



ST MICHAEL'S C of E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

WEDNESDAY 27<sup>th</sup> MARCH 2024 AT 7PM HELD 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	Vidhi Gupta – Maternity leave	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 - SBM

Sinead O'Brien, Head of School - HoS

**PART 1**

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

- 1.1 The Chair opened the meeting with a prayer. Welcomed all to the meeting, which was quorate and held online.
- 1.2 Apologies for absence were received and accepted from KA and CS. VG is now on maternity leave.

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

- 2.1 There were none declared.

**3. Review Minutes of the previous FGB meeting 31<sup>st</sup> January 2024 held and any matters arising**

- 3.1 The Minutes of the FGB meeting held on 31<sup>st</sup> January 2024, 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 31/01/24:**
  - 4.1 Parents contributions - send a message out thanking all that have contributed. **Completed and Chair will send a follow up letter.**
  - 7.1 - Include in pack for parents' letter from Damien Hinds MP, Minister for Schools congratulating the school's achievement in 2023 Phonics Screening Check. **Completed.**
    - Celebrate the schools' great results and reinforce in the newsletter where children go to after they leave Year 6. **Completed.**
    - Newsletter distribution list to be checked to ensure all are listed. **Done.**



#### 8.1 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. **Completed.**
- When advertising the Annual Parents' meeting signpost material that is coming up. St Michael's have joint staff training with St James and have dates for parents meeting and signpost will be clear re importance of attending meeting. **Completed.**

#### 4. Finance update

- 4.1 The FGB received the 3-Year forecast March 2024 circulated in advance of the meeting. The EHT reported the Finance and Premises Committee, 12<sup>th</sup> March 2024 reviewed the first draft of the 2024-25 budget. The EHT outlined the history relating to finance forecasts and budget plans over the last 10 years to offset financial pressures and challenges. The school has been aware of falling rolls across Haringey and across London. In addition, a fall in birth rates that was not predicted resulting in a number of vacancies in reception classes in Haringey and neighbouring boroughs. There is also more of a decline in first place preferences for faith schools in comparison to non-faith schools. The work and marketing puts St Michael's in good stead in that 84 applications have put the school as first place preference. The measures worked on to enhance income streams and reduce costs whilst providing an outstanding education have kept St Michael's in a good financial position.

The SBM reported the Finance & Premises committee discussed the actual budget position at end of February 2024, with various estimates and assumptions built in to predict the final year-end outturn. Two major assumptions that were awaited from Haringey have now come in. These related to: Early Years funding, which is allocated at a base level through the year and then a reconciling balance in March; and the payroll adjustment, which is an accounting adjustment between March 23 and March 24 payroll. Both of these factors have put the budget in a better position than was previously predicted. The budget started the financial year with a £50k in year deficit, current position is predicting the deficit will be reduced to £15k. This will result in circa £70k of the school's reserves being carried forward into 2024/25. The SBM explained this has been achieved by some income streams doing better and tightened expenditure costs, however we are not at year end yet.

#### 4.2 2024-25 budget

The EHT said if we applied this year's budget to next financial year the position would be a 200k deficit, in setting this year's budget have worked really hard to cut costs and expenditure without impacting on our provision. The EHT explained the process involved and highlighted a number of considerations being looked at to mitigate risk and cut costs. With all these works and these cuts, the current carry forward with reserve is a £17k budget deficit. The EHT updated on the historic arrangement of the Lane Agreement which was discussed at Finance and Premises committee and the proposal made was to recommend to the FGB to increase the Learning Fund contribution from the Lane agreement to £50k.

The Chair asked if there were any question. The FGB **agreed** to the Learning Fund contribution to be increased to £50k from the Lane agreement. The Chair wished to note a Thank You to Claire for the work she did in clarifying where the Lane Agreement funding came from and how it is used.



The SBM took the FGB through the 3-year forecast updating on the two different scenarios illustrating status quo and nursery expansion and the assumptions put in baseline of both scenarios:

- Average main block funding have put a 2% rise each year
- Assumed reception will be full each year if expand the nursery
- Do not have great amount of capacity to increasing income in other income streams, have put a small increase in lettings
- Assumption if we expand or not will expect to increase nursery fees 2025/26.
- On advice from Haringey have put in pay increase of 6.5 % for teacher pay award for 2024/25 and 4% for subsequent years and increase of teachers' pension of 5%, these two increases will partially be covered by the DfE
- Support staff pay increase 5% 2024/25 subsequent years 3% and pension increase of 0.5% - these increases will not be funded by the DfE
- 1% rate of inflation applied much lower than actual rate if inflation -school will manage costs through contract review
- Slightly reduced energy costs following advice from the LA

The SBM highlighted the 3-year figures put forward with the expansion of the nursery and wraparound care, and updated on how staffing resources will be utilised to meet shift patterns. The Nursery expansion does help although still at deficit in 2024/25, 2025/26 it is a decreasing deficit and anticipate being in a small surplus in year 3, 2026/27, these figures indicate how important the nursery plans are to the bottom line.

The SBM pointed out still need to finalise year-end, but these are the budget assumptions and will present the outturn in due course for agreement

**Q: What will years 4 and 5 term look like with nursery expansion, is it an ongoing trend.** A: NP said yes it continues to increase.

There were no further questions. The FGB thanked the SBM for her comprehensive work and updates on the budget.

VD joined the meeting.

## 5. Committee Reports

### 5.1 Finance and Premises Committee – 12 March 2024

KS said a lot of what was discussed has been covered above. Update on premises is the SMSA are funding the refurbishment of the Science room and the school have received a grant to furnish the ground floor for a sensory room. **Q: Chair asked where the grant came from** A: From the Greig Trust.

Updated on the bigger project estimated timing of works is as follows:

- Internal plan received before Easter Holidays
- Tender mid-May
- Aim to agree contract mid-June
- Early Years and Reception work done for September 2024.
- The house and office reception work to be done in due course aiming to be done by Christmas.



## 5.2 Chair's Action

The Chair reported the Finance and Premises Committee, 12<sup>th</sup> March was not quorate and under Chair's Action has **agreed** the documents listed below:

- School Financial Value Statement – SFVS - **Agreed**
- Charging and Remissions Policy – **Agreed**
- Freedom of Information Policy – **Agreed**
- Medical Policy – **Agreed**

## 5.3 Finance & Premises Committees Terms of Reference

Discussion took place about this Committees Quorum in its Terms of Reference, and it was **agreed** to update the quorum (from 4) to 3 governors. Clerk to update the document accordingly. **Action: Clerk.**

LM joined 19:47

## 6. Policies for approval

The FGB received the policies listed below in advance of the meeting.

**PSHE** - The HoS highlighted the changes in the Policy. The FGB **Agreed** the PSHE Policy.

**SEND** – **Agreed.**

**Religious Education** - **Agreed**

**Collective worship** – **Agreed**

The Chair thanked the HoS and members of staff involved in reviewing and updating the policies.

## 7. Executive Headteachers Report

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

- Tony Hartley carried out a Safeguarding Audit – report will be circulated. Safeguarding is effective. The EHT thanked the HoS for her hard work in organising and maintaining the practises and also thanked the Chair for her work as Safeguarding lead Governor.
- Behaviour report rather than look at the number of incidents SLT are focusing on gender and drilling down looking at specific work that is needed. EHT gave examples of anti-racist analysis and actions being undertaken across the school.
- Updated on Health and Safety, training, and fire drills.
- Increased parental engagement across the school
- The EHT expressed a huge thank you to the SMSA for all their hard work with the community in raising essential funds and events for all of our families. Also, at F&P decided we would show the plans for both projects at Parents evening and thanked governors that came in and spoke with parents.
- Early years waiting on the planning decision based on that will have an indication of what budget we have left for internal works. A huge Thank you to the Chair's husband Mario Brown for looking at the internal plans with EHT and Early Years Lead and generating exciting ideas for layout, furniture, and use of space.

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

## 8. Governor visits, development, and training

8.1 Updates received as:



- VD, KS, and Chair attended Parents evening.
- AS doing an AI course which is very interesting on how it can be utilised, due to complete next week. The Chair said maybe the I.T leads can look at doing some AI training. HoS said HEP are already providing AI training.
- VD been in to take part in early morning choir, great way to start the day. Then repeated at the end of the day for earlier years.
- MR asked is the training she does at her school are transferable. The Chair said yes good to record all training being done.
- LM visited Andrea looked at SEND in February updated at Childrens committee.
- Chair said she visited Flatford Mills, had an interesting tour, and saw some of the work going on and money is well spent on this visit.
- Single Central Register checked by CB on 12 March 23.

The Chair reminded Safeguarding training to be booked via HEP if not already attended. Have one term left if anyone has not been in and met with their teacher lead as link governor to arrange and the feedback is staff enjoy the visits. If you are a link person for Year 2 or 6 wait until after SATS, arrange for after May half term.

## 9. Chair's Report

### 9.1 Safeguarding

Met with person leading the Safeguarding and thanked HoS and all the leads.

### 9.2 Chairs Forum

The Chair updated budget and falling rolls is the key item, having attended Chairs Forum is thankful St Michael's C of E is in a good position and thanked the EHT and SBM for forecasting and closely managing the budget.

**Q: With the decline of the number of children is there a risk of school closures.** The EHT said there has been some reduction in Pan sizes from 3 to 2 or 2 to 1 forms of entry. The LA have said they cannot instruct schools to close. LA have created a matrix re numbers and viability and will be speaking to the governing bodies of schools that are in this position. No further reduction from 2 forms to one form due to the associated cost.

**Q: Is there any potential gain for St Michael's from a school close by.** A: the EHT updated on position across the borough and in Camden. The Chair mentioned partnership working with St James.

## 10. Any Other Business

None

## 11. Dates and Times of next meeting

11.1 It was noted the next **FGB** meeting will be held on 15<sup>th</sup> May 2024 at the school.

11.2 AS, VD and LM apologies were received. The Chair said those unable to attend to let her know if they have any comments.



There being no further Part 1 or any Part 2 business, the meeting closed at 20:32.

Signed (Chair)  
Cordelia Brown

Date 15/5/24

#### Actions List

Item	Action	By
5.3	Finance & Premises Committees TOR update quorum to 3 Governors. <b>Completed</b>	Clerk