



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

Thursday 11th May 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) (07-04-27)
*King-Lynn Swayne (KL) (11-05-27)

PCC (2)

*Lisa Maguire (LM) (11-04-23)
*Valerie Doulton (VD) (02-02-25)

LDBS (2)

*Cordelia Brown (CB) **CHAIR** (02-06-27)
*Alexandra Economides (AE) (17-09-24)

Deanery Synod (2)

+Charlotte Allen (CA) (25-02-27)
*Claire Southern (CS) (12-05-27)

Staff Governor (1)

*Julia Machin (24-03-26)

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

- 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. SB and CA had sent their apologies which were accepted.
 - 1.2 King-Lynn Swayne was welcomed to her first meeting as the new Parent Governor. It was noted that Stephen Bethel had agreed to stand as the other parent Governor for a further term of office.
- 2. Declarations of Interest in respect of items for this meeting**
None declared.
- 3. Minutes of the meeting of 22 March 2023.**
 - 3.1 The Minutes were **Approved** as being an accurate record of the meeting.
 - 3.2 **Matters Arising**
 - 5.3** The final draft budget 2023/24 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. **Agenda item**
 - 5.4 (iii)** A report to Childrens Committee on the progress of the catering contract once



parent feedback has been given to Harrisons. **Noted**

6.1 The Governor survey to be discussed at the FGB meeting on 11 May; **Agenda item**

9.1 (i) Rev KA will write to the Synod making the request re CA and CS as Deanery Synod governors; **No objections raised to CA and CS continuing to serve as DS governors**

9.1 (ii) CB will discuss with LM as to her intentions as a PCC nominated governor; **CB and LM are meeting 17th May and will discuss.**

9.1 (iii) CB to serve another term as the LDBS Governor: **noted**

10.1 HEP course on Unconscious Bias: **expected to be part of the next HEP governor training programme**

10.2 CB and FS have promoted the range of governor interactions in the newsletter

4. Finance Report – Year End 2022-23.

4.1 Governors received a verbal report on the year-end result 2022-23; this item had been fully discussed and scrutinised in detail by the F&P Committee at its meeting on 25 April 2023. Further to discussion the Committee had **Approved** the year-end financial result. Governors noted the Income Statement and the commentary provided by the School Business Manager. Key points:

Final Outturn 2022/23

| | |
|-------------------------|--------|
| In year deficit | £(47k) |
| Surplus brought forward | £132k |
| Surplus carry forward | £85k |

4.2 Income was broadly in line with budget although there was a shortfall in Clubs income and in the catering budget. The school benefited from an additional £40k received from governors through the Learning Fund but this was reimbursement against additional expenditure and has no impact on the bottom line.

4.3 Teaching costs were as expected, with lower teaching staff costs offset by the increased additional supply staff costs. There was an overspend of £40k on support staff, largely incurred to enable provision of 1-1 support for children with SEN needs identified in the last quarter of the year and long-term staff sickness earlier in the year. Energy bills increased over 3 times previous levels and despite an upward revision of estimated costs there was still an overspend of c£7k at year end.

4.4 The school accepts its deficit position for 2022-23 and plans to promote its Nursery and encourage additional placements to secure additional income in the 2023-24 and subsequent years as a means of restoring the school finances into surplus.

4.5 **Governors Ratified the decision of the F&P Committee** and accepted the final financial report for 2022-23. They thanked the SBM and the school staff for their prudent management of finances. It was noted that funds held on the schools current account would only benefit slightly from any rise in interest rates.

5. Budget 2023-24

5.1 Governors were asked to ratify the draft budget 2023-24, previously **Approved** at the F&P Committee meeting on 25 April. They noted:



| | |
|-------------------------|--------|
| In year deficit | £(50k) |
| Surplus brought forward | £84k |
| Surplus carried forward | £35k |

Governors noted that with an increased capacity in the Nursery the opportunity to increase placements would be taken and this would provide additional income. The forecast for 2024-25 shows a balanced budget and a return to a surplus of c£52k in 2025-26.

5.2 Governors raised questions on the planned income and expenditure for the next year and were satisfied that significant planning and thought had gone into the preparation of the draft budget. They were satisfied that the F&P committee had been provided with all the information required to enable them to make an informed decision and as a result **governors were pleased to Ratify the decision of the F&P Committee made on 25 April, and accepted the budget for 2023-24**, and the forecasts for the subsequent years.

6.0 **Strategy Update**

(a) Governors received a verbal progress report on the project to re-develop the Early Years accommodation. It was reported that the Architects had met the school staff and interested stakeholders and some design changes had been proposed. The structural engineers and the LDBS estate manager have also been involved in discussions. The next meeting of the parties will be on 17 May to which governors were invited to attend. The aim is to achieve the final plans by 1 June with a project start date early in the Summer holiday.

Action: Next EY accommodation project meeting on 17 May at 4pm

(b) It was noted that based on costings of c£25k received in 2016 for furniture only in the redevelopment of the Science Room, the likely budget today was expected to be out of range in the coming year and therefore the focus would be on a refurbishment of the room only.

7.0 **Ofsted and Headteachers Report**

7.1 Governors were informed of the pending Ofsted Inspection and spent some time considering how to prepare for the visit. They reminded themselves of their core functions and duties, including holding school leaders to account and conducted small group work to reflect on the roles and duties and to challenge themselves as to their understanding of the roles in the broader context. They were encouraged to be aware of the process of the review, to consider their own input to the benefit of the school and to be able to articulate their own contribution and impact to the success of the school's Aims and Vision such as the development of the Library.

7.2 Governors noted how the expected Sct8 two-day review is expected to unfold and were reminded how they might contribute to the event. GG & FS presented on the expectations of an Ofsted visit and these slides would be shared on Governorhub with links to the advice as available from NGA and on YouTube. As part of the preparation Governors were also encouraged to review the school SEF and the LIP.

7.3 To assist in the preparation the Headteacher used her categories within her report to Governors (May 2023) to highlight the topics likely to be at the forefront of discussion between the school and the Inspectors.



- Admissions: currently 399 with 21 places available across the years; notification of vacancies being advertised on the school banners, in the newsletter, website, Church news letters
- Attendance year to date: 95.01% (national average 91.6%) with persistent absence of 11% (national average (22.6%). Governors informed of exceptional requests and circumstances
- Safeguarding: 1 x CIN, 1 x family receiving Early Help, 7 x Family Court cases, 5 pupils with MASH referrals sent to school.
- SEND children (35 pupils) and their specific circumstances noted.
- Pupil Premium (25 pupils) with 41 on Free School Meals and I LAC. Financial assistance given to 44 FSM pupils to attend clubs.
- Behaviour Reports (nil fixed term or permanent exclusions); Behaviour Policy reviewed and approved by governors; Restorative Justice INSET Training day for staff with Informative sessions for parents. Nil occurrence of cyberbullying, sexist, racist or homophobic events. All incidents, however minor recorded on CPOMs on-line reporting system.
- Trips and activities – Y4 Residential (Flatford) and Y6 at PGL
- Parental engagement planned for Summer Term including parents' evenings
- Fundraising Tottenham Grammar school grants for Flatford & PGL (£2,752), Spring Term PP clubs (£2,000), and WCIT (£2,000) for Year 4 instrument hire
- Partnership with St James: joint INSET on SIAMS Inspection and Forest School training, Early Career teachers joint placements; Restorative Justice training for all Y5 pupils, and staff discussions on writing moderation and the new Maths scheme.

7.4
Governors asked about the issue of both pupil and staff Wellbeing and were pleased to note that this will be discussed more fully at the next meeting of the Childrens Committee. FS described her approach as head of School with an Open Door Policy for staff plus all staff having access to the independent Employment Assistance programme. The staff response to the recent satisfaction survey was discussed with governors left with the view that the significant majority of staff felt that they were listened to, that they appreciated the supportive ethos and that their Wellbeing was a leadership priority. It was noted that exit interviews are held for staff leavers although at present the staff situation was very stable. The Rev KA offered to be available to support the senior posts in the school should they so wish.

8.0 8.1 **Policies**

Employee Disciplinary Procedure and Code of Conduct Policy: no questions raised:
Approved: (review May 2024)

9. **Governor Survey (AS oral report)**

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

Governors then held a short break-out session to consider how to build on the results of the governor survey. Outcomes:

- a) to look out for opportunities for engaging with school stakeholders – pupils, parents, staff, and all those who come on to the site.
- b) to continue to invite teachers to speak at Committee and GB meetings on their subject areas
- c) to continue to make visits to the school- events as published in the newsletter- and to meet subject leads governors are partnered with.
- d) to consider different and engaging ways to hold SLT to account in our FGB and Committee meetings.

10. Chair's Items

10.1 The Chair reported:

- a) the recruitment for a new Head of School had been a success, and the appointee (from a very strong field) will start on 1 September. A handover programme with FS in June / July was being prepared.
- b) Interviews for the Inclusion lead will take place next week. Another strong field in terms of experience, and a diverse range of candidates.
- c) Parent Governor AB decided not to re-stand for election but has agreed to remain as an Associate Governor contributing her expertise as appropriate to the agenda.
- d) There is a vacancy for a Chair of the F&P Committee; the Chair would welcome a volunteer.

10.2 The Chair referred to an issue raised by a parent who asked that the governing board consider the practise of teachers providing private tuition to some of the school's pupils. Governors were aware that teachers take on private tutoring work outside of their contracted hours in schools, particularly in London where the cost of living has a significant impact on issues of residency and affordability.

10.3 Governors confirmed that they were aware that this had been a long-established practice at St Michael's and that teachers have continued to undertake such work with the school's approval, providing they adhered to the school's requirements:

- a) that teaching staff declare any request to commence tutoring to their line manager
- b) their line manager must be satisfied that any such work will not have a negative impact on their workload, and will consider any potential conflict of interest
- c) that staff do not tutor children in their year group
- d) that any teaching undertaken outside of school hours is subject to the expectations set out in Part II of the Teachers' Standards, and with Keeping Children Safe in Education, 2022; and that
- e) staff declare any additional work to HMRC.

10.4 It was noted that the Employee Disciplinary Procedure and Code of Conduct Policy had



been reviewed and approved at the FGB meeting and which clearly states the school's requirements relating to private tuition outside of school hours.

- 10.5. Governors were satisfied that they had carefully considered the issues raised by the parent. It was noted that there is nothing in teachers' contracts that prevents them from carrying out this work. Governors were satisfied that staff are aware of and meet the five requirements (a-e) set by the school. There was no objection to the practice.
Action: The Chair to contact the parent informing them of the outcome of the discussion and policy review.

11. Governor Visits, Development and Training

Nothing to report.

12. Feedback from the meeting

- The Ofsted session had been informative.
- The session on the outcome of the governor survey had been lively and useful.

13. Any Other Business

- 13.1 Governors were pleased to note the strong representation of pupils with four teams present at a Chess Tournament to be held in Camber sands, Kent.

14. Date / time of next meeting

The next FGB meeting will be on **Wednesday 12 July 2023 at 7pm, on Zoom.**

There being no further Part 1 business, the meeting closed at 9.18.pm.

There were items for discussion under part 2 – Confidential Matters

... *Cordelia Brown*.....22/05/2023
Signed (Chair)* Date
Cordelia Brown

*Electronically signed to avoid delay

Agreed Actions – 11 May 2023

- 4.5 Governors ratified the decision of the F&P Committee and accepted the final financial report for 2022-23
Governors were pleased to ratify the decision of the F&P Committee made on 25 April, and accepted the budget for 2023-24
- 6.0 (a) Next Early Years accommodation project meeting on 17 May at 4pm
- 6.0 (b) Focus for works to Science room will be on refurbishment, organisation of storage and displays.
- 10.5 The Chair to contact the parent confirming the GB's approval that teaching staff may be tutors to school pupils outside of contracted hours, under five agreed criteria



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Approvals

Employee Disciplinary Procedure and Code of Conduct Policy