



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

Wednesday 23 November 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, which was quorate. The Rev. KA opened the meeting with a prayer. LM, AS and CS had sent apologies for absence which were accepted.
- 2. Declarations of Interest in respect of items for this meeting**

None declared
- 3. Minutes of the meeting of 21 September 2022.**
 - 3.1 The Minutes were **approved** as being an accurate record of the meeting subject to one change in item 13.1 with the change from "noted" to "agreed" and "but" to "and". The Clerk was asked to make the change and post the updated Minutes on Governorhub for the Chair to sign.



3.2 Matters Arising

Item No.	Agreed Action	Update
6.3	Clerk to confirm governor signed approval of the three documents on GovernorHub	Completed
9.2	FS to draft a short explanation on why the Chosen Bible quote was adopted and how it supports the school Vision	Actioned
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	Completed
12.1	Finance report to F&P committee in November	Actioned
14.1	CB to circulate details of the Federation model and seek volunteers to join the working party	On the agenda (3.5)
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.	St Michael's Learning Fund adopted (3.6)

- 3.3 Governors not able to attend on 21/09 were asked to read CS's document presented at the Strategy Group meeting, which provides a comprehensive overview of the Learning Fund accounts.
- 3.4 Governors were reminded to keep their knowledge of the Safeguarding issues up to date, and of the statutory requirement to read the DfE Keeping Children Safe in Education 2022 Document. All Governors have attended Safeguarding training as part of their induction, and Governors were encouraged to take one of the various training courses for Governors on Safeguarding provided by HEP to keep up with latest developments.
- 3.5 CB reported on her meeting with LP, co-chair, St James's Primary School. They agreed that at present a Federation model is not required, and the focus was on an extension of the current successful partnership for a further two years. Meetings will be held with LDBS HR to ensure new staff joining either school are informed of the working model, by which they might be required to work at either school. Governors were invited to attend a meeting on 24 November with GG, CB and LDBS HR to discuss revised working arrangements for staff. Governors asked for a report on the Partnership model at the next FGB.
Action: Report to FGB on 1 February 2023 on the Partnership model.
- 3.6 Governors were pleased to note the launch of the St Michael's Learning Fund (formerly the Governors Fund), and thanked CS and NP for their work on all aspects of the Fund's accounts. The new name will be used in marketing and promotional activity as part of the school's fundraising activity.

4. Strategy Update

- 4.1 The presentation from CS was postponed to the meeting on 1 February 2023.

5. Committee Reports

- 5.1 Finance and Premises Committee (AB report)
The Minutes of the Committee meeting of 8 November had been circulated to Governors. AB invited questions and comments:
- The launch of the Sunday market had been delayed by the Market company until April 2023. The school had no say in the decision. It was noted that the projected loss of



expected income would be reflected in the final accounts for the year to 31 March 2023.

- The final deficit was now more than expected as explained in the Minutes.

5.2 Children's Committee (CA report)

The Minutes of the meeting of 18 October had been circulated to Governors.

CA invited questions and comments:

- It was noted that some SEND pupils without an EHCP require individual care and support which has resource implications. School has contacted an agency that provides skilled staff able to meet the specific needs of children with SEND and complex needs. It was noted LBH outreach team will also provide a package of support to both the children and staff. The priority was to secure an EHCP for these few children to provide the funding required to deliver dedicated support.
- Governors noted how John Cofield was the school lead on both Walkthru's and the Restorative Justice programmes as well as phase leader for Y3/4 and the Lead teacher for Geography.

6. Learning Improvement Plan (LIP)

- 6.1 Governors discussed and agreed the allocation of Link roles with reference to the priorities set out in the LIP. The purpose of the Link role was to visit the school, meet the relevant staff, discuss progress and issues if any, that affect delivery of the curriculum. It was agreed that governors should make at least one visit before March 2023 and provide a summary Visit report highlighting the key points raised. The gold standard once this model is established will be one visit per term.

Subject Area	Governor
SEND	LM
Safeguarding	SB
Behaviour	SB use of Restorative Justice and techniques for conflict resolution
Health and Safety	AB
BAME	Rev KA, FS
Wellbeing	CB
Writing	VD get more pupils to greater depth
Artsmark Accreditation	VD achieve external accreditation in drama, music and art
Walkthru's	CA review school's pedagogy
RE Lead	KA
Rights Respecting School	CS
Peace Garden	CS
Early Years / Forest School	AE
Working parties	
Staff Recruitment	AS, CS, GG & KA
Partnership with St James	CB

- 6.2 Governors were invited to attend the school Christmas lunch on 14 December and take the opportunity to meet their staff counterparts as Link governors. GG will inform staff of the allocation of Link roles and provide email addresses so meetings can be arranged
Action: Governors to confirm their attendance at the Christmas lunch on 14 December and availability to meet their staff counterpart in the allocated subject area.

- 6.3 CB asked governors to complete their visits and written reports before the next FGB.



Discussion and reflection on visits carried out this academic year, and implications for the LIP 2023/4 would form part of the Strategy Day agenda in September.

7. Executive Headteacher's Report (GG verbal)

7.1 Key points:

School Roll: Reception 100% full

Vacancies in Y3 (2), Y4 (4), Y5 (5) and Y6 (6). Staff are actively promoting the vacancies; the aim being to reduce vacancy numbers by the Census Day.

- Attendance: 96.3%: Y4 at 97.3% (national average 93.0%)
- Persistent absentees: one (67% attendance); pupil has a support plan with intervention from the EWO and school Nurse. School working with the family.
- 14 pupils presenting issues of low lying concern – being monitored; there is no obvious link between Pupil Premium children and concerns
- Safeguarding: 3 cases (One case expected to be dropped shortly)
- SEND: 2 x EHCP
 - 4 EHCP being prepared
 - 26 pupils on the SEND Register
- Parents evening: face to face completed: families informed of pupil progress
- Newsletter: circulated with full details of Trips, sports activities, events
- Anti- bullying week: completed in November
- Restorative Justice programme: launched in September across the school. This will take approximately two-years to be fully embedded. Children already engaging in the programme and becoming used to the process. Two parents' meetings have been held and led by the leads from St Michael's and St James as the programme has been rolled out at both schools.
- Next step is for Upper KS2 children to be trained as Playground Ambassadors for the programme.
- Walkthru's: evidence of the questioning technique now being used by staff in their lesson planning. KS2 pupils already engaging in the "behaviour for learning" technique. Classrooms are becoming safer spaces. An anonymised staff survey will be circulated, and further staff training will be held at both schools. This approach has led towards a review of T&L across the school curriculum
- Library: parents visited the new Library on parents' evening. The Library will be promoted as part of a wider fundraising programme
- Site Developments: Four firms of Architects have expressed an interest in being involved in the site project to relocate the school offices to the front of the school site. First interviews will be held in January 2023.
- The Deputy HT leaves at Term end after 27 years of service with the school; leaving party on 9 December. The Recruitment team will review the Recruitment pack for the new appointment. New joiner likely to start in April 2023. Internal fixed term appointments to be made for Spring term to cover for the absence of a substantive DHT
- Request for a small contribution to cover the Christmas staff drinks and the leaving party for the DHT: **Approved –**
- Governors thanked GG for her detailed report and raised no further questions.

8. Governing Board Evaluation

8.1 Rescheduled to the FGB on 1 February 2023.

Action: Governors who have not yet completed the survey were asked to complete the survey and return to AS for collation.

9. Policies

9.1 **Admissions:** it was noted that the school's boundary map had been extended to include



an additional local Church that is within our Episcopal area and Highgate Family of Churches, that does not have a Church School. The policy on siblings had been revised to enable siblings to have an automatic right of entry to the school. It was noted that once approved the Policy goes out to consultation and then it will apply for admissions in 2024/25.

Action: Admissions Policy was Approved

9.2 **PE Premium Statement of Intent:** no questions raised: **Approved**

9.3 **Pupil Premium Statement:** no questions raised: **Approved**

10. **School Term Dates 2023 -2024**

It was noted that the school proposes to adopt the LBH Term dates for 2023-24 and then organise the five INSET days around the calendar.

Action: School Term dates 2023-24 Approved

11. **Pay Committee (CA report)**

11.1 The Committee (LM, CA, CB) met in November to receive GG's teacher's pay recommendations based on the outcome of the annual appraisal review of achievements against statutory and school targets. Recommendations agreed.

11.2 **Action: the teacher's Pay Recommendations were Approved**

Governors thanked CA, CB and LM for providing support to the Committee review process

12 **Chair's Verbal Report**

12.1 The Chair summarised the main agreements from the Governors' Strategy Day, 21/09:

- It was agreed that this year's annual project is upgrading the Science lab, to be funded from parental donations to The Learning Fund.
- Annual projects for the following 2 years will be completion of music room spaces in the House, and hopefully a scaled down version of the project to develop an outdoor learning and performance space- we'll decide at the end of this year which order we will do these in.
- It was agreed to commence works on our priority infrastructure project, and we have now gone out to tender.
- Full figures and regular outgoings to site maintenance are in Claire's presentation. The Chair thanked Claire for all of her work in this area, which has brought clarity and will support our long-term strategic planning.

12.2 The Chair thanked Governors who came to library event last week. It proved a successful trial of our new card reader for receiving donations to dedicate leaves on the Library mural. Parents also signed up for regular giving.

13 **Governor training**

13.1 AE described the outcome of a Network meeting on "School Budget Pressures". Governors noted the key points of discussion: staff absence, rising energy costs, the pressure on generating additional income through Clubs and Lettings, the challenge of achieving best value for money from SLA's; the pressure on reducing expenditure and how to manage the staff budget.

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

14 **Feedback on the FGB meeting**

Governors agreed that circulation of the Committee minutes in the FGB papers provided more time for discussion on key points. The process by which Link roles had been allocated and the expectation of the role was deemed appropriate. CB was thanked for



her Chairing of the GB and for leading in such a positive way.

15 Any Other Business
No items raised for discussion

16 Date / time of next meeting
The next FGB meeting will be on Wednesday 1 February 2023 at 7pm, at school

There being no further Part 1 business, the meeting closed at 8.58 pm

There were matters for discussion under part 2 – Confidential

Cordelia Brown

.....27/11/22
Signed (Chair)* Date
Cordelia Brown

*Electronically signed due to hybrid meeting arrangements

Agreed Actions – 23 November 2022

3.5 Report to FGB on 1 February 2023 on the Partnership model **CB & GG**

6.2 Governors to confirm their attendance at the Christmas lunch **ALL**
on 14 December and availability to meet their staff counterpart
in the allocated link area.

8.1 Governors who have not already done so were asked to complete the survey and **ALL /AS**
return the completed forms to AS for collation

Approvals

- **Admissions Policy**
- **PE Premium Statement of Intent**
- **Pupil Premium Statement**
- **The teacher's Pay Recommendations**