



ST MICHAEL'S C of E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

WEDNESDAY 31<sup>ST</sup> JANUARY 2024 AT 7PM 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 PCC (7)	*Lisa Maguire	LM	11/04/2023
Foundation PCC	Valerie Doulton	VD	02/02/2025
Foundation LDBS	Vidhi Gupta	VG	30/01/2028
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  
Nicola Purvis – School Business Manager

**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 introduced Vidhi Gupta, appointed as Foundation LDBS Governor with effect from 31st January 2024 for a term of 4 years. Introductions took place.
- 1.3 Apologies for absence were received and accepted from Julia Machin and Lisa Maguire.

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

There were none declared.

**3. Review Minutes of the previous FGB meeting 13<sup>th</sup> December 2023 held and any matters arising**

- 3.1 The Minutes of the FGB meeting held on 13<sup>th</sup> December 2023, were **agreed** as being an accurate record and were electronically signed by the Chair.

**3.2 Actions/Matters Arising:** The Chair updated on the actions arising from 13/12/23:

- 2.1 Update Declaration of Interest on Governor Hub relating to CCTV company. Completed
- 4.1 Finance Committee (7 Nov 2023) - Deferred to next FGB meeting. Item on agenda
- 9.1 Admissions Policy - Amend points criteria in the policy in Autumn 2024.
- 10.1 Haringey BME event - share the material from the event. EHT awaiting to receive will share.



#### 4. Committee Reports

##### 4.1 Finance Committee (7 Nov 2023)

KS updated there were no major actions arising from the previous meeting, the committee discussed premises, internal audit, budget, catering and writing to parents for £40 contribution. The Chair asked regarding contributions, the EHT reported contributions received have been high. It was agreed to send a message out thanking all that have contributed. **Action:** EHT

##### 4.2 Childrens Committee (16 Jan 2024)

SB updated, had an interesting presentation on geography and history curriculum following discussion at the previous meeting about conscious inclusion and around decolonising the curriculum. Reviewed statistics and key stage predictions all on track. Looked at the Behaviour Policy and addressed appropriate wording and statutory obligations relating to searches of children. There was one action relating to a parental enquiry about what is being taught on gender identity and in light of this the PSHE policy is being reviewed. A Governor requested clarification regarding what decolonisation means, SB explained and how it is addressed as part of the curriculum.

#### 5. Premises major project update & Business plan

5.1 The EHT said she gave an update of the process and progress to date for the project at the last meeting. Today, she will provide a further update and present a proposal for approval. In September 2022 the board agreed a budget of 350k. Recruitment and selection process completed and Brass architects appointed. Brass have worked on various designs. The latest of these reported an increase in costs to £420k. The FGB agreed for the Brass to rework an alternative design working within the hierarchy of priorities and original budget of £350k. The EHT tabled the latest design and business plan and talked the FGB through the proposal:

- Take the caretakers house into school use, relocate the school office to the house, which would be better as first point of contact for visitors and improved security, and will allow the nursery to maximise the space in the EYFS building. The house has generated an income of approx. £30pa, with this proposal the Learning Fund would forego this rental income and the associated risks were highlighted.

The EHT reported every child at nursery has applied for a place at the school, confident demand is there for next year. EHT shared proposed staffing model and wrap around care for EYFS.

The Governors discussed the proposal and asked what will happen to the current office the EHT said will look in due course how best to utilise; to consider renting out offices or the house, NP pointed out as the building are within the school grounds raises issues regarding access and safeguarding; is an issue in Haringey regarding filling school spaces, are we confident St Michael's will fill up? The EHT said we are confident there is a demand.

The FGB voted via show of hands and unanimously **agreed** to the EHT's proposal to give up renting of the caretaker's house and to bring into school use and to consider renting other spaces if appropriate.

The Chair thanked the EHT and NP for the update and documents tabled.



## 6. Finance update – Q3

- 6.1 The FGB received the Quarter 3 budget and note to Governors shared in advance of the meeting. NP went through the budget sheet and reported the budget is currently showing a surplus, main reasons are due to not been billed for energy usage since switched energy supplier in October and lag on catering invoices due to some queries but are catching up on these now so will be correct for year-end. Received 30k teachers' pay and pension grant which was not included when the original budget was set as were not certain if would be received. NP reported providing income and expenditure is on target as per projections then the budget will come in at under 50k deficit.

A Governor asked when we will see the 2024/25 budget, NP responded it will be presented to the Finance committee in March and FGB meeting thereafter.

The Chair thanked NP for her work on the budget and helpful explanatory notes.

## 7. Executive Headteachers Report

- 7.1 The FGB received the Executive Headteacher's report circulated in advance of the meeting. The EHT highlighted:
- Have received good application figures from the LA indicating reception should be full for September 2024. 158 applications were received and 84 had put St Michaels C of E Primary as their first choice and 29 as second choice
  - In the Behaviour report, for 2<sup>nd</sup> half-term the EHCP cases have been separated out, so the needs of those children are specifically looked at. Some concern regarding verbal racial abuse cases which are being closely monitored and updated on the ongoing work and actions are as set out in report.
  - New office receptionist started in January.
  - Highlighted the SMSA excellent work – great range of events for all families and significant funds raised. Have agreed for the playground climbing frame repairs £3k and top up bark £5k and agreed in principle to the Science room at £30k. The Chair asked the HT to thank the SMSA for their hard work on behalf of the Governing Body.
  - Partnership with St James is working very well and highlighted impact.
  - Highlighted upcoming events and welcomed governors to contact Eleanor if interested to attend, Book week, Neurodiversity week focusing on Autism and ADHD, Annual church service and Easter Bonnet Parade.
  - The EHT read out letter from Damien Hinds MP, Minister for Schools congratulating the school's achievement in 2023 Phonics Screening Check, The FGB were pleased to note this and suggested this letter is included in the pack for parents.

Discussion took place about celebrating the schools' great results and reinforcing in the newsletter where children go to after they leave Year 6, the HT said that information is included in the prospectus and can be included in the newsletter. The Chair asked if all are receiving the school newsletter as she has not had over the past few weeks. The HT said will get the distribution list checked. **Action:** EHT

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

## 8. Policies for approval

- 8.1 The FGB received the Policies listed below as circulated in advance of the meeting.
- **Anti Racism: Agreed** - Subject to clarifying, who to go to when reporting an incident and on



page 6, 3rd line and/or to read "and".

A Governor asked if a teacher overhears inappropriate conversation amongst children do they talk to the children concerned and correct the language, do teachers get trained on this? The EHT responded yes and summarised ongoing staff training.

- **Children with health needs who cannot attend school – Agreed.** The FGB thanked Andrea for her work on this.
- **Early Career Teachers (ECT) – Agreed**
- **Online Safety Policy– Agreed** – The FGB noted how complex online safety is and thanked the school for their work on this policy.
- **PHSE/RSE Policy** – The Chair said she likes the new inclusion of links to relevant legislation.

The Governing body discussed the PHSE/RSE policy and Jigsaw programme, noted these issues can be controversial and need to be careful and clear about how we approach this. The Jigsaw LGBT+ parents' leaflet HoS shared is reassuring and explains clearly what is taught under the curriculum, frames the discussions very well and states is appropriate information for primary school children.

The following **Actions** were agreed: EHT to ask HoS and LD to:

- Revisit the PHSE/RSE Policy and bring back to future FGB meeting
- Stronger guidelines for staff as to what can and cannot be discussed and clarity for parents.
- When advertising the annual parents' meeting signpost material which are coming up

## 9. Governor visits, development, and training

9.1 The Chair reminded all to contact subject leads to arrange their visits. Update received as:

- A number of Governors came in to write cards to staff and have Christmas lunch, and were impressed to see how the children brought their lunch trays over and recycled waste.
- SB attended Year 4 assembly
- MR visited Niki, looked at finances and savings
- Chair updated she attended:
  - Filtering and monitoring training
  - Interviews for key stage leadership roles
  - Met new administrator Kim
  - Visiting to look at the Single Central Register on 8<sup>th</sup> Feb 2024
  - Chair noted that on these visits the school has looked very clean, bright and beautifully presented throughout.

## 10. Chair's Report

10.1 The Chair updated at the Chairs Forum, the main discussion was about formal collaboration, financial stability, concerns for smaller schools and sustainability. Church schools are encouraged to form partnerships.

The Chair said we are ahead of this as already as having joint working with St James C of E and she, EHT and St James's Chair meet on an annual basis to formally to review partnership working arrangements. Need to think about longer term plan of cost savings, partnership working and/or bringing in another school. If formed, a federation in the future may have more cost savings but at present no one has the additional capacity to undertake the consultation work involved to progress this. The Chair will circulate the document from LDBS on joint working arrangements.



**11. Any Other Business**

11.1 AS updated she is attending an AI course and may be able to share some information in due course.

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

12.1 It was noted the next **FGB** meeting will be held on 27<sup>th</sup> March 2024 online.

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

**Confidential Part 2 – all members of staff left the meeting.**

**13. Minutes of the previous Confidential FGB meeting held on 13<sup>th</sup> December 2023 and any matters arising.**

13.1 There were no declaration of interest declared.

13.2 The Confidential Minutes of the meeting held on 13<sup>th</sup> December 2023, were **agreed** as being an accurate record and were electronically signed by the Chair.

**14. Executive headteachers Confidential Items**

None

**15. Chair's Confidential items**

None

**16. Any other Confidential Business**

None.

There being no further Part 2 business, the meeting closed.

Signed (Chair) *Cordelia Brown*  
Cordelia Brown

Date 13/02/2024

**Electronically signed to avoid delay.**

**Actions List**

Item Nos	Actions	Assigned to
4.1	Parents contributions - send a message out thanking all that have contributed.	EHT
7.1	<ul style="list-style-type: none"> <li>• Include in pack for parents' letter from Damien Hinds MP, Minister for Schools congratulating the school's achievement in 2023 Phonics Screening Check.</li> <li>• Celebrate the schools' great results and reinforce in the newsletter where children go to after they leave Year 6.</li> <li>• Newsletter distribution list to be checked to ensure all listed</li> </ul>	EHT



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Headteacher: Geraldine Gallagher

8.1	HT to ask HoS and LD to: <ul style="list-style-type: none"><li>• Revisit the PHSE/RSE Policy and bring back to future FGB meeting</li><li>• Stronger guidelines for staff as to what can and cannot be discussed and clarity for parents.</li><li>• When advertising the annual parents' meeting signpost material which are coming up</li></ul>	EHT, HoS, LD
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