

ST MICHAEL'S C of E PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD

THURSDAY 22 JANUARY 2026 at 7PM 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 Brading	LB	02/12/2029
Foundation PCC	Valerie Doulton	VD	02/02/2029
Foundation LDBS	Alex Smedley	AS	14/12/2029
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
Nicola Purvis, School Business Manager

PART 1

1. Welcome and apologies for absence

- 1.1 The Chair welcomed all to the meeting and introductions took place to welcome Alex Smedley. The meeting was quorate.
- 1.2 The Chair opened the meeting with a prayer.
- 1.3 Apologies for absence were received and accepted from SB, MR, KA.

2. Appointment of new Foundation LDBS Governor

- 2.1 The Chair informed the FGB that the LDBS has unanimously accepted Alex Smedley's nomination as Foundation LDBS Governor with effect from 15th December 2025 the FGB unanimously ratified Alex's appointment by a show of hands, officially welcoming him as a governor for a four-year term.

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 3rd December 2025 and any matters arising not elsewhere on the agenda.

- 4.1 The Minutes of the FGB meeting held on 3rd December 2025, were **agreed** as being an accurate record, for the Chair to sign.



4.2 Actions Arising

- Share the statistics on children of ethnicity with VD – HoS. **Completed.**
- Explore Salix Grant for Led lighting – HOS. **Majority of lighting has been replaced with LED.**
- Training look into providing a generic school log in for governors to book training themselves rather than ask SBM or HoS to do. **Clerk to raise issue with HEP. Done.**
- Expressions of interest for the role of SEND link governor to be sent to the Chair. Item Jan 2026. **Item on agenda.**

5. Budget

5.1 Quarter 3

The FGB received the Quarter 3 financial outturn as of 31st December as circulated. The SBM explained the CFR codes, the comparisons between the budgeted figures in Column A, and actual expenditure Column B, as well as the variance Column F, shows that, at the three-quarter mark of the year are at 75% and both expenditure and income are lower than projected. Column I reflects the commitments anticipated by year-end, which are currently estimated. Staffing expenditure is reported to be accurate and in line with expectations. The SBM highlighted variations from projections as follows:

Income:

- Shortfall in funding from the Local Authority for EYFS.
- Reduction in parental fee income due to shortfall in nursery numbers. While the initial projection based on previous plan was 44 out of 48 children, actual enrolment in September 2026 was 41, and has increased to 47 since January.
- Letting budget was slightly under target, primarily due to summer bookings and holiday camps reduced due to the ongoing building works at the school.

Expenditure:

The school is facing some challenges with higher-than-expected costs for agency supply teachers.

Q: Can someone not be taken on contract rather than agency. A: The EHT explained the budget is set on what is known. The school complies with sickness absence procedures. If a substantive member of staff is absent their roles are covered by supply teachers. The school cannot employ someone on contract for a few weeks at a time. The Sickness policy and procedures and occupation health processes are followed accordingly. It was noted sickness absence increase is a national issue.

Q: What about insurance payout for sickness absence. A: The SBM said this is something the school has considered.

Q: With regards to income, a lot is dependent on growth and pupil numbers.

The SBM and EHT have discussed marketing and shared plans to actively market and promote the nursery. Marketing is done through various channels, including publishing newsletters, sharing information in the local church, and advertising with estate agents (as done previously) and welcomed further suggestions to maximize the school's visibility and enrolment. Additionally, a new staff member has been appointed with the specific responsibility of leading and enhancing the school's marketing initiatives.

The SBM updated on the donations from the SMSA. The FGB noted and thanked the SMSA for the vital funds they raise for the school and look forward to continuing strengthening school's relationships with them.

Q: What are the top risks that come to mind for the FGB to be aware of. The EHT said a lower birth rate has led to declining pupil intake with some schools reducing their forms of entry, staff absences resulting in increasing supply agency reliance and insufficient SEND funding. The Chair added some children leave to attend independent schools before the usual transition at the end of year 6 which then leaves vacancies in these classes. The SBM continues to monitor these trends to ensure the school remains on track financially and to address any emerging issues promptly.

6. Policies for approval

6.1 The Chair provided context on policy approval for the benefit of the new governor. Chair requested top of each policy includes the time to read and the changes made.

HR Policies

- Annual leave and Special leave: **Agreed**
- Capability: **Agreed**
- Employee disciplinary and code of conduct: **Agreed**
- Employment of ex-offenders: new policy. **Agreed**
- Grievance: **Agreed**
- Sickness absence: **Agreed**
- Freedom of Information policy – Deferred to Children committee.

7. Executive Headteachers Report

7.1 The FGB received the EHT report circulated. The EHT highlighted:

Number of pupils on roll: total 441, Nursery 53. Noted the current and future figures for pupils on roll is consistent. Have received 117 applications for reception. The FGB discussed pupil intakes and leaver destination. The EHT shared pupils attend a high number of different secondary schools and is mindful not to show affiliation with one school. The EHT cited the school brochure lists the schools the children went to after leaving St Michael's C of E.

Attendance: is at a pleasing 97% compared to National figure of 94.08%. Persistent absence 0.05%.

Safeguarding and child protection: The cases were noted. Governor asked regarding "my concern" referral. The EHT explained the Mash referral and the safeguarding processes followed by the designated safeguarding officers that deal with the individual confidential cases.

Behaviour: from January 2026, shows how many boys and girls involved. 30 of the recorded incidents are directly linked to the application of the behaviour policy.

Staffing: updated on changes.

Health & Safety: Fire drill was held on 15 January 2026 and the whole school was successfully evacuated and assembled in 4.30 minutes. The H&S audit is scheduled for tomorrow and report will be shared in due course.

Q: Do we have a timescale and costing for the 3 recommendations that require immediate action. A: The SBM reported these three actions have been completed.

Q: How are H&S issues reported and addressed. A: The SBM reported members of staff make the caretaker aware of anything that requires attention, so issues are addressed in a timely manner. The SBM updated the other two moderate risk item are not urgent and have a longer timescale to resolve relating to:

- Fire stopping around pipes is inappropriate PU foam, should be firestopping material. Quotes are being obtained for this work to be done. The Chair suggested asking the LDBS to consider the pipe lagging works. The SBM said she will raise this with the LDBS. **Action: SBM.**

- Electrical distribution cupboard between KS1 hall and Y2 is not fully constructed from fire rated materials. This is being investigated, and appropriate signage has been put up.

Q: Re fundraising- which engagement has the highest impact. A: KS noted that SMSA events have been very well attended, citing examples of events. The Chair emphasised that while SMSA engagement is strong, there is a need to further encourage parental donations and one-off contributions to the Learning Fund, for the maintenance of our buildings, grounds, and educational resources. Significant planning efforts have already been undertaken to address this. Discussion took place about how to communicate the tangible difference that donations can make, suggesting that a clear message could help motivate potential donations. The Chair noted there has not been sufficient capacity on the GB to focus on this area, but with a full board now we can relaunch engagement campaigns.

The HoS reported the children have done a professional podcast talking about what they love about St Michael's and their favourite memories which will be screened to parents and children tomorrow.

AS asked to see the figures for the Learning Fund in terms of parents taking up opportunity to set up standing orders and when can this group meet again to look at the detail and move forward. The Chair suggested as the next FGB and Finance Committee is not for some time for AS and PP to meet with her to discuss next steps.

The Chair thanked the HT for her report and updates.

8. Chair's Report

8.1 The Chair reported she is pleased the FGB membership is full. Julia is sadly leaving the FGB as her term as Staff Governor ends in February and the process to replace the role has started. The Chair thanked Julia for all her hard work and contribution to the FGB and presented a card and gift on behalf of the FGB.

9. Governor visits, development, and training

9.1 The Chair commented on the information she shared about the recent LDBS, LGFL courses and other relevant training opportunities with the board.

- AS attended Data training and looked at school performance dashboard. AS expressed interest in analysing the data further and looks forward to sharing insights with the leadership team and the FGB.
- VD updated she has conducted reading class visits. VD will update the visit report using the standard template.



- The Chair and VS attended a course focused on the LADO role and safeguarding. They found the training valuable and shared key learnings with the board.
- The Chair reported she has uploaded two visit reports. On 11th December visited assembly to look at does the school's Collective Worship affirm and celebrate our school's distinctive Christian vision and ethos and SIAMs and encouraged governors to attend assemblies.
- The Chair updated on her Christmas lunch with the children and staff on 17th December. The school meals are of exceptional quality and food was delicious, healthy, and beautifully presented with lots of choice. The Children enjoyed eating together and sharing jokes in their crackers. Our value of 'Friendship' was evident in all interactions. The Chair observed the very positive relationships between children and staff. The children's behaviour was excellent throughout the lunch period. The Chair asked the EHT/HoS to convey a thank you to the catering staff.
- The Chair said at the next FGB review the Link Governor policy and roles and explain what the role involves. **Action: EHT, Clerk.**

9.2 SEND link governor: Chair said she is covering the SEND link governor role at present and requested volunteers to be agreed by next FGB. VD expressed interest and said she will discuss with the Chair. The Chair informed governors the LDBS are conducting SEND training in February and encouraged interested governors to attend.

10. Dates and Times of next meeting

The Chair confirmed the next FGB meeting will be held online on Wednesday 18th March 2026 at 7pm.

11. Any Other Business

None.

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

Signed (Vice Chair) *S. Bethel*
Stephen Bethel

Date: 18/03/2026

Actions List

Item	Action	By whom
7.1	Asking the LDBS to consider the pipe lagging works.	SBM
9.1	Link Governor policy and roles and explain what the role involves. FGB item.	EHT Clerk