



ST MICHAEL'S C of E PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD
THURSDAY 17th JULY 2025 at 6.30PM at the school

Membership:

Position	Name	Initials	Term End Date
Local Authority Governor (1)	*Vana Sarimpalidou	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 Maguire	LM	11/04/2027
Foundation PCC	Valerie Doulton	VD	02/02/2029
Foundation LDBS	*Annie Chalmers Mavor	AC	11/03/2029
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
Sinead O'Brien, Head of School, HoS

PART 1

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

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

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

- 2.1 There were none declared.

3. Minutes of the FGB meeting and any matters/actions arising not elsewhere on the agenda.

- 3.1 The Minutes of the FGB meeting held on 14th May 2025, were **agreed** as an accurate record for the Chair to sign and school to retain on file.
- 3.2 **Actions arising**
The Chair updated with regards to item 7, Link Roles, all will have an opportunity to meet with their link member of staff in the new academic year.

4. Children's Committee update

- 4.1 The Chair updated as follows:
 - A very informative presentation was received from Andrea on SEN.
 - Comprehensive updates were received from the HoS on LIP and priority areas of focus.
 - Discussed moving to Smart Phone Free school and implementation has been set for September 2025. The Chair updated a number of schools in the borough are adopting this policy and asked about feedback to date. The EHT and HoS responded the feedback received is positive and supportive.



4.2 Finance & Premises Committee

KS updated the committee discussed as follows:

- Learning Fund as previously mentioned has seen a general decline in parent donations over past few years, to revisit fundraising initiatives at next Strategy meeting and AC with her fundraising knowledge and expertise to explore this.
- Toilet works funded by Learning Fund have been completed, and the children are very happy about this.
- Over the summer the boilers will be replaced and are being funded by LDBS.
- Improvements will be made over the summer to the pond and outdoor area to make them more accessible for children and this is being funded by the Greig Trust.
- Phase 2 the big project relating to the Early Years refurbishment and moving the office from the back to the front of house. To date the Learning Fund has provided £383k of the £433k cost of Phase 1 including the design and mobilisation stage. The original project budget was £450k however there has been a significant rise in the cost of materials since first approved and the Finance and Premises Committee request the FGB to vote on proposal to approve a further £50k from the Learning Fund.

Q: Chair asked what the current balance is in the Learning Fund. A: The EHT said as at 31/3/25 the Learning Fund had net assets of approx. £350k.

Q: Is the additional £50k for rise in costs or is it for something specific. The EHT said it is mainly due to rise of costs since the original quote.

Q: Will this bring the amount from the Learning Fund now at £500k. A: EHT said it will bring the overall total to £500k from the Learning Fund.

Q: Do we have a policy, is the Learning Fund a reserve or to spend. A: EHT said to spend, and policy says to retain £100k balance.

The FGB voted and unanimously **agreed** to £50k to be provided from the Learning Fund for Phase 2 of the works.

The Chair thanked the Finance & Resources committee for their work on this is.

- 4.3 The Chair asked for update on the building works. The EHT responded have had planning approval and ordered the stone which when arrives needs to be checked to ensure meets specification. Work has started on the house and access for site work and deliveries will be from the lane. The office will be moved, updated on works involved in levelling slopes and steps to make area more accessible and safer. There is a lot of work to be done over the 5½ weeks prior to moving onto other planned works.

The Chair said with regards to our fundraising strategy a lot of work was done previously on publicity and logo but more needs to be done which will be discussed at the Strategy Day and it is good to get AC involved with her expertise to look into this.

The FGB noted need a tactful approach to communication, say what the funds will go towards as parent may not realise this, the impact on children, capture new parents and discussed as follows:

- Chair, HoS and AC to meet with SMSA at first meeting of the new term.



- Explore with parents if they work for an organisation that has initiatives in place to offer funds to schools towards school improvements for the children.
- SMSA organising many events and school is constantly asking parents for contributions. Governors perhaps need to continue making the request to parents to donate on a regular basis, rather than us repeatedly asking parents to fund items asking.
- Considered setting up direct debit rather than standing orders so school has control. Noted some parents pay via Scipay others via standing orders.
- Have stalls at school events, hand out forms, get better at promoting the school & Learning Fund.
- Encourage parents to contribute at Early Years open day sessions on 3rd September, governors encouraged to attend.
- Put in place, "Give a coffee a week" amount towards supporting your school.
- Run competition amongst year groups and publicise in the school newsletter how much each year donated to make it competitive amongst year groups.
- Get someone to run the marathon and get sponsors.

The Chair thanked all for their comments, which will be discussed further at the Strategy Day on 1st October, and encouraged governors to attend school events.

5. Budget

5.1 Quarter 1 budget Monitoring

The FGB received the 2025-26, Quarter 1 Budget report and note to Governors from the SBM circulated in advance of the meeting. The EHT updated on the financial position at the end of Quarter 1, 30th June 2025, highlighted variances, the budget is on target for income and expenditure, outturn is at expected levels with no significant concerns over income streams or areas of expenditure.

The Chair thanked the SBM for her report.

6. Executive Headteachers End of Year Report

6.1 The FGB received the EHT end of year report as shared in advance of the meeting. The EHT highlighted key points as follows:

- Review of LIP: areas achieved and those continuing were reported to Children's Committee.
- Changes in senior leadership: Sinead has been HoS for two years and has embedded in very well, during her tenure, the 2 AHT left to take up new posts outside of England and school has employed Rebecca Austin as Deputy Head who has also settled in really well. Rebecca will begin maternity leave at the end of September. Following internal interviews, Shannon Kelly was appointed as acting DHT, and handover plans are in place.

Data: The EHT went through the data:

- Year 6 SATS. During late Autumn school makes predication and throughout the year looks at pupil progress and track children. In terms of attainment and school is always higher than national and Haringey.
- Writing is at 88.8 % close to predictions
- Maths at 80%, is an area of focus for next year, particularly as children were streamed into 3 groups. To note when talking about gender and gender differences this Year 6 in particular is



a girl-heavy cohort (32 girls and 19 boys), want to achieve 90% unless there is a particular need but there is not, the main reason is the gender imbalance.

Q: How do we compare on progress scores with national and Haringey. A: We are above national and Haringey, but past years were lower.

Q: What is the progress measure. A: This Year 6 cohort did not sit the Year 2 SATs due to Covid so do not have that progress measure, there is no national data, but the school has its own internal data of looking at progress in each year group.

- The Year 4 multiplication check internal mark is 20 as what is expected for children to get and 24% of the children did not get that mark. The HOS and DHT are already looking at the Year 4 & 5 children that did not achieve this.
- Year 2, 90% achieved, requires more moderation for teachers.
- Phonics screening test 97% predicted and 87% passed. The HOS that is very specific as had 5 new children come in, 3 with additional needs and lost some that were included in the predictions. The Chair said for years we have been 100%.
- Reception very good level of development at 90% and well above national.

- Admission: Roll numbers are good but do have a few vacancies across the school due to mobility.

- Attendance: Good; current Year 6 a bit lower.

- Behaviour: Staff are trained and are recording incidents very well so senior leaders can look to track any areas of concern by characteristics. FSM and ethnicity are higher and may cross over. There is a large discrepancy between boys and girls, the school overall has more boys on roll.

- GDPR and SAR numbers as provided.

- Staffing is stable.

- Before and After school clubs made change to allow parents to book from the first day of term for their children to attend clubs. Sending out a survey asking parent what they would like their children to attend so can gauge what is required.

The Chair thanked EHT for comprehensive update.

7. Premises Summer works update

Covered at 5.2 above.

8. End of year Safeguarding report

- 8.1 The FGB received the End of Year 2024-25 Safeguarding report circulated. The HoS went through the report highlighting the list of training delivered, number of vulnerable pupils, attendance, and exclusions. Persistent absence is being managed with EWO and is improving. Have had seven referrals recently that have a tight timescale of 7 hour turn around. The school has recently addressed several serious online incidents, involving younger children which presented



challenges in communicating effectively with parents and external agencies. These experiences have significantly influenced our decision to implement the smartphone-free initiative.

The Head of School confirmed the report to the children's committee that there had been a further racist comment made towards a pupil. The Anti Racism policy has been updated, additional lessons addressing the specific use of language have been provided and external advice and support sought.

Approval and review dates of relevant policies and procedures were noted.

Currently have 4 members of staff that are DSL trained to level 3 and have another member of staff going through the training currently. The school's strength is we know the families very well, able to respond to things quickly and families feel comfortable to come speak to us. The tracking systems are very robust, SCR and CPOMS are very thorough and have seen a positive change in how things are reported and are open with our message to staff saying, "it can happen here". JS said how CPOMS works is very useful as staff can see the information and position at the beginning of the school day to know what is happening.

The Chair thanked the HoS for her update.

9. School trips and residential

- 9.1 The EHT updated schools are not allowed to charge more than actual cost of school trips or round up figures. The Residential trips are paid up, and school gets a grant for families that are struggling to pay for their children can attend. Flatford all paid up and envisage PGL will be fully paid in due course.

PGL is a very costly the facilities are great, but the costs increase yearly so can prove difficult for some families to afford. As part of good financial management have looked at other venues and found another centre to go to potentially in Spring 2027, looking at both St Michael's and St James going on residential trips together this will be a good opportunity for the children get to know one another as end up at the same secondary school and are looking at going in spring term rather than summer as reduces the cost and the summer term has lots going on.

Also evaluated class trips to see how effective they are, if children enjoy and if have been paid up, if not paid is it because too expensive or parents not seeing the value and what we need to do. Leigh has done a great job looking at this, has a schedule showing 95% have paid and is actively chasing those outstanding. EHT updated from January moving to a new system which will be much more user friendly.

10. Planning ahead for next year

- 10.1 The Chair updated at Strategy Day on 1st October at 2.30pm will discuss:
- Fundraising
 - GG and Chair will be meeting to plan other thing to discuss and may ask governor to present items
 - At first FGB meeting will elect Chair. Chair pointed out her term of office is up June '27 so all to give thought and let her know if interested in becoming Chair and they will have opportunity to work alongside her for the year. Chair said she will book in with all to have a chat if interested in this.
 - 2025/26 meeting dates and themes for discussion will be shared.



11. Chair's Report

11.1 The Chair reported Claire has stepped down as Foundation Deanery Synod and thanked her for hard work and amazing contributions during her tenure as governor and wished her well for the future. The Chair said when recruiting to this position it would be good to have someone with financial experience.

12. Policies for approval

None

13. Governor Visits, development, and training

13.1 VD updated she sat in on interview panel for DHT appointment

13.2 The Chair encouraged governors to attend Assemblies, which is required for the forthcoming SIAMs inspection, which will look at aspects of our religious offer, and will ask governors about collective worship.

13.3 Chair asked all to look at the free training courses on Governor Hub's, tab Knowledge and to let her know if interested to go on any HEP training.

13.3 MR updated she has refreshed her 36-minute Cyber security training online which was useful to do, and her First Aid has been renewed.

13.5 The Chair said she attended DfE Prevent Training will update at Strategy Day.

14. Date and time of next meeting

14.1 It was noted the next FGB meeting will take place on 1st October at 5.30pm after the Strategy Day event at 2.30pm.

15. Any Other Business

None.

The Chair thanked everyone for their valuable contributions throughout the year and a lovely summer.

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

Signed

Chair

Date

1/10/25

Cordelia Brown