



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

Wednesday 22 March 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) (24-03-24)

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**
(02-06-23)
*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 (24-03-26)

Ex Officio (2)

*Reverend Kunle Ayodeji
Ex Officio Foundation (KA)

Associate

Also Present

Niki Purvis (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, which was quorate. The Rev KA opened the meeting with a prayer. LM was noted as being absent.
- 2. Declarations of Interest in respect of items for this meeting**

AB declared that a director of Brass Architecture was her brother.
- 3. Minutes of the meeting of 1 February 2023.**
 - 3.1 The Minutes were **Approved** as being an accurate record of the meeting.
 - 3.2 **Matters Arising**

Basil Olton to prepare a final costed proposal for the Peace Garden: **Actioned**

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

GG to liaise with Science Lead to purchase equipment **Actioned**
It was noted that school is awaiting LDBS surveyor to conduct a spec to improve the science lab



4. Extraordinary Minutes of the meeting of 2 March 2023

- 4.1 The Minutes were **Approved** as being an accurate record of the meeting.
- 4.2 It was recorded that Brass Architecture had been awarded the contract regarding the infrastructure works to the front of the school.

4.3 Matters Arising

GG to inform Brass Architecture of the decision and to set up the next stage planning meeting. Report to F&P Committee on 6 June and to FGB on 12 July.

5. Finance: Draft Budget 2023/ 24

- 5.1 Governors received a verbal report on the draft budget 2023 / 24, previously circulated with Notes to the Budget. Key points:

Forecast Outturn 2022/23

In year deficit	£(43,679)
Surplus brought forward	£132,306
Surplus carry forward	£88,627

NP reported that the result for the current year 22/23 had yet to be finalised but the deficit could be higher than forecast. If so, this would further erode the reported Reserves balance carried forward to 23/24.

Assuming the predicted outturn is achieved the first draft budget would result in a deficit of £18,928 and would reduce reserves to £69,699, however a number of assumptions in the budget are yet to be confirmed.

5.2 Draft Budget 2023/24

In year deficit	£(18,928)
Surplus brought forward	£88,627
Surplus carried forward	£69,699

Governors questioned the assumptions behind the income and expenditure per line and noted the areas of uncertainty:

Income:

- Lettings income up to £95k; assuming that both the market starts in April and the current trend of hire continues. But if building work starts in-year this could impact on the availability of the site for hire and so reduce income.
- Catering: the recent announcement from the London Mayor's office about funding pupil free school meals requires more detail. Most likely the income will not cover the full cost of school meals and the school would be required to cover any shortfall in funding, which would impact directly on the school budget.
- Donations: from the Governors Fund to the School matched by expenditure

Expenditure:

- Staffing costs: a key cost area: teachers' pay increase assumed to be 5% from September; support staff to each get a flat rate rise of £2,229 from April. Both assumptions recommended by Haringey Finance. There are no plans to change the staffing structure.
- Services costs: Energy costs to rise by 48% to £105k.
- Catering costs: rising food prices putting school meal budgets under severe strain.
- Bought in Professional Services; rising to £118k to meet the cost of 1-1 provision



- 5.3 to support four children with specific and special needs.
- 5.3 ➤ An EHCP was pending on three of those children but not assured. It was noted that if the EHCP are approved the school could expect to receive between £18k and £36k additional income depending on need. This is against cost of provision in the order of £75k as EHCPs rarely cover the full cost of providing support.
- 5.4 Governors noted the draft budget was an initial iteration and thanked NP for her work, and the very good management of the finances. Final draft to F&P Committee on 25 April.
Action: the final draft budget will be presented to the F&P Committee on 25 April with delegated authority to Approve. FGB will be informed of the outcome at the meeting on 11 May.
- (i) **Tender Contracts**
Governors noted that the outcome of two recent Tender exercises:
Cleaning: four firms visited the school in response to the Contract Tender; 3 bids were received, and the Contract was awarded to Atlantic who not only presented the lowest cost but won in the evaluation of selection criteria. The current staff will be TUPE'd to Atlantic and their pay will be at the London Living Wage.
Action: The decision to award the 3-year cleaning contract to Atlantic was Approved
- Catering:** a rigorous process of evaluation was conducted using the DfE approved Tender Framework for the bid review and assessment. Four Bids were submitted, and all four firms were interviewed. The three-year contract was awarded to the present catering firm Harrisons who met all the criteria and were also offering a guaranteed return to the school.
- Key Points:**
- Harrisons have agreed to review the kitchen staff structure
- A set of KPI's have been agreed and will be used to evaluate catering performance; parents' comments will be factored into the final KPI set. These include portion size, presentation of food, a wider range of options (less meat based), speed of service; and cleanliness of the serving area
- (ii) ➤ Parents will be kept informed of how the school monitors the catering, menu and service.
- A pre-order system will be considered as a way to speed up service.
- (iii) **Action: the decision to award the 3 year catering contract to Harrisons was Approved.**
- 5.5 **Action: A report to Childrens Committee on the progress of the contract once parent feedback has been given to Harrisons**
- School Financial Value Standard**
Governors noted that the document was a statement or self audit of financial regularity to give the local authority assurance of the financial stewardship at the school. There were no significant changes on last years statement. NP reported that ABs relationship with Brass Architecture had been recorded under Related Transactions. NP reported that the Self-Assessment dashboard had been completed based on 2021/22 data with an encouraging outcome. Premises costs were higher than comparator schools (nationally and locally) due to the nature of the school site but in other respects came out well on cost.
- 5.6 **Action: The SFVS was Approved; to be submitted to LBH by 31 March**



NP left the meeting at 8pm; CA also left the meeting for a few minutes

Executive Headteacher's Report (GG verbal)

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

- School Roll: Reception 100% full; Nursery has 4 f/t and 15 p/t places available. 23 places available: in Y1 (2), Y3 (4), Y4 (6), Y5 (5) and Y6 (7).
- Attendance: 95.14% (award received from FFT (national average 92.4.0%)
- Persistent Absence: 37 children (10%); Haringey 19.5%; National 22%
- Safeguarding:
SEND: 2 x MASH referrals from the school; 3 MASH pupils sent to the school
CIN x 1
Early Help – 0
CAFCASS – received for 7 children (2 are siblings)
All staff safeguarding training up to date; 5 members of SLT at DSL level 3
SEN register- 32 pupils
- EHCP – 3 pupils; 2 are referring with more information; 2 pending
- Pupil Premium – 25 pupils; FSM 41 pupils; LAC – 1 pupils
- Behaviour: no fixed term or permanent exclusions; decline in the number of reported incidents as the Restorative Justice approach has been rolled out across the school
- Trips: Y4 residential at Flatford, Suffolk
- Partnership with St James continues to show benefits . Strong collaboration - developing staff skills and talents on initiatives to improve outcomes for all. Shared resources and projects across the curriculum.
- H&S Audit completed: positive outcome; report to F&P Committee on 25/4

GG reported on her meeting with the working party for diversity and inclusion (Ab, AS,KA) GG conducted an audit of current recruitment practices, researched alternative practices and made proposals for immediate, short term and long term changes. Audit discussed at meeting and agreed set of actions to improve the accessibility of the text and reduce the opportunity for unconscious bias creeping into the process.

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

6. FGB Evaluation

6.1 It was noted that the results of the governor survey conducted in Autumn and managed by AS had been circulated. The key outcomes noted:

- Training interests include Ofsted, curriculum implementation & attainment, unconscious bias/diversity
- Whether we can further improve the efficiency of meetings
- To get to know the school even better and learn how best to hold leaders to account
- How we can become better at engaging with stakeholders when making key decisions

The GB was acknowledged as:

- A committed, respectful and collaborative team
- Strong on financial oversight
- Working well with SLT and the Clerk
- Having a good understanding of their roles as school governors

After discussion it was agreed that there should be more opportunity for governors to build on the results of the governor survey.

Action: The results of the Governor survey to be discussed at the FGB meeting on



11 May, with a 20 minute slot for small group work, discussion and evaluation.

7. Chair's Items

7.1 The HEP Briefing had been circulated which included the DfE plan on Alternate provision, SEND and those with Disabilities. Governors were encouraged to read the plan. A range of Ofsted videos had also been posted which governors were encouraged to watch. An Ofsted refresher as part of the expected Inspection would be planned.

8. Partnership Agreement

8.1 The Chair reported that the Agreement with St James's Primary School would continue for a further two years with GG as Executive Head, each school having a Head of School managing an SLT and staff team

It was noted that the collaboration was working well between the teaching staff and on projects such as the Restorative Justice programme. Opportunities for cost sharing were still being explored.

Action: The Partnership Agreement was Approved, to be signed by the Chair

9.0 Succession Planning

9.1 It was noted that the two Parent Governors' terms of office were coming to an end in April and elections would be held after Easter. It was hoped that both SB and AB would wish to stand again for election.

(i) It was recorded that the Deanery Synod had agreed that both CA and CS could serve a second term of office at the end of their current term. The Rev KA was asked to address this at the next meeting of the Synod to gain confirmation.

Action: Rev KA will write to the Synod making the request re CA and CS as Deanery Synod governors; copy to CB

(ii) It was noted that LM's term of office as part of the PCC (Parochial Church Council) ends on 11 April

Action: CB will discuss with LM's as to her intentions as a PCC nominated governor.

(iii) The Chair reported that LDBS was happy for her to stand again for a further four-year term from 2 June.

Action: CB to serve another term as the LDBS Governor

10. Governor Visits, Development and Training

10.1 Governors had identified their wish to attend training on the issue of Unconscious Bias, that was at the same time as this meeting

Action: CB to write to HEP on future courses on Unconscious Bias

VD reported on her recent visit to the school to attend a reading class. VD will also attend to sing in the Choir.

10.2 It was suggested that parents should receive information via the Newsletter and website on the governor's engagement with the full range of school activities.

Action: CB and FS to discuss ways to inform parents of the range of governor's interactions with the school. CB to write Easter message for end of term newsletter.

AB reported on her visit to the school to take part in the review of the marketing material used to attract candidates to roles with an emphasis towards attracting a more diverse and inclusive field.

CS and CB met GG and FS and the early years staff to discuss the site project with Brass Architecture

11. Feedback from the meeting



May 2023 FGB Agenda items

- Budget 2023/24
- Governor survey outcomes