



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

**Wednesday 12<sup>th</sup> July 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. CA and JM had sent their apologies which were accepted. AE was noted as being on maternity leave.
  - 1.2 It was recorded that CA had decided not to stand for a second term as Deanery Synod governor. Her final meeting was as Chair of the Children's Committee on 10 July. She had sent her apologies for absence at this evening's FGB. The Chair, on behalf of the GB, recorded her thanks for all that CA had done for the Children's Committee, as a governor of the FGB and for her work on the school communications strategy. The Chair has been in touch with HEP and KA to start the process of recruiting a new governor for this vacancy.
- 2. Declarations of Interest in respect of items for this meeting**

None declared.
- 3. Instrument of Government (IoG)**
  - 3.1 Governors reviewed its IoG, made in September 2020. They noted the composition of the governing body comprising of 12 governors. They agreed the membership was



consistent with the strategic aims and focus of both the school and the GB.

There was a query as to the issue of quoracy with one governor absent, on maternity leave.

**Action: The Clerk was asked to clarify this point about quoracy.**

3.2 Governors discussed the attendance of the new Head of School at meetings from September. It was agreed that the Head of School would be invited to attend the Strategy Day on 27 September to talk governors through the LIP/SEF with GG, and will attend Children's Committees.

3.3 **Action: The Instrument of Government was approved; to be reviewed in July 2024.**

#### 4.0 **Minutes of the Meeting of 11 May 2023**

4.1 The Minutes were **agreed** as being an accurate record, were signed by the Chair and passed to the school for filing.

#### 4.2 **Matters Arising**

6.0 (a) On the agenda

10.5 Actioned: the parent was satisfied by the school's response and explanation; they had acknowledged the school's policy on the matter. After a discussion governors noted that the policy is non-statutory and as such there is no requirement to post it on the school website.

#### 5. **Committee Reports**

5.1 **Finance Report** of meeting of 6 June (CB).

The minutes of the F&P meeting of 6 June had been circulated and CB invited questions. It was noted that parents had been informed, in writing, on the management of the issue of asbestos on site. Contractors are informed of the whereabouts of asbestos prior to coming to site; and the issue is monitored annually both by the LDBS surveyor and through the LBH H&S audit. The situation is stable and the school is fully compliant in terms of all necessary measures.

5.2 Governors acknowledged the detailed proposal prepared by a group of parents seeking to develop the gardening offer at the school using the allotments. It was agreed that the proposal was ambitious and aspirational. KL-S (Link governor to parents on the project) and CB had met the parent group and agreed some initial steps:

- a) composting bin to be introduced to site
  - b) voucher scheme with local garden centres to be introduced for parents
  - c) the issue will be on the Strategy Day agenda for 27 September; and
  - d) further discussions on the project to be held with the parent group in October.
- Governors raised no further questions on the minutes or the report.

5.3 **Childrens Committee Report** of meeting of 10 July (GG)

The minutes of the meeting of 10 July had been circulated and GG reported on the key issues discussed at the CC meeting:

- a) Presentation by Linda Kennedy (Inclusion Lead) on SEND Provision
  - b) FS reported on the curriculum development of three subjects: Science, RE and Geography
  - c) GG reported on staff development
  - d) Review of the Assessment data for 22/23 to be held at first meeting in September
- Governors raised no questions on the minutes or the report. They thanked Linda Kennedy for her report. It was noted that the Chair of the CC was now vacant and an election for the new Chair would be held in the Autumn.



## 6. Executive Headteacher's Report (GG)

6.1 Governors had received the written report in advance of the meeting. GG set out the key items:

- Ofsted Report: Inspection held on 21/22 June; first draft report from Ofsted expected by 14 July; final Report in September. The Inspection had gone very well and a positive outcome is expected.
- Data: a very successful outcome to the KS1 and KS2 SATS for 2022/23; most children are back on track having caught up on their learning after Covid Lockdown and home learning. Full report and analysis will be made at the next meeting of the Children's Committee.
- SEF: the school grades itself as Outstanding; very good progress continues to be made in all areas of the LIP
- Succession Planning: successful recruitment for a new Head of School and Inclusion lead after both post-holders retired in July 2023. Both new appointees take up post in September.
- Admissions: New Nursery class: 29 FT, 11 p/t; new Reception 44 children. A new trend was noted with more parents opting to send their children to private schools: 16 first preference places offered were later turned down due to parents accepting places at private schools. There was no waiting list across the Borough so the school has started a comprehensive marketing campaign to encourage new applications in Reception with the aim of filling places prior to the Census day on 6 October.  
An Open Morning for prospective parents will be held on Saturday 30 September (by which time the Ofsted result will be known and promoted). Governors were encouraged by the proactive marketing campaign designed to encourage new parents to the school on the theme of "Everyone Welcome"
- **Action: Once Ofsted result published invite the local newspaper (Ham and High) to write a piece on the school with photographs.**
- Attendance: 95% overall; Safeguarding: on the agenda; Health & safety: all mainstream H&S checks have been made and the school is compliant; summer works will focus on maintenance; no major works.
- Major Works: meeting held with Brass Architecture and the LDBS Premises Manager. Technical questions were raised about the project by LDBS on issues of the Zero Carbon commitment and on cooling systems; these issues will require further investigation by Brass and this could delay the final project proposal. The aim is to get agreement and sign off by March 2024 to enable the works to be completed by September 2024.
- Events: Y6 play this week; Church service next week; and a school party on 15 July to which governors were invited.

## 7.0

### 7.1

#### **Budget Monitoring Q1 2023-24**

Governors had received the Q1 Budget v actual report and noted that 30 June the budget outturn is as at expected levels with no significant variances. Key points:

Income to date on target at 24.4%. A delay in the receipt of SEN funding has occurred due a delay in top-up funding for one new EHC plan. Pupil Premium income has been revised upwards. Income from trips is lower; most income received in Autumn and Spring



terms.

Expenditure: Actual spend is at 21.1% lower than the Budget profile at 25%. Teachers' salaries are slightly lower due to recent teacher strike action and one post is being filled by an agency staff. Pay increases for support staff have yet to be confirmed. Higher costs incurred on learning resources with the purchase of a new Maths scheme and the Accelerated Reader programme plus costs in delivery of the PSHE curriculum.

7.2 Governors noted the report and explanations and raised no additional questions

## 8. Safeguarding

8.1 Governors had received the End of Year Safeguarding Report 2022-23 which detailed:

- a) the training and safeguarding updates undertaken by senior staff, SLT, teachers, support staff and the administration team.
- b) the number and range of vulnerable pupils – EHCP (3), SEND (24), FSM (36), post Looked After (1)
- c) Attendance – 95%; 10 pupils of concern due to persistent absence; 2 were referred to the school Nurse and improvement in attendance has latterly been seen.
- d) Referrals and incidents: 2 allegations against staff (referred to Governor panel); 2 MASH referrals, 6 referrals received from MASH, and 7 family court proceedings
- e) areas for development from September 2023

8.2 Governors asked that:

- a) mid-term joiners expected in September to be made welcome and the new Head of School to ensure appropriate induction systems are in place and used.
- b) the use made of the shared lane be monitored as there has been a noticeable increase in footfall
- c) a review of digital systems for managing the Single Central Record be considered although it was acknowledged that the current paper based / spreadsheet approach was working well. A change would only be considered if it was cost effective, and offered a significant enhancement in economy of time and resource and functionality.

8.3 It was noted governors would be asked to complete their safeguarding training in September, confirm understanding of the changes to KCSiE 2023 edition, and consider undertaking Safer Recruitment training. Staff training on both national and school procedures and policies would continue.

Governors thanked FS for the Safeguarding Report

## 9. Policies

i) Complaints; the policy has been updated to reflect recent events. Governors were pleased with the clarity of the textual changes. CB was thanked for her input to the revised policy: **Approved**

ii) Home / School Agreement: a generic policy for the school and parents. Governors raised further suggestions to the text:

a) insert a statement asking parents to be mindful of the limited resources, to not make repeated calls on staff and to respect staff and understand their capacity to respond to excessive demands.

**Action: a) CB will draft wording to be added to the Agreement; to be discussed with GG and FS; and b) to relaunch the updated Agreement in September**

iii) Early Years and Foundation Stage (EYFS): no changes required to the Policy : **Approved**



**10. Governor Visits, development and training**

- 10.1
- Five governors had attended the two days of the June 2023 Ofsted inspection: CB, Rev KA, SB, LM and CA.
  - CS and FS had met to discuss the development of the Peace Garden;
  - K L-S and CB had met the parent interest group keen to develop the gardening project.

**11. Chair's Report**

- 11.1 The Chair thanked all staff and governors involved in supporting the school both before and during the Ofsted inspection of June 2023.  
The Strategy Day will take place on Wednesday 27 September at 2pm, to:
- a) Revisit the Governors' Strategic Plan and Learning Fund finances
  - b) Review the strands on Communications, Fundraising, and Marketing
  - c) Review progress and next steps for our major infrastructure project
  - d) Review the school SEF, LIP (GG and new Head of School to lead)
  - e) Confirm Governor Link roles and set dates for school visits

**12. Any Other Business**

Governors thanked CB for being Chair in the past year and particularly leading over the Ofsted review.  
Governors thanked Chris Lambert for being an outstanding clerk – we will miss him.  
Dates and times of meetings 2023-24 were noted

**13. Date / time of next meeting**

The next FGB meeting will be on **Wednesday 27 September 2023 at 6pm, at school**

There being no further Part 1 business, the meeting closed at 8.26 pm.

There were items for discussion under part 2 – Confidential Matters

*Cordelia Brown*.....18/07/23.....  
Signed (Chair)\* Date  
Cordelia Brown

\*Electronically signed to avoid delay

**Agreed Actions – 12 July 2023**

- 3.3** The Instrument of Government was approved; to be reviewed in July 2024.
- 6.1** Once Ofsted result published invite the local newspaper (Ham and High) to write a piece on the school with photographs
- 9.** Complaints Policy: Approved  
Early Years and Foundation Stage (EYFS: Approved  
Home / School Agreement:  
a) CB to draft wording to be added to the Agreement; to be discussed with GG and FS;  
b) GB to relaunch the updated Agreement in September