



ST MICHAEL'S C of E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

WEDNESDAY 13th DECEMBER 2023 AT 7PM ON ZOOM

Membership:

Position	Name	Initials	Term End Date
Local Authority Governor (1)	Angela Stathi	AS	22/03/2025
Staff Governor (1)	Julia Machin	JM	23/02/2026
Parent Governors (2)	*Stephen Bethel – Vice Chair	SB	07/04/2027
	*King-Lynn Swayne	KS	09/05/2027
Foundation PCC (7)	Lisa Maguire	LM	11/04/2023
Foundation PCC	*Valerie Doulton	VD	02/02/2025
Foundation LDBS	Vacant		
Foundation LDBS	Cordelia Brown – Chair	CB	07/06/2027
Foundation Deanery Synod	*Claire Southern	CS	12/05/2027
Foundation Deanery Synod	Maja Raskovic	MR	09/11/2027
Foundation	Reverend Kunle Ayodeji	KA	Ex-Officio
Executive Headteacher	Geraldine Gallagher	EHT	Ex-Officio

*Denotes Apologies - Denotes absent

Also in Attendance:

Jasbir Aujla, Clerk to the Governing Body, Haringey Education Partnership
Sinead O'Brien, Head of School, St Michael's C of E Primary

PART 1

1. Opening Prayer, Welcome and apologies for absence

- 1.1 The Rev KA opened the meeting with a prayer.
- 1.2 The Chair welcomed all to the meeting, which was quorate. The Chair welcomed and introduced Maja Raskovic, appointed as Deanery Synod Governor with effect from 10th November 2023 for a term of 4 years. Maja will be mentored by Claire Southern. The Governing Body introduced themselves to Maja.
- 1.3 Apologies for absence were received and accepted from Stephen Bethel, King-Lynn Swayne, Valerie Doulton and Claire Southern.

2. Declaration by Governors of Interest Pecuniary or Otherwise in Respect of Agenda Items
None

3. Review Minutes of the previous FGB meeting 12th July 2023 held and any matters arising not elsewhere on the agenda.

- 3.1 The Minutes of the FGB meeting held on 27th September 2023, were **agreed** as being an accurate record, were electronically signed by the Chair.

3.2 Matters Arising: The Chair updated on the actions arising from 27/9/23:



3.3 & 3.4 All governors under their profile on Governor Hub to review and sign as understood the (1) Code of Conduct (2) Annual Declaration of Interest form & (3) Keeping Children Safe in Education 2023 and attend training. **If not done to complete asap.**

6.1.1 - Place school flyers in the local estate agents informing school has vacant positions.

Completed.

6.1.4 - Ask holiday Club providers if they provide any discount for PP children over the school holidays. Club providers do not provide support. **Completed.**

11.2 - Arrange for Maths for Girls inspiration leaders to come to work with girls at the school. Discussed at Childrens committee. **Completed.**

4. Committee Reports

4.1 Finance Committee (7 Nov 2023)

Deferred to next meeting.

4.2 Childrens Committee (28 Nov 2023)

The Chair updated Minutes will be shared at the next meeting the key items discussed were:

- SEN presentation from Andrea Batten
- Conscious Inclusion Plan
- History Curriculum
- Scrutinized pupil progress
- Agreed Pupil Premium and PE Premium
- Approved Behaviour Policy and SEN Policy

5. Executive Headteachers Report

5.1 The FGB received the Executive Headteacher's report circulated in advance of the meeting. The EHT highlighted:

- There are 423 pupils on roll, vacancies due to mobility and falling rolls across London
- Attendance at 96.65% above National figures of 95%.
- Safeguarding one MASH referral made and one referral received.
- All staff have received PREVENT training. School has a number of Designated Safeguarding Leads, and all have received specific training.
- Premises - Drain survey identified need for repairs, awaiting quotes
Biggest concern is the boilers – full report within Exec HT report.
- Staffing update received as in report.
- Highlighted engagements and partnerships
- The HT updated on the two letters received from the Acting Bishop of Edmonton, London Diocese and Ann Graham, Director of Children and young People's service acknowledging the outstanding Ofsted outcome and thanking the EHT, Staff, Governors, Parents, and children to enable this achievement.

AS updated she is doing some very interesting work looking at data and asked if the school has a Data policy in place around how data is collected and deployed regarding gender attainment and behaviour. The EHT said the staff projects are in the early stages and she will liaise with AS regarding data.

A Governor asked with regards to the boiler works has the school applied for additional approval fund, or does the school have to pay. The EHT explained funding comes from the LDBS.



There were no further questions. The Chair thanked the EHT for her report and updates.

6. Premises major project update

6.1 The EHT shared the Major works December 2023 presentation and updated the FGB on each slide/photograph of the site highlighting issues, position, recap and summary, projected costs, and design briefs as of October 2022, February 2023, Summer 2023 and November 2023 and the issues as:

- Significant Cost Uplift of build costs
- Cost uplift for professional fees
- Original tender did not include a new build – increased costs
- Total cost uplift for this design is estimated to be double the budget.

Clerks note: LM joined meeting 7.48.

EHT, SBM, CB and CS met with the architects on Monday 11 December 2023. The decisions made at the meeting are:

Architects to 'test' the quantity surveyors estimated costs by providing a specification for contractors.

Architects to look at an alternative design working within the hierarchy of priorities and original budget:

1. Safeguarding – Office at the front
2. Considers other safeguarding aspects within the design e.g. central car park
3. Maximises capacity for Nursery

To instruct a heritage consultant to inform planning applications e.g. open access to our Victorian building. Architects attending St Michael's on Tuesday 19th December.

The Chair said we are getting closer to getting a solution. This is ongoing working progress, all the work CS did at teasing out the governor funding has enabled us to be clearer about what are our priorities, aims and vision.

7. Approve residentials

7.1 The Chair reported she has reviewed and **agreed** two Residential Trips for Year 4 to Flatford Milland Year 6 to PGL.

8. Approve 2024-2025 School Term Dates

8.1 The FGB received and **agreed** the 2024-25 School Term dates.

9. Policies for approval

The FGB received the Policies circulated in advance of the meeting.

9.1 Admissions Policy - Agreed

Discussion took place regarding the points criterion and it was agreed to look at this when the policy is renewed next year. **Action: HT**

10. Governor visits, development, and training

10.1 Updates received as follows:



- CSand SB attended Year 4 Instrument Teaching, was interesting and saw the music provision .EHT reports she, HoS and KA attended the Haringey Racial Equity conference and updated the event was insightful, the speakers Derron Wallace and Heidi Mirza were very good. KA added event was very good especially the main speaker, he learnt lots and it would be useful to feedback to Governors. The Chair said we would like to hear more about this at a future meeting and asked the EHT to share the material from the event. **Action: HT**
- The Chair updated she has been in school, taken two calls from prospective parents and has had usual meetings with EHT to reflect on staff wellbeing
- AS commented the event to celebrate outstanding results was good and a good opportunity to see staff.
- Governors if free were welcomed to attend the Christmas lunch next Wednesday.

11. Chair's Report

- 11.1 The Chair reported the FGB still has one vacancy for an LDBS Governor and asked if governors know anyone who might be interested in the role to let her know.
- 11.2 The Chair proposed appointing a parent who is an architect as an Associate Member bringing architectural skill set to the board, will attend Finance & Premises Committee meetings and if the works are a major item on the FGB agenda to attend for that part of the discussion. The FGB **agreed** for the Associate Governor to be appointed for a 4-year term.
- 11.3 The Chair updated she reviewed the Single Central Record. It was really encouraging to hear about recent progress, issues and actions taken. The Chair said she was impressed with the work Leah Garrad had done to update the record to make it easier to navigate and look at, broken down into categories and simpler to filter via tabs. Nicola, Siobhan, and Leah were thanked for the work they do which is a crucial part of safeguarding.

A Governor asked how this information is saved, the EHT responded on the system and the Cloud. Nicola and Leah are going to have a demonstration of the software system for the management of the SCR at St James, as might be something good to have at St Michael's too.

12. Any Other Business

- 12.1 AS asked about Maths for girls, the EHT updated. AS said to let her know how it goes.

13. Dates and Times of next meeting

- 13.1 The next **FGB** meeting will be held on Wednesday 31st Jan 2024 in person at the school.

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

Signed (Chair) *Cordelia Brown*
Cordelia Brown

Date 20/12/2023

Actions List

Item	Action	Assigned to
2.1	Update Declaration of Interest on Governor Hub relating to CCTV company.	AS



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C of E PRIMARY
HIGHGATE

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Headteacher: Geraldine Gallagher

4.1	Finance Committee (7 Nov 2023) - Deferred to next FGB meeting.	KS
9.1	Admissions Policy - Amend points criteria in the policy in Autumn 2024.	HT
10.1	Haringey BME event - share the material from the event.	HT