



ST MICHAEL'S C of E PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD

WEDNESDAY 18TH MARCH 2026 at 7PM ONLINE

Membership:

Position	Name	Initials	Term End Date
Local Authority Governor (1)	Vana Sarimpalidou	VS	22/03/2029
Staff Governor (1)	*Marlon Marton-Bell	MM	23/02/2030
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	10/11/2029
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 Vice-Chair SB chaired the meeting and welcomed all. The meeting was quorate.

1.2 KA opened the meeting with a prayer.

1.3 Apologies for absence were received and accepted from CB, LB, MM and VD.

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

2.1 There were none declared.

3. Review Minutes of the previous FGB meeting and any matters arising not elsewhere on the agenda.

3.1 The Minutes of the FGB meeting held on 22nd January 2026, were **agreed** as being an accurate record, for the Chair to sign.

3.2 Actions Arising

- Ask the LDBS to consider the pipe lagging works. See 5.1 below.
- Link Governor policy and roles and responsibilities. Item on agenda.

4. Finance and Premises Committee update

4.1 KL reported the committee held a productive meeting, and the attendance of AS and PP was welcomed. Governors received an update on the current budget position. Health and Safety compliance indicators were reported as positive, and SBM was thanked for her contributions in



this area. It was also noted that a lockdown drill was successfully completed during the previous week.

5. Budget

5.1 Outstanding action relating to the Fire Risk Assessment and fire lagging remains ongoing and the SBM will follow up with LDBS. Carried forward **Action: SBM**

5.2 2025/26 Outturn

The SBM reported that the 2025/26 outturn position is not yet finalised. Based on the Quarter 3 position, the school is currently projecting an in-year deficit, which will reduce reserves and school is expected to finish the current financial year with an estimated in-year deficit of £53,000, leaving reserves of £71,407. The in-year deficit is attributable to two main factors:

- nursery income from Early Years Funding Formula and nursery fees was lower than anticipated, due to vacancies at the beginning of the year.
- In addition, agency staffing costs were higher than expected during the year.

5.3 **2026/27 budget:** is dependent on final year-end figures, which are still being confirmed.

Income:

The school has now received confirmation of an increase in DSG, as well as improved Early Years funding rates. Nursery applications for September 26 are higher than in previous years, SEND funding pressures, including monitoring of children with EHCPs, continue to be kept under review. A slight increase in FSM eligibility is anticipated and has been factored into projections.

Nursery Fees: Discussions were held at Finance Committee regarding the possibility of increasing nursery fees. While this could be implemented from September 2026, concerns were raised about the school remaining competitive. The SBM had carried out a piece of work comparing St Michael's nursery with other local providers and it was agreed to delay discussion of any fee increase until 2027/28.

Wraparound Care and Breakfast Club: The government has announced that all primary school children will be entitled to free breakfast clubs. The programme is being rolled out in stages with initially a focus on schools with high FSM eligibility. As St Michael's does not meet this criterion, it is not expected to offer free breakfast club until a later date pending further information from the DFE.

Expenditure:

Staffing assumptions include:

- anticipated pay progression for teachers on mainscale and support staff within their paycales
- An allowance for staff turnover
- A 2% teachers' pay award and 3.2% support staff increase, in line with figures received from Haringey.
- The school currently has several vacancies and has assumed continued agency cover until the end of the summer term, with recruitment planned for September.

Further cost pressures include:



- Energy cost changes
- Catering charges, which are expected to increase.
- A successful grant application, which will partially offset expenditure.

At this stage, the draft position shows a small projected surplus, which will be presented formally once all assumptions are aligned.

Q: Why are the premises costs forecast to increase significantly in 2027. A: The SBM explained this is due to the proposed appointment of a permanent site manager. Recruitment has been challenging, and the school has relied on interim arrangements. The new budget includes a permanent post from September.

Q: Education support staff costs show a notable increase. The SBM said this is reflecting the current reliance on agency staff.

Q: The SMSA donations show a 50% increase can this be repeated for future years. A: The SBM explained this figure is the Learning Fund income, which is an in-and-out entry linked directly to expenditure. PP and AS are reviewing arrangements with the aim of increasing activity.

Q: Professional fees are £19k over budget but predictions are this cost will go down. A: The SBM said this is primarily due to non-teaching supply costs linked to vacancies. This figure is expected to reduce once staffing is stabilised.

Governors discussed the risk of ongoing agency costs, particularly in relation to sickness absence and vacancies. The SBM advised that higher expenditure is incurred when paying for agency costs and sickness absence, costs should reduce once the school is fully staffed, with future budgets assuming cover only for absence.

For 2026/27, the draft budget forecasts a small in-year surplus of £14,235, although several areas still require further clarification before final sign-off.

Governors expressed some concern regarding the projected nursery numbers underpinning future-year budgets. The SBM confirmed that a dedicated role has been appointed to focus on marketing, and admissions are expected to increase as promotion continues throughout the year. The Executive Headteacher added that delays to finalising the nursery building had limited early admissions and impacted income. Further analysis, including local authority birth-rate data, will be considered to strengthen future forecasts.

The fully updated budget will be brought to the FGB meeting on 13 May 2026 for approval.

6. Policies for approval

The FGB received the policies listed below with tracked changes where applicable in advance of the meeting and noted as follows:

6.1 Link Governor policy: Agreed

The EHT outlined the roles of link governors, the statutory link role areas are Safeguarding, SEND and Inclusion, RE, and SIAMS, and there are other non-statutory areas the school is working on developing. Governors to consider their skills and link with relevant lead staff to

build understanding and provide support. CB is the link governor for Safeguarding and has been covering SEND and Inclusion and has asked governors that are interested in taking on this link role to let her know. VD has expressed an interest and if anyone else is interested to let the EHT or CB know. **Action: FGB.**

The link governor roles were confirmed as follows:

- Safeguarding: CB
- SEND: CB, VD -TBC
- Religious Education: KA
- Computing and Online Safety: AS
- Strategy and Communications: AS, PP
- Finance: MR
- Health & Safety: KS
- Conscious Inclusion: KA & KS
- Wellbeing: CD
- Writing: VD
- Arts Mark: VD
- Early Years & Outdoor Learning: MR
- Sustainability and Gardening: VS

6.2 Anti Racism: Agreed

Subject to including sexual orientation as a protected characteristic.

6.3 Whistleblowing policy: Agreed

6.4 Safer recruitment: Agreed

6.5 Volunteers: Agreed

6.6 Intimate care: Agreed

6.7 Complaints Policy: Agreed

6.8 SEND: Agreed

6.9 SEND information report: Agreed

7. Executive Headteacher's updates

7.1 The FGB received the EHT report circulated in advance of the meeting. The EHT highlighted:

Admissions & Marketing: A strong drive with marketing over the past year has increased first-choice applications for Reception which is anticipated being full. Numbers are encouraging, noting some families that put St Michael's as first choice may also be considering the independent sector. Second-choice preferences remain positive.

Attendance: The school prides itself on attendance which is really good and a key strength. Persistent Absence is below the national average.

Safeguarding: Vulnerable pupils are closely monitored. Ongoing CPD and staff training are in place.

The FGB commended the EHT and HoS on the Reception applications, the positive attendance culture, and the continued partnership work.

Q: Governor enquired about lockdown, what was the outcome of using the whistle or will school go back to using the alarm. A: The HoS explained the school conducts a number of drills and children know this is part of statutory process in the event of an emergency and steps are followed to bring children indoors. In order not to panic children the lockdown drills are carried out in stages and the next step is to lock classrooms. Age-appropriate PSHE work supports pupils' understanding of lockdowns and steps taken to keep children safe. In addition are looking at what approach other schools are taking. A whistle is worn by all staff on their lanyards and is currently the most accessible and effective alert, particularly for outdoor areas.

Q: Has school looked at the new check list in relation to Martyn's Law. A: The school is reviewing guidance, including Martyn's Law, with the Health & Safety lead. Lockdown drills may take place with similar frequency to fire drills. Fire Alarm will be reviewed at the Finance & Premises committee. **Action: Item for F&P**

Q: Governor enquired about communications to parents. A: EHT said communication with parents will include advance notice with reassurance and clear, age-appropriate guidance. Recent queries were linked to national events.

FOI requests are managed through the DPO.

Easter service noted and all Governors invited to attend.

There were no further questions. The Chair thanked the EHT for the report and updates.

8. Chair's Report

8.1 The EHT reported CB has completed the Single Register Check and all is in order.

9. Governor visits, development, and training

- 9.1 VS reported she attended the Governor conference and managing sickness absence training. She also attended Safer Recruitment training but felt was ineffective due to lack of outcome. The Governor conference covered falling rolls, budgets, SEND pressures, rising parental complaints, use of AI, behaviour data, and governor vacancies. VS expressed interest in training on managing parental complaints.
- 9.2 PP updated she attended training on Governors Roles and Responsibilities.
- 9.3 MR confirmed she has done NCCPS Safer Recruitment training and will provide the certificate. The EHT confirmed this should be kept on file.
- 9.4 AS visited Tower Hill Family Assembly on 30 January 2026, a full report has been uploaded. The assembly highlighted effort and achievement through acting and singing, with exemplary pupil behaviour and strong parental engagement.
- 9.5 KS visited on 6 March 2026; her focus was on Reception cooking. A full report has been uploaded.
- 9.6 MR visited on 9 March 2026 to review Early Years plans and outdoor space.
- 9.7 SB noted the Easter Parade at the church is a lovely event and encouraged all to attend.



10. Dates and Times of next meeting

The Chair confirmed the next FGB meeting will be held online on Wednesday 13th May 2026 at 7pm.

11. Any Other Business

None.

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

Signed (Chair):

Date: 13 May 2026

Cordelia Brown

Actions List

Item	Action	By Whom
5.1	Fire Risk Assessment and fire lagging remains ongoing and the SBM will follow up with LDBS.	SBM
6.1	SEND and Inclusion: VD has expressed an interest and if anyone else is interested to let the EHT or CB know	FGB
7.1	Fire Alarm will be reviewed at the Finance & Premises committee.	F&P Comm