



**ST MICHAEL'S C of E PRIMARY SCHOOL**

**MINUTES OF MEETING OF THE FULL GOVERNING BOARD**

**WEDNESDAY 27 SEPTEMBER 2023 AT 5PM AT THE SCHOOL**

**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 DBE or PCC (7)	*Lisa Maguire	LM	11/04/2023
Foundation DBE or PCC	Valerie Doulton	VD	02/02/2025
Foundation DBE or PCC	*Alexandra Economides	AE	16/09/2024
	Cordelia Brown – Chair	CB	07/06/2027
Foundation Deanery Synod	Claire Southern	CS	12/05/2027
Foundation Deanery Synod	Vacant		
Foundation	Reverend Kunle Ayodeji	KA	Ex-Officio
Executive Headteacher	Geraldine Gallagher	GG	Ex-Officio
Associate Member	Adel Burgess	AB	07/04/2027

- Denotes Apologies - Denotes absent

**Also in Attendance:**

Jasbir Aujla, Clerk to the Governing Body, Haringey Education Partnership

**PART 1**

**1. Opening Prayer, Welcome and apologies for absence**

- 1.1 The Chair welcomed all to the meeting, which was quorate. The Chair invited governors to introduce themselves for the benefit of Jasbir Aujla, Clerk to the Governing Body.
- 1.2 The Rev KA opened the meeting with a prayer.
- 1.3 Apologies for absence were received and accepted from Lisa Maguire and Alexandra Economides.

**2. Declaration by Governors of Interest Pecuniary or Otherwise in Respect of Agenda Items**

- 2.1 There were none declared.

**3. GOVERNING BODY ADMINISTRATION**

**3.1 To elect in Chair/Vice for the academic year 2023/24.**

Nominations for the role of Chair were requested. CB was nominated, and the FGB unanimously agreed for Cordelia Brown to be Chair for the academic year 2023-24.

The Chair asked for nomination for the role of Vice Chair. SB was nominated and the FGB unanimously agreed Stephen Bethel to be Vice-Chair for the academic year 2023-24.

**3.2 To agree FGB and Committees terms of reference, Membership and Link Governor roles**



The FGB received the Terms of References (TOR) as circulated in advance of the meeting.

The Chair asked governors for any comments on the Terms of References for FGB and Committees and none were received. The Chair said she had asked absent governors, and they have no comments either. The FGB **agreed** the TOR for FGB and Committees.

### **FGB Membership**

The Chair updated she has been in contact with LM, who confirmed she is willing to continue as a Foundation DBE or PCC Governor for another 4-year term continuous from 11 April 2023.

The Chair said the GB has one vacant position. A candidate is coming to meet the Chair and GG later this month.

### **Childrens Committee**

It was agreed SB will be the Chair of the Childrens Committee. The membership of this committee has changed, with CB re-joining.

### **Finance Committee**

It was agreed KS will be the Chair of the Finance Committee and there is 1 change to membership with CB re-joining Children's Committee.

The Chair asked governors for any comments on the Terms of References for FGB and Committees and none were received. The Chair said she had asked absent governors, and they have no comments either. The FGB **agreed** the TOR and membership updates for the FGB and Committees.

The Link Governor roles will be reviewed at item 8.

### **3.3 Governors to review/sign Code of Conduct & Annual Declaration of Interest form on Governor Hub as read and understood.**

The Chair reminded all to complete their individual Declaration of Business Interests 2023/24 and confirm acceptance of the Governor Code of Conduct under their profile on Governor Hub. **Action: FGB.**

### **3.4 Keeping Children Safe in Education**

The Chair reiterated it is the FGB duty to read **Keeping Children Safe in Education 2023 and to declare they have read and understood on Governor Hub.** It was noted all governors are expected to complete Safeguarding training at induction, and attend regular training updates, and were directed to the HEP training programme.

### **4. Review Minutes of the previous FGB meeting 12<sup>th</sup> July 2023 held and any matters arising not elsewhere on the agenda.**

**4.1** The Minutes of the FGB meeting held on 12<sup>th</sup> July 2023, were **agreed** as being an accurate record, were electronically signed by the Chair.

### **4.2 Matters Arising: The Chair updated on the actions arising:**

Item 3.3 - The Instrument of Government (Sept 2020) was approved, and next review will be in July 2024.



Item 6.1 – Ofsted - The HT updated a statement on the outcome of our inspection will be sent to local newspapers

Item 9. The Policies listed were approved.

## 5. Committee Reports

### 5.1 Finance Committee (6 June 2023) – CB

It was noted CB provided an update at the July FGB meeting and the Minutes have been circulated.

### 5.2 Childrens Committee (10 July 2023) – SB

It was noted SB provided an update at the July FGB meeting and the Minutes have been circulated.

**A Governor asked how Andrea Batten, new SENCO is settling in.** The HT said Andrea has settled in well and is getting to know the children and parents. HEP have set up good support for SENCOs which Andrea has attended and has linked up with the SENCO at St James C of E Primary School.

## 6. Executive Headteachers Report

### 6.1 The HT provided a verbal update on:

6.1.1 Provided updated on school roll numbers in each year group. Reception currently has 46 children and 14 vacancies, there is a possibility of 2 new starters soon. The Chair suggested putting school flyers in the local estate agents informing school has vacant positions **Action: HT**

6.1.2 Attendance is very good at 98%

6.1.3 Safeguarding KCSIE: All staff are familiar with safeguarding requirements and have undertaken the relevant KCSIE training. The school has 3 designated safeguarding leads in place.

6.1.4 The school has 30 children with SEND, 3 EHCP, some children awaiting assessments, 31 Pupil Premium children including 2 from the expansion and discretionary funds.

**A Governor asked do Pupil Premium children get discount on clubs held at the school over the school holidays.** The HT responded no, but she will ask the club providers if they provide anything. **Action: HT**

6.1.5 The school held a practice fire drill, and the children know what to do. An unannounced fire drill will be carried out in due course.

6.1.6 The HT explained the lockdown process.

6.1.7 New starters are settling well

6.1.8 The HT welcomed governors to attend the Church service and other events listed in the weekly newsletter

6.1.9 St Michael's and St James joint partnership work to date including peer support, Inset training and contract reviews

6.1.10 All to keep abreast of the informative school Newsletter that goes out

**The Chair asked in terms of wellbeing, what is the mood, how are staff feeling.** The HT updated staff are generally OK, are passionate and want the school to do well.

The Chair thanked the HT and asked her to convey the FGB thanks to all staff for their hard work and commitment.

There were no further questions. The Chair thanked the HT for her updates.



## 7. Chair's Items

- 7.1 The Chair reminded governors if they do not have a school job to speak to the school office.

## 8. Policies for approval

The FGB received the Policies listed below as circulated in advance of the meeting.

- 8.1 Pay Policy: The Chair said it is helpful to have changes highlighted at the top of the policy. A governor pointed out a typo which the HT amended. The FGB **agreed** the Pay Policy.
- 8.2 Performance management Policy: The FGB **agreed** the Performance Management policy.
- 8.3 Safeguarding and Child Protection Policy: The Chair requested thanks are recorded and conveyed to Sinead for the work she put into this policy. The FGB **agreed** the Safeguarding and Child Protection Policy.
- 8.4 **Link Governor Policy:** the FGB **agreed** the Link Governor Policy. The Chair updated on the role of link governors and visits and the roles were allocated as follows:

**Safeguarding** – Cordelia Brown

**Comms and strategy** – Stephen Bethel and Claire Southern **SEND & Inclusion** – Lisa Maguire

**Health & Safety** – King-Lynne Swayne

**Religious Education & conscious inclusion** – Angela Stathi and Rev Kunle

**BAME** – Rev Kunle

**Wellbeing** – Cordelia Brown

**Writing** – Valerie Doulton

**Arts** – Valerie Doulton

**Behaviour** – Stephen Bethel

**Early Years and outdoor learning** – Alexandra Economides

**Right respecting and peace guarding** – Clare Southern & Rev Kunle

**Sustainability & Garden** – Cordelia Brown & King-Lynne Swayne

Discussion took place regarding inviting the Bishop to come to the opening of the Peace Garden and asking the local newspaper Ham & High to cover the communication. Rev Kunle explained how to get the Bishop to visit and will look into this. **Action: Rev Kunle**

The Chair asked the HT to update the Link Governor policy with the above names and re-circulate and for all to arrange their governor visits. **Action: HT & FGB**

## 9. Governor visits, development, and training

- 9.1 CS and SB attended end of year Church service.
- 9.2 The Chair updated she attended Prevent training via LGFL and will update on this at the Childrens Committee. Information on Prevent updates has also been provided in the HEP Monday briefings. The new Governor training dates are out, and the Chair reminded all to do the safeguarding training.

## 10. Chair's Report

### 10.1 Strategy Meeting

The Chair commented at today's Strategy meeting the FGB reviewed our strategic vision, agreed strategic priorities for this academic year and made plans for fundraising going forward, with some actions to undertake. We received updates on the infrastructure project and have planned a meeting via zoom to discuss next phase, and on the annual project regarding redevelopment of the science room.



**11. Any Other Business**

- 11.1 A governor asked how is catering at the school. The HT responded it is all going well and there has been positive feedback on the new school meals.
- 11.2 AS mentioned an organisation that does work on Maths for Girls that can provide inspirational leaders to come speak in primary schools to inspire girls and if interested she can ask them to visit. The HT said yes to go ahead. AS to liaise with the Head of school to arrange. **Action: HT & AS.**

**12. Dates and Times of next meeting**

- 12.1 The next **FGB** meeting will be on Wednesday 13<sup>th</sup> December 2023 at 7pm, on Zoom.
- 12.2 The **Finance** committee meeting will be held on 7<sup>th</sup> November 2023 at 5.30pm, on Zoom. The HT reminded regarding change of date of the Finance Committee (from 30/04/23) to 12<sup>th</sup> March 2024.
- 12.3 The Childrens committee meeting will be held on Tuesday 28<sup>th</sup> November 2023 at 5.30pm, in person at the school.

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

Signed (Chair) *Cordelia Brown*

Date 13/12/23

Cordelia Brown

**ACTIONS LIST**

Item Nos	Actions arising from 27 September 2023	Assigned to
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. Attend training relating to Keeping Children Safe in Education 2023	FGB
6.1.1	Place school flyers in the local estate agents informing school has vacant positions.	HT
6.1.4	Ask holiday Club providers if they provide any discount for PP children over the school holidays.	HT
11.2	Arrange for Maths for Girls inspiration leaders to come speak to inspire girls at the school.	CS, HT