



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

**MINUTES OF THE FULL GOVERNING BOARD**

**WEDNESDAY 3 DECEMBER 2025 at 7PM ONLINE**

**Membership:**

Position	Name	Initials	Term End Date
Local Authority Governor (1)	Vana Sampaio	VS	22/03/2029
Staff Governor (1)	*Julia Machin	JM	23/02/2026
Parent Governors (2)	*Stephen Bethel – Vice Chair	SB	07/04/2027
Parent Governors	King-Lynn Swayne	KS	09/05/2027
Foundation PCC (7)	Lisa Brading	LB	02/12/2029
Foundation PCC	*Valerie Doulton	VD	02/02/2029
Foundation LDBS	Vacancy – new application with LDBS		
Foundation LDBS	Cordelia Brown – Chair	CB	07/06/2027
Foundation Deanery Synod	Philly Ponniah	PP	09/11/2029
Foundation Deanery Synod	Maja Raskovic	MR	09/11/2027
Foundation	Reverend Kunle Ayodeji	KA	Ex-Officio
Executive Headteacher	Geraldine Gallagher	GG	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, HoS

**PART 1**

**1. Welcome and apologies for absence**

- 1.1 The Chair welcomed all to the meeting, which was quorate.
- 1.2 The Rev KA opened the meeting with a prayer.
- 1.3 Apologies for absence were received and accepted from VD, SB, and JM

**2. Appointment of new PCC Governor**

- 2.1 The Chair informed the FGB that the Deanery Synod had unanimously accepted Philly Ponniah's nomination as PCC Governor. As the Full Governing Board meeting was scheduled for today, the Chair delegated the appointment to the Finance & Premises Committee, which subsequently approved it. The FGB then unanimously confirmed Philly Ponniah's appointment by a show of hands, officially welcoming Philly as a governor effective from 10 November, for a four-year term.
- 2.2 The Chair reported that St Michael's PCC had nominated Lisa Brading as a PCC Governor. Lisa Brading introduced herself to the board, highlighting her experience, skills and background. The Full Governing Board unanimously welcomed and agreed to appoint Lisa Brading as a PCC Governor for a four-year term, effective from 3rd December 2025.

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

- 3.1 There were none declared.

**4. Review Minutes of the previous FGB meeting 1<sup>st</sup> October 2025 and any matters arising not elsewhere on the agenda.**

**4.1** The Minutes of the FGB meeting held on 1<sup>st</sup> October 2025, were **agreed** as being an accurate record, for the Chair to sign.

**4.2 Actions Arising**

3.4 All to review/sign Code of Conduct & Annual Declaration of Interest form on Governor Hub as read and understood. Clerk sent reminder to those outstanding and Chair reminded. **Completed.**

3.5 Chair to email the Prevent online training link including quiz for all to complete. **Completed.**

6.1 HoS to share the statistics on children of ethnicity with VD.

8.5 Explore Salix Grant for Led lighting - HOS

**5. Finance and Premises committee updates**

**5.1 Quarter 2 budget**

KS, Chair of the Finance & Premises Committee, reported that the budget for Quarter 2 was received. The current position shows a small deficit of £3,998, compared to previous prediction of £14,000 surplus.

The deficit is primarily due to a long-term staff absence and increased staffing costs for premises. These additional costs have been partially offset by two Department for Education (DfE) grants, a higher National Insurance contribution, and a higher-than-expected number of teachers. The school still has reserves. The Finance & Premises Committee has reviewed and signed off on the budget.

**6. Children's committee updates**

**6.1** The Chair reported that the committee received a useful summary of predictive data. Areas for development include Year 1 phonics, reading, writing, and mathematics, particularly in relation to the impact of COVID-19 lockdown. The HoS noted that these issues are evident in both Year 1 and Year 2, reflecting national trends. The Statutory Inspection of Anglican and Methodist Schools (SIAMS) self-evaluation process was discussed. The committee reviewed the Conscious Inclusion Action Plan and noted that the consistent effort in this area is reflected by the absence of related incidents, indicating the plan's effectiveness. Relevant school policies were reviewed.

**7. Pupil Premium Statement for approval**

**7.1** The FGB received and approved the Pupil Premium statement, which outlines the school's strategy for supporting disadvantaged pupils using both pupil premium and recovery premium funding. The HoS updated on the minor changes, the statement details how the funding will be allocated in the current academic year and reviews outcomes from the previous year.

**Q: What does the school do in terms of capturing every FSM pupil, citing the school she works at changed its strategy to capture all pupils which resulted in boosting pupil premium.**

**A:** The school updated while most families take advantage of available support, some do not come forward, particularly with universal free school meals and has implemented proactive measures to identify eligible FSM families, including periodic letters informing them of available support. Staff know the children well and may approach parents and consider the whole child's progress and circumstances during pupil progress meetings.



The Chair acknowledged the significant work undertaken by the EHT, HoS, and staff in implementing these strategies and supporting disadvantaged pupils.

## 8. PE Premium Statement for approval

- 8.1 The HOS updated minor changes to the funding, which remains largely consistent with the previous year. The primary difference is that reporting will now be conducted at the end of the academic year and submitted online. The FGB approved the updated approach and expressed their appreciation to all staff members involved in preparing the statement.

## 9. Policies for approval

### 9.1 Spiritual Development Policy

The HoS explained the SIAMS adviser recommended the school has a Spiritual Development policy to use as a framework to support its theologically rooted Christian vision on how spirituality is nurtured within the school for both pupils and adults. This is an LDBS policy that has been adapted and was discussed at the Children's Committee.

The Chair commented she appreciates how the links are explained between these policies and the school's vision and thanked the HoS and Laurence for presenting the policy to the Children's Committee.

The FGB noted and **Agreed** the Spiritual Development Policy.

### 9.2 Collective Worship Policy

The FGB noted and **Agreed** the Collective Worship Policy.

The Chair expressed appreciation for how the policy outlines the various elements of collective worship. The Chair encouraged governors to attend collective worship assemblies, particularly on Thursdays, and asked that governors notify the HoS if they plan to attend. The HoS added that governors are also welcome to attend on Mondays, as this is when the weekly plan for collective worship is set.

### 9.3 Pay Policy: Agreed

The HoS provided an update on the changes made to this policy. The main change relates to removal of the upper pay scale 3 (UPS3) barrier to align the school's policy with the Haringey negotiated pay policy, ensuring consistency with other local schools.

The Chair asked HOS to remind all of the rationale to remove this barrier. The HoS explained it is to align with the Haringey negotiated pay policy so we are in line with other local schools. The Chair asked about the expected impact of removing the UPS3 barrier. The HoS said the requirements for UPS3 remain in place; staff still need to demonstrate the impact on the school.

**Q: Is there any timescale involved in safeguarding salaries.** A: Yes, there is a period of time for the employee to adjust to the lower pay – up to 3 years.

**Q: Policy to include a section on confidentiality and conflict of interest for governors when making pay related decisions.** The EHT said this should be in the TOR of the Pay Committee if not in it will add in. **Action: Clerk, EHT.**

**Q: A question was raised regarding whether part-time staff who hold Teaching and Learning Responsibility TLR post would have the TLR element pro-rated or fully paid.** A: The EHT

explained that currently the school does not have any part-time staff holding a TLR. The school has been strongly advised to not issue TLRs to part-time staff.

Clerk Note: KA left the meeting at 7.33pm.

**10. School term and holiday dates 2026/2027 for approval**

**10.1** The FGB noted and **agreed** the school term and holiday dates 2026/27 as circulated.

**11. Executive Headteachers Report**

**11.1** The FGB received the EHT report circulated and highlighted:

- School's Attendance is exceptional at 97%, which is significantly above national average of 94.08%. Persistent absence rates are also good. The FGB were very impressed with these figures.
- Currently recruiting for an office staff member. Shiv has led the admissions process very effectively, which is especially important now as there are approximately 30 vacancies across Years 2, 3, and 5. The key focus for the advertised role is on admissions and marketing.
- May get additional boilers with support from the LDBS
- School attends Church services four times a year and welcomed governors to all these amazing events. There is a Christmas service is scheduled for Wednesday at 9:30 am and Christmas Lunch is on Wednesday 12-1pm. All Governors are invited to attend. Observing how children interact on their way to and from Church and during lunch provides valuable insights into their experiences. The school lunch is not only enjoyable but also serves as evidence of positive interaction and good food.
- Achieving the UNICEF Gold Award and the NACE Award. The school is committed to nurturing all pupils, and significant effort has been invested in these areas. A celebratory report highlights the progress and accomplishments made toward these goals.

**Q: What risk management measures are in place to ensure safety during boiler repairs?** A: EHT explained a full risk assessment is conducted at the beginning of the process. All work areas are segregated from children before any work starts to ensure their safety.

**Q: Chair asked if boiler repairs occur during term time, will the school be cold?** A: The situation will be assessed closer to the time with a plan to ensure there is sufficient hot water and heating.

**Q: What about using temporary heaters.** A: The school does not plan to use temporary heaters but if they do there will be an expense

**Q: Do we know why there is a gap in behavioural differences between boys and girls and what can be done.** A: Boys are more frequently involved in playground incidents, especially around football and are more physical. Girls tend to talk to one another and resolve issues independently, resulting in fewer reported incidents. Noting school has more boys than girls.

The Executive Headteacher recommended analysing incident data over time, focusing on the nature and frequency of incidents rather than just the number of children involved. There is increased awareness amongst staff than previously.

The Chair thanked the EHT and HoS for their comprehensive updates.

## 12. Chair's Report

- 12.1** The Chair noted recent changes to the Full Governing Board membership, welcoming two newly appointed governors, Lisa and Philly, to the team. Following Annie's resignation as LDBS Governor, the Chair has submitted a new application to the LDBS for consideration.
- 12.2** The Chair updated Julia's term as Staff Governor comes to end in February 2026, she will not be standing for re-election, and her last meeting will be in January. Staff elections will be held.
- 12.3** The Chair echoed the EHT encouragement to attend the wonderful school events. The Chair mentioned when she is at the school she always notices the really positive relationship between children and the staff, from the midday meal supervisors, the staff that cook and serve the food, the teachers that come and sit and have lunch with the children are amazing moments. Usually at this time of the year, we send individual Christmas cards to every member of staff, it is a lovely thing to do but a time-consuming task, this year the Chair will send a card from the FGB to go in the staffroom and from the FGB provide some money towards the staff social event to thank all.

## 13. Governor visits, development, and training

- 13.1** The Chair mentioned HEP have shared information on Staff Grievance and Safeguarding training and wanted to share this with governors but require the school log in to book the training. The EHT asked governors to email the SBM or HoS regarding any training they would like to undertake. The Chair requested to consider providing a generic school log in for governors to book training themselves rather than ask SBM or HoS to do. **Action: EHT.**

## 14. Dates and Times of next meeting

- 14.1** The Chair confirmed the next FGB meeting will be held on Thursday 22<sup>nd</sup> January 2026 at 7pm at the school.
- 14.2** VD gave her apologies for 22 January.

## 15. Any Other Business

- 15.1** MR updated she has already disclosed her school has been through Ofsted under the new framework and feels is familiar with it and will put together a document and share with all. MR said she is not sure if new framework is achieving the desired outcome and explained her school's experience.

The Chair said that would be helpful and it was noted it was about communication to parents, so they are aware of the new framework.

- 15.2** The Chair requested expressions of interest for the role of SEND link governor to be sent to her so can confirm at the January FGB. Currently the Chair is covering this role. **Action: FGB.**

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

Signed (Chair)



Cordelia Brown

Date 22/1/26



**Actions List:**

<b>Item</b>	<b>Action</b>	<b>Assigned to</b>
4.2	6.1 SOB to share the statistics on children of ethnicity with VD. 8.6 Explore Salix Grant for Led lighting - HOS	HoS
9.3	Check the Pay Committee TOR re confidentiality and conflict of interest for governors when making pay related decisions.	Clerk, EHT.
13.1	Training look into providing a generic school log in for governors to book training themselves rather than ask SBM or HoS to do.	EHT
15.2	Expressions of interest for the role of SEND link governor to be sent to the Chair. Item Jan 2026.	FGB