



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

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

**WEDNESDAY 15<sup>th</sup> MAY 2024 AT 7PM, HELD 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	11/04/2027
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

**Other Attendance:**

Glenn Barnfield, Cover Clerk, Haringey Education Partnership

\*Nicola Purvis, School Business Manager - SBM

Sinead O'Brien, Head of School - HoS

**PART 1**

**1. Welcome and apologies for absence**

- 1.1 The Chair welcomed everyone to the meeting which was quorate and held online.
- 1.2 Apologies for absence were received and accepted from AS, LM and VD. The School Business Manager had also sent apologies.

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

- 2.1 No declarations of interest were made in relation to any item on the agenda.

**3. Review Minutes of the previous FGB meeting 27<sup>th</sup> March 2024 held and any matters arising**

- 3.1 The Minutes of the FGB meeting held on 27<sup>th</sup> March 2024, were agreed as being an accurate record and were electronically signed by the Chair.
- 3.2 **Actions/Matters Arising:** The FGB noted that the one action from the previous meeting, 'to update the Finance and Premises Committee Terms of Reference, had been completed.

**4. Finance update**

- 4.1 The Executive Headteacher provided a finance update. The following information was highlighted:
  - Income over the year was 1.3% greater than budgeted due to an increase in our Pupil Premium grant and the teacher pay and pension grant.
  - The school has retained £76k of its reserves to carry forward to 2024/25.



- The school was basing its budget for the new year on an increased nursery roll from September 2024.
  - The main income assumptions were outlined, including;
    - Average Weighted Pupil Unit (the main basis for the block grant) increasing by 2% each year.
    - Reception was full in September 24 and following years (this was one of the main objectives of the nursery expansion).
  - The main expenditure income assumptions were outlined, including;
    - Teachers pay included 6.5% in 24/25 then 4% in subsequent years. Teachers pensions also increased by 5% from 24/25.
    - Support staff pay increases by 5% in 24/25 and then 3% with a 0.5% increase in pensions.
    - Energy costs were expected to reduce over the next 3 years. The forecast from Laser, the School's energy provider, was for rates to drop between 25% – 29% in 24/25.
- 4.2 The Executive Headteacher highlighted that based on the assumptions the budget for 2024-25 was forecast to achieve a surplus of around £6k. On the 5-year forecast, the increased costs and revenues arising from the nursery expansion was expected to result in a deficit in year 2 but this should turn around by year 3 when the nursery was expected to reach full capacity.
- 4.3 The FGB Enquired about the additional income from the nursery and the Executive Headteacher noted that the data showed this trend would continue beyond the 5-year forecast.
- 4.3 **On teacher pay and pension, are the assumption based on these being covered by grants?** The Executive Headteacher noted that the assumptions were based on these being 100% covered by grants, however, there were variances within the assumptions.
- 4.4 **Does the School have any information on local demographics and birth rates?** It was noted that schools were competing for fewer prospective pupils and that this was a national issue but that the UK Governments decision to increase the number of nursery places had been factored into the assumptions.
- 4.5 **DECISION(S):**  
**1) THE FGB APPROVED THE 2023/24 BUDGET FOR SUBMISSION TO THE LOCAL AUTHORITY.**  
**2) THE FGB APPROVED THE 2024/25 BUDGET.**
- 4.6 The FGB thanked the Executive Headteacher and the School Business Manager for their prudent financial management and increasing the lettings from the nursery.
- 5. Premises major project update**
- 5.1 The Executive Headteacher informed that the outcome of application for planning permission had yet to be received.
- 5.2 The School was doing all it could ahead of a formal outcome to get the affected spaces ready
- 5.3 Three contractors had been identified to date, however, one had withdrawn due to the tight deadline to get the work carried out over the summer.
- 5.4 **Is there a cut off date at which point any planned work for the summer would become unviable?** The Executive Headteacher considered that it would be difficult to carry out any of the planned works if approval was not received by mid-June.
- 6. Committee Reports**
- 6.1 No meetings had been held since the last FGB Meeting.

LM joined 19:47

**7. Policies for approval**



- 7.1 The FGB received the policies listed below in advance of the meeting.
- 7.2 **Governor link Policy – Approved** (Subject to correcting MR's name)
- 7.3 **Employee Disciplinary Procedure – Approved** (Subject to minor amendments, including adding 'To be read in conjunction with the Code of Conduct Policy' and to a line to the effect of 'Failure to adhere to these guidelines could result in...')
- 7.4 **Code of Conduct Policy – Approved**
- 7.5 The Chair thanked the Executive Headteacher, the Head of School and all members of staff involved in reviewing and updating the policies.
- 8. Executive Headteachers Report**
- 8.1 The FGB received the Executive Headteacher's report circulated in advance of the meeting. The following information was highlighted:
- Lady Gould grant of £6,600 had been approved – this would support access to enrichment programme for PP children.
  - On behaviour, there were three incidents reported under Protected characteristics (two for Year 4 and one for Year 5).
    - Analysis of Jigsaw showed a gap in Year 4 around racism/discrimination. The School was therefore creating a bespoke curriculum across year groups based on [www.anti-racism.org](http://www.anti-racism.org) materials to develop a structured, weightier approach to racism going forward to address lack of specificity in current scheme.
    - Restorative process had been followed, all parents of involved children have acknowledged and engaged with the process and supported at home.
  - A meeting with parents would shortly be held with parents to discuss the School's RSE curriculum
  - The Science room was complete and had been well received by students, staff and parents.
- 8.2 The Chair asked that the guidance on anti-racism be reviewed at the Children's Committee (**ACTION: HoS**).
- 8.3 The FGB noted that Jigsaw was aligned with Department for Education guidance. However, the programme was continually reviewed by staff
- 8.4 The FGB acknowledged that changes to the RSE curriculum (as per Department for Education guidance) may be difficult for some teachers and asked that support be provided, where appropriate.
- 8.5 **Has there been a change in the number of vacancies at the School?** It was noted that two new members of staff had joined the School since the last meeting.
- 8.6 The FGB recognised that it was not ideal for four statutory assessment requests to have been received for Year 6 students as these would not be complete before those children had left the School and it would therefore have been preferable for the request to be made once those children had started secondary school. However, it was acknowledged that parents had the legal right to request a statutory assessment.
- 8.7 Lastly, it was suggested that the School formally open the refurbished Science room at an upcoming event and invite the Chair of the St. Michael's School Association (SMSA) to cut the ribbon (**ACTION: EHT**).
- 9. Governor visits, development, and training**
- 9.1 Updates received as follows:
- AS had visited the School on World Heritage Day and would submit a report.
  - SB had attended 'Footie Fun Day'.
  - KS had carried out a site visit with the School Business Manager and would submit a report.



**10. Chair's Report**

- 10.1 The Chair spoke to her report and the following information was highlighted:
- A review of the Single Central Record had been completed - Governors were encouraged to ensure that their DBS records were up to date and shared with the School.
  - Governors were asked to complete Safeguarding training.
  - Governors were asked to discuss ideas for the next strategy day, ideas included;
    - PAN and demographics.
    - Site building works (site security and safeguarding impact).
    - Communication with parents to showcase activities and good news stories.
    - Sustainability.
- 10.2 The FGB praised the School newsletter and the establishment of a School Instagram account that could be used to showcase all the excellent activities and events at the School. It was asked that the Learning Fund Logo and QR code be included on the Instagram account.
- 10.3 The Chair asked for an update on donations to the Learning Fund to be provided at the next Finance and Premises Committee (**ACTION: EHT**).
- 10.4 The Chair thanked Leah Garrad, Finance and Admin Assistant, and other members of the office staff for all their hard work and Kim for setting up the School Instagram account.

**11. Any Other Business**

None

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

- 12.1 The next **FGB** meeting would be held on 17<sup>th</sup> July 2024 at the school.

There being no further Part 1 or any Part 2 business, the meeting closed at 20:30.

Signed (Chair)  
Cordelia Brown

Date 2/10/24

**Actions List**

Item	Action	By
8.2	To review the guidance on anti-racism at the Children's Committee	HoS
8.7	To formally open the Science room and invite the Chair of the SMSA	EHT
10.3	To update on the status of the Learning Fund at the Finance and Premises Committee	EHT