



ST MICHAEL'S C of E PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD  
WEDNESDAY 1 OCTOBER 2025 at 5.30PM 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)	Vacant		
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	Vacant		
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 and apologies for absence**

- 1.1 The Chair welcomed all to the meeting, which was quorate.
- 1.2 Apologies for absence were received and accepted from SB, KS and AM. Chair reported AM has requested leave of absence from the FGB.

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

- 2.1 There were none declared.

**3. GOVERNING BODY ADMINISTRATION**

**3.1 To elect in Chair/Vice for the academic year 2024/25.**

Nominations for the role of Chair were requested. CB was nominated as Chair, this nomination was supported by MR and seconded by VD. The FGB unanimously **agreed** for Cordelia Brown to be Chair for the academic year 2025-26.

The Chair asked for nominations for the role of Vice Chair. The Chair said she has spoken to SB and he is happy to continue if no one else would like to stand for this year. No other nominations were received. The Chair nominated SB this was seconded by JM. The FGB unanimously agreed Stephen Bethel to be Vice-Chair for the academic year 2025-26.

**3.2 To note the Instrument of Government**

The FGB noted the Instrument of Government as previously agreed.

**3.3 To agree FGB and Committees terms of reference, Membership and Link Governor roles**



The FGB noted the Terms of References in place for the FGB and each of the Committees.

### **FGB Membership**

The Chair reported LM has informed her that she is no longer able to continue as Foundation PCC governor and has resigned with effect from Monday 28<sup>th</sup> September. The FGB thanked LM for all her hard work during her tenure.

The Chair updated KA had previously mentioned a potential candidate from St Michaels Church expressing interest to be a governor. Chair with liaise with KA to consider for the vacant PCC Governor position.

The Chair updated have a potential replacement candidate with finance expertise for the Foundation Deanery Synod vacant position.

### **Children's Committee**

The FGB **agreed** to Stephen Bethel to be Chair of the Children's Committee during 2025/26. The membership of this committee is: SB, VS, JM, VD, KA, EHT and HoS.

### **Finance Committee**

The FGB **agreed** to King-Lynn Swayne to be the Chair of the Finance Committee during 2025-26. The membership was confirmed as: KS, MR, AM, CB, (+new governor), EHT.

### **Pay Committee**

Membership agreed as CD, MR and KS. HT to confirm with KS.

### **Link Governors**

The Chair asked all to aim to arrange one visit per term, write up a short visit report, keep the FGB informed of their area/s of responsibility and to attend any relevant training.

### **3.4 Governors to review/sign Code of Conduct & Annual Declaration of Interest form on Governor Hub as read and understood.**

The Chair reminded all to complete their individual Declaration of Business Interests 2025/26 and confirm acceptance of the Governor Code of Conduct under their profile on Governor Hub. **Action: FGB.**

### **3.4 Keeping Children Safe in Education**

The Chair reiterated it is the FGB's duty to read Keeping Children Safe in Education 2025 and to declare they have read and understood on Governor Hub and watched the short video highlighting key changes that the Chair circulated.

### **3.5 Prevent Training**

The Chair will email the Prevent online training link which includes a quiz for all to complete. **Action: Chair**

### **4. Review Minutes of the previous FGB meeting 17<sup>th</sup> July 2025 and any matters arising not elsewhere on the agenda.**

#### **4.1** The Minutes of the FGB meeting held on 17<sup>th</sup> July 2025, were **agreed** as being an accurate record, were electronically signed by the Chair.



## 4.2 Actions

There were no actions arising from the previous meeting.

## 5. Premises Summer works

5.1 The Chair reported an update on the premises works was provided at Strategy event prior to this meeting. The EHT reported on the various works that were carried out and the funding streams as follows:

- Phase 2 Early Years works was funded from DfE grant of £150K.
- Electronic door entry system, CCTV upgrade, extension of fire and intruder alarms, furnishing for new office and landscaping the front of the office were funded from the school budget.
- KS1 boilers funded by the LDBS at total cost of project was £196,809 including vat and the school's 10% contribution came from the LDBS maintenance scheme from the contribution made each year.
- Allotment laying path, making safe and tree removal and having a greenhouse funded from the Grieg Trust grant at £27,775.
- Years 1 to 4 toilets funding came from the Learning Fund at 53k for Year 1&2 and £42 for Years 3&4 including damp proofing costs.

**Q. Is there any insurance to cover the works to the toilets.** A: EHT responded there is a warranty which she will check.

The FGB were pleased and congratulated the school on completing significant amount of work within 5 ½ weeks that have greatly enhanced the school site.

## 6. Executive Headteachers Report

6.1 The EHT updated:

Attendance is very good and above target at 97%.

SEND register 8 pupils with EHCP, 19 pupils receiving support and 17 pupils currently being monitored.

Safeguarding update

The EHT referred to discussion at Strategy event relating to pupil numbers, school's marketing strategy, and the challenge of vacant places in schools across London Boroughs. The EHT reported that she is pleased the school began the academic year with a full Reception cohort of 60 pupils (36 boys and 24 girls).

The EHT referred to previous discussion about being a predominately boy heavy school and the need to think about provision of gender imbalance. The number of boys versus girls in each of the year group were reported as follows:

Yr1 – 58 (19 girls 39 boys) 1 pupil waiting to join and 1 vacancy.

Yr2 – 50 (23 girls and 27 boys) 2 pupils waiting to join and one leaving.

Yr3 – 52 (24 girls & 28 boys) 1 waiting to join.

Yr 4 – 59 (33 girls 26 boys) 1 waiting to join.

5 – 51 (27 girls & 23 boys) 1 leaver

6 – 57 (26 girls & 31 boys) 1 joiner

The EHT highlighted currently the school has 33 vacancies, will have 29 once taken into account leavers and joiners compared to circa 13 vacancies in previous years.



**Q: The Chair asked what the financial impact of these vacancies is.** A: EHT said school funding is based on number of pupils and so it has a large impact.

**Q: Does school have statistics on children of ethnicity.** A: HoS said yes and will share the information with VD. **Action: HoS.**

There were no further questions.

The Chair thanked the EHT for her updates.

## 7. Chair's Items

Updates provided above under item 3.3.

## 8. Policies for approval

The FGB received the policies circulated in advance of the meeting with highlighted changes where applicable and commented as follows:

### 8.1 Admissions Policy: Agreed

### 8.2 Anti Racism Policy: Agreed

### 8.3 Behaviour policy: Agreed. HoS updated will draft a child friendly version in due course.

### 8.4 Child protection and safeguarding policy: Agreed

### 8.5 Climate action plan: Agreed.

The EHT updated partnership with St James including leading on specific areas. Mr Marton Bell (St Michael's) is lead for sustainability and the Climate Action plan for both schools and is working with another governor from St James, utilising skills from both schools.

**Q: In terms of staff sharing is there any extra financing.** A: No this is specific thing we do.

MR commented on environment relating to the LED lighting there is a Salix grant available that opens seasonally and if school is ready with a plan they may be able to apply for this. The school she is at applied for this grant a few years ago and got £150k. Having the LED lighting dropped their energy bills by circa £40k per year. The HoS said she will look into this. **Action: HoS.**

### 8.6 More Able Policy: Agreed.

### 8.7 Pay Policy: Agreed.

### 8.8 Teacher appraisal: Agreed.

The Chair on behalf of the FGB thanked all staff involved in developing the policies.

## 9 Governor visits, development, and training

9.1 Prior to the FGB meeting today those present took a tour of the school and were very pleased to see the transformation as a result of the work carried out over the summer holidays.



- 9.2 CB, MR and KS came in and met with the new reception and nursery parents, welcomed them and asked for donations for the Learning fund. Chair also met potential governor candidates.
- 9.3 The link governors present earlier today have met with their subject leads and put dates in diary to meet. Chair encouraged all to do same.
- 9.4 As a result of LM resignation from the FGB the Chair said she will take over as SEND link governor for now but will write to FGB asking for someone else to consider.
- 9.5 Training:
- VD enquired about booking Safeguarding training. The HoS said to let her know of any training she is interested in doing and school will book and pay for it.
  - MR updated she recently done Safeguarding training at her school and held Health & Safety for all staff on 1<sup>st</sup> September.
  - Chair said she will review the Single Central Record on her next visit to the school.
  - Chair will also be meeting with Shannon for her to show her the filtering and motoring system as part of KCSIE.
  - MR met with Mark in the Nursery today and had a thorough discussion. MR said she will write up a brief report on the discussion/next visit.
  - VD updated she met with Rob, English Lead and will write up her report following her next visit.

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

- 10.1** The Chair confirmed the next FGB meeting will be held on Wednesday 3rd December 2025 at 7pm, on Zoom. If anyone is unable to attend to provide their updates in advance for the meeting. VD gave her apologies for meetings on 3 December 2025 and 28 January 2026.

**11. Any Other Business**

None.

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

Signed (Chair)

Date 3/12/25

Cordelia Brown

**ACTIONS LIST**

Item	Action	Assigned to
3.4	All to review/sign Code of Conduct & Annual Declaration of Interest form on Governor Hub as read and understood.	FGB



ST MICHAEL'S  
C of E PRIMARY  
HIGHGATE

North Road, Highgate  
London N6 4BG  
Tel: 020 8340 7441  
Email: [admin@stmichaelsn6.com](mailto:admin@stmichaelsn6.com)  
Headteacher: Geraldine Gallagher

3.5	Chair to email the Prevent online training link including quiz for all to complete.	Chair
6.1	Statistics on children of ethnicity share with VD.	HoS
8.5	Explore Salix Grant for Led lighting	HoS