



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

Wednesday 1 February 2023 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)

Associate

Also Present

*Chris Lambert (CL) HEP Clerk

*Geraldine Gallagher
Ex-Officio Executive Head (HT)

**denotes governor present
+denotes apologies received*

**ITEM
No.**

SUBJECT

- | | | |
|--------------------------|---|-----------------------------|
| <p>1.
1.1</p> | <p>Opening Prayer, Welcome and Apologies for Absence
The Chair welcomed all to the meeting, which was quorate and opened the meeting with a prayer. LM, Rev. KA, AE, AB and JM had sent apologies for absence which were accepted.</p> | |
| <p>2.</p> | <p>Declarations of Interest in respect of items for this meeting
None declared.</p> | |
| <p>3.
3.1</p> | <p>Minutes of the meeting of 23 November 2022.
The Minutes were approved as being an accurate record of the meeting.</p> | |
| <p>3.2</p> | <p>Matters Arising</p> | |
| <p>3.5</p> | <p>Report to FGB on 1 February 2023 on the Partnership model</p> | <p>On the Agenda</p> |
| <p>6.2</p> | <p>Governors to confirm their attendance at the Christmas lunch on 14 December and availability to meet their staff counterpart in the allocated link area.</p> | <p>Actioned</p> |
| <p>8.1</p> | <p>Governors who have not already done so were asked to complete the survey on the</p> | |



GB and return the completed forms to AS for collation. **Moved to the FGB on 22 March**

4. Strategy Update

4.1 CS gave a verbal report supporting her visual presentation on two current projects

(a) Strategic infrastructure project: Architect interviews in process

(b) Peace Garden: CS described the proposals proposed by artist Basil Olton to enhance the Peace Garden. His concept was to make repairs to the site, introduce new planting and clearing of debris, and the introduction of ceramic art. Trees would be used to display seasonal art displays that projected ideas and themes in line with the curriculum. The children would make and decorate pebbles that would promote and reflect the school's values. CS described how the children would be involved in this project through discussions in Assembly, in classroom lessons (RE, Art, History) and through art projects.

Governors were excited at the proposal as a means of also helping to re-establish the involvement of the wider school community after the hiatus of the Covid years. It was noted that this project might qualify for an Arts Council Grant if could be extended to include other schools. It was proposed that the school's artwork would be displayed at an exhibition at Lauderdale House

Action: Basil Olton to prepare a final proposal for the Peace Garden

4.2 Governors received details of the funding requests being made of the Learning Fund and questioned the rationale behind each:

Project	Funding	Decision
Peace garden	£2,000	Agreed , new project
Portion of Highgate Lane rental	£25,000	Agreed , annual agreement
LDBS Insurance	£11,934	Agreed , annual cost
Amphitheatre study	£6,000	Agreed , Discretionary project
Replacement of EYFS sinks	£9,482	Work required and completed
IT- purchase of 40 Chromebooks, Licences, migration to Google	£10,030	Actioned
Card payment machine	£79	Actioned
Invoice for Library works	£5,000	As agreed , work done in 2018/19; late receipt of Invoice
Site Maintenance	£50,000	annual site Expenditure

4.3 Governors received the LF Balance Sheet reporting net assets of £543,660 at 31 December 2022 and were satisfied that the Fund balance could meet both the project costs (above) and the estimated infrastructure budget (4.1 above) of c£350,000

4.4 Governors expressed their thanks and appreciation to John Morely and Nikki Purvis in preparing the LF annual accounts. These had been filed with the Charity Commission before the due date.

Action: CA to write to JM, expressing the trustees appreciation.

5. Committee Reports

Children's Committee (**CA verbal report** and the draft Minutes of the meeting)

Governors received a short summary of the meeting of 10 January and invited questions:

- John Cofield, Lead teacher, had spoken on the Restorative Justice programme and of his work in establishing the programme in partnership with his counterpart at St James's CoE primary school.
- The school SIP had been very complimentary on his visit to the school.
- The school was consulting parents regarding launching the Halo project, supporting pupils wearing hair styles consistent with their cultures.



- The school was extending the range of trips and community-based events.
- A joint INSET with staff at St James had been well received –
- The expected academic outcomes for 2022/23 will be consistent with those of the previous year; additional support is being provided to pupils as required.

6. Executive Headteacher's Report (GG verbal)

6.1 Governors noted the key points set out in GG's written report:

- School Roll: Reception 100% full; Nursery has 3 f/t and 17 p/t places available. 23 places available: in Y1 (2), Y3 (3), Y4 (6), Y5 (5) and Y6 (7).
- Attendance: 95.17% (award received from FFT (national average 93.0%))
- Safeguarding: 3 cases (one case expected to be dropped shortly)
- SEND: 2 x MASH referrals from the school; 3 MASH pupils sent to the school
- CIN x 1
- Early Help – 1 family; case now closed
- CAFCASS – received for 5 children
- All staff safeguarding training up to date; 2 new members of SLT were on training for DSL level 3 in January
- SEN register- 28 pupils
- EHCP – 2 pupils
- Pupil Premium – 25 pupils; FSM 40 pupils; LAC – 1 pupils
- 222 "Behaviour" incidents of which 3 pupils accounted for 103 incidents logged on CPOMS
- Parents evenings, Nativity at Xmas Music concerts and SMSA led events all encouraged parent participation,
- Collaborative partnership with St James continues to show benefits

Governors thanked GG for her detailed and helpful report and raised no further questions.

7. Finance – Budget Outturn 2022/23

7.1 Governors received the Qtr 3 financial report and attached notes to the accounts. It was noted that the budget deficit had reduced to a revised forecast deficit

7.2 Governors raised several points on specific issues and were satisfied with the provided explanations. They were pleased to note the expected improvement in the school's financial position at year-end

7.3 Governors thanked NP for her work in preparing the Q3 report and accounts.

8. Link Governor Visits

8.1 CA gave a summary of her Link Visit on 6 January to meet John Cofield and review the Walkthrus programme. Governors noted the report and commended it for its clarity and positivity.

8.2 CB gave a verbal report on behalf of AE on her visit in December 2022 to review the Outdoor Learning programme. Governors noted the report and raised no questions.

8.3 VD had made three visits attending different reading classes and meeting English Lead.

8.4 SB reported on his visit to meet John Cofield in December 2022 and learn about the Restorative Justice programme. SB gave a short summary of the key points of the programme which were resonant with JC's description when he presented to the



Children's Committee on 10 January. Governors remarked on how the programme links to the school's LIP and serves as a joint platform for sustained collaboration between the school and St James. It was noted that RJ will take 3-5 years to fully embed in the school culture.

8.5 Governors were reminded of the expectation that they all make at least one annual visit (Bronze) with the aim of making one visit per term (Gold standard).

8.6 Governors were asked to complete the Visit Report and email it to the Subject Lead for comments and on points of accuracy before submitting it to the Chair for inclusion in the GB papers.

9. Policies

- **Suspension & permanent Exclusion Policy** (Jan 23); no comments raised; **Approved**
- **Designated Teacher for Looked After & previously LA children**; no comments; **Approved**
- **Children with Health Needs who cannot attend School**; no questions; **Approved**
- **Online Safety Policy (model policy)**

This model policy from the Key, raised questions as to how SLT ensure staff are trained. FS described the various means- through induction and safeguarding training and the material shared at E-safety Week when Mary Reblo provides a series of workshops for staff and parents.

The school uses CPOMS to record any incidents which helps identify trends. The IT system has the required firewalls to prevent inadvertent pupil access to unacceptable sites. PSHE lessons and small assembly sessions focus on informing pupils of positive role models and age-appropriate content. Conversations held with parents to advise them on how to manage their child's access to appropriate material and content.

Governors were satisfied at the content and focus of the Policy: **Approved**

Chair's Verbal Report

10. CB had circulated the draft updated Partnership Agreement 2023-2025 by which the term
10.1 'partnership' refers to the management of both schools by the Headteacher, Geraldine Gallagher of St. Michael's Church of England Primary School, assuming the role of part-time Executive Headteacher (EH) of St James' Church school and St Michael's.

There were no questions about the updated Partnership Agreement.

The FGB of St James school will also be consulted on the draft updated document.

The Chairs of both schools will present the document for ratification at their March meetings.

10.2 **Action: Partnership Agreement 2023-25 on the March FGB agenda**

10.3 CB had circulated the Governors' Strategic Improvement Plan 2022 – 25, which was updated at our Strategy Day on 21 September 2022. This is a working document that tracks our actions and progress towards our strategic aims. It was noted that the planned creation of the Amphitheatre was on hold at present as we interview architects for the larger infrastructure project, and there is still time to bring this back and meet the anticipated completion date of Summer 2025. Governors were pleased that consultants had provided details of a reduced scheme (pro bono) and these documents were sufficiently detailed to be used in a Tender exercise with prospective builders.

10.4 Science Room upgrade: GG reported that a review of the facilities at Highgate school had helped to crystalize the plans for the science room: a) to provide a preparation room



adjacent to the science room for housing resources; and b) to refurbish the existing laboratory spaces. GG has contacted the school surveyor to visit and provide a feasibility report. Governors accepted the rationale for the revised plan and suggested that new equipment could be purchased this year which could transfer into the new science facilities in due course.

10.5 **Action: GG to liaise with Science Lead to purchase equipment**

11 Governors raised comments about the communications strategy which would promote these significant projects (relocation of school office, Peace Garden, Science Rooms) to parents and the wider community to support the fundraising activity.

12. Succession Planning: it was noted that the issue of governors' end of term of office was looming and further discussion would be required in March on the matter.

Action: Succession Planning on March FGB Agenda

13. **Governor training**

AS was attending the sessions on being a Chair/ Vice Chair
AS was attending training on issues of sustainability.

14. **What Went Well – Feedback on the meeting**

- Governors agreed the HT's written report had been both informative and helpful
- Governors thanked CS for her timely and informative presentation on the finances of the Learning Fund.
- SB commented at how the meeting was improved by the expectation that all the papers had been read prior to the meeting which supported much better debate and opportunity for challenge.

Any Other Business

No items raised for discussion

Date / time of next meeting

The next FGB meeting will be on Wednesday 22 March 2023 at 7pm, on Zoom

There being no further Part 1 business, the meeting closed at 8.40pm

There were matters for discussion under part 2 – Confidential

Cordelia Brown

.....13/02/2023

Signed (Chair)*

Date

Cordelia Brown

*Electronically signed due to hybrid meeting arrangements

Agreed Actions – 1 February 2023

4.1 Basil Olton to prepare a final proposal for the Peace Garden

4.1 CA to write to John Morley expressing the trustees appreciation for his work on the LF annual accounts.



4.4. **Action: GG to liaise with Science Lead to purchase equipment**

10.3 **March 2023 FGB Agenda items**

- Governing Board Evaluation: AS
- Partnership Agreement: CB
- Succession Planning CB

Approvals

- Suspension & permanent Exclusion Policy (Jan 23);
- Designated Teacher for Looked After & previously LA children;
- Children with Health Needs who cannot attend School;
- Online Safety Policy.