. The issue of the teacher pay award is pending. Governors noted the comments and the Pay Policy was **approved**



(iii) **Child Protection and Safeguarding** – the Policy has been updated to include the key changes in the KCSiE 2022 policy. It was noted that LGfL (London Grid for Learning) was used to filter out abusive or harmful content on the IT system as part of the efforts being made to keep children safe. All staff received annual Safeguarding training and updates as required. It was noted that LDBS were providing Safeguarding training to governors on 3 October, online. The issue of the school making Online searches of persons making an application to work at the school was contentious and guidance was being sought from LBH before such searches were implemented.

CB noted the various changes and the points raised by governors and asked for time to complete a further review of the draft policy.

Action: Governors decided that the policy could be approved, subject to any final comments arising from CB's review.

12 Executive Headteacher's verbal report –

- 12.1 (i) Parents were pleased to receive the end of year letter and data report and commended the school for preparing Y6 pupils so well for secondary school.
- (ii) The school continues in its efforts to become better known to the wider community; one route is through its application for various scheme Awards such as the Arts Mark.
- (iii) The staff appreciated the governors' contribution to their summer end of year party.
- (iv) The site and premises summer programme was completed on time and to budget.
- (v) Joint INSET days with St James's school in September: Walkthrus and Restorative Justice 4 Schools had been successful. Follow up joint CPD planned for this term.
- (vi) The school is pleased to be able to welcome and encourage parents to site as part of its wider engagement .
- (vii) The school has 26 children on the SEN register and 2 with EHC Plans.
- (viii) Admissions is a cross Borough issue with falling rolls widely reported. Reception is full but the Nursery, Y1, and Y3-6 each have a few vacancies. All effort is being made to fill the vacant places. The Nursery has 28 of 49 places filled. It was noted that the impact of the support staff pay increase and the imminent announcement about a pay award for teachers plus the rising energy costs plus some reduction in pupil roll will increase costs and is expected to adversely impact on the budget surplus for the year.

Action: Finance report to F&P committee in November

Governors noted the 18 vacancies in Y1-6 and proposed that these places be advertised in the Newsletter, on social media, on banners and in the Highgate Hit List.

(ix) FS had initial meeting with SMSA leads – parents will regularly be involved in the promotion and sale of the school uniform, recycled by families. Governors were keen to promote the sustainability agenda to families in supporting the recycling of pre-used uniforms, as well as the cost saving for families.

13. Self-Evaluation Form (SEF) and Learning Improvement Programme (LIP)

13.1 Governors agreed the documents and asked that these be discussed in more detail at the next meeting of the Children's Committee with a report made to the November FGB.

13.2 It was proposed and agreed that Link Governors be assigned tasks with reference to the LIP at the November FGB and be asked to report on the outcome of the tasks at subsequent FGB Meetings.



14. Chair's Report

14.1 Federation with St James Primary School

CB referred to the possibility of a Federation arrangement with St James' School as discussed at the Strategy meeting held earlier on 21 September. This arrangement would be consistent with the Government's proposed Academisation programme (to be implemented by 2030) and could strengthen both schools in a time of change. CB proposed that the present working party (GG, CB and Louise (of St James) plus a LDBS representative would benefit from wider governor participation. Governors were asked to consider the opportunity to join the working party.

Action: CB to circulate details of the Federation model and seek volunteers to join the working party.

14.2 Governor Fund – Change of Title

Governors agreed that the name "Governors Fund" gave an inaccurate impression to the school community of the Trust's aims and objectives. A paper had been circulated with several proposed new titles including Space to Learn Fund, St Michael's Learning Fund, and St Michael's Learning Trust. On a vote the governors opted for the title St Michael's Learning Fund but it was agreed that this would be a pending title subject to any further suggestions made to the Chair by 5pm on Friday 23 September. If none were forthcoming the St Michael's Learning Fund would be the new name for the Governor Fund.

Action: Governors to provide CB with any alternative title for the Governor Fund by 5pm Friday 23 September. CB to then send letter to parents introducing the new name and asking parents to consider making a regular donation if they don't already do so.

15. Governor training

15.1 All governors were encouraged to take the training opportunities provided by HEP.

16 Any Other Business

16.1 No items raised for discussion

17. Date / time of next meeting

17.1 The next FGB meeting will be on Wednesday 23 November 2022 at 7pm, on Zoom

There being no further Part 1 business, the meeting closed at 7.15pm

There were matters for discussion under part 2 – Confidential

Cordelia Brown

.....10/10/2022

Signed (Chair)*
Cordelia Brown

Date

*Electronically signed due to hybrid meeting arrangements



Agreed Actions - 21 September 2022

| Item No. | Agreed Action | By whom |
|------------|--|---------|
| 6.3 | Clerk to confirm governor signed approval of the three documents on GovernorHub | CL |
| 9.2 | FS to draft a short explanation on why the Chosen Bible quote was adopted and how it supports the school Vision | FS |
| 11.1 (iii) | Governors decided that the Child Protection and Safeguarding policy could be approved, subject to any final comments arising from CB's review | FGB/CB |
| 12.1 | Finance report to F&P committee in November | NP/GG |
| 14.1 | CB to circulate details of the Federation model and seek volunteers to join the working party | CB |
| 14.2 | Governors to provide CB with any alternative suggestion for the new name of the Governors' Fund by 5pm Friday 23 September. CB to write to all parents introducing the Fund and asking parents to consider making regular donations. | FGB/CB |

Decisions made at FGB on 21 September 2022

| | | |
|------|--|-----|
| 14.2 | St Michael's Learning Fund to be the new name for the Governor Fund unless governors make a further suggestion by 5pm on 23 September. | FGB |
|------|--|-----|