

MINUTES OF THE GOVERNORS' MEETING FOR ST. MICHAEL'S SCHOOL HELD ON MONDAY 15th OCTOBER 2018 IN THE SCHOOL.

Present: Ms. R. Gouws (Headteacher), Revd. D. Howland (Associate), Mrs. J. Gillespie (Associate), Mr. B. Leslie, Revd. I. Chukuka, Mrs. T. Bentil-Mensah, Mrs. L. Miller, Mr. P. Vennard, Mr. R. Studd, Mrs. A. Farr, Mr. D. Faleye, Mrs. B. Ayling.

The meeting opened with prayer.

1. **APOLOGIES FOR ABSENCE:** - Mrs. B. Fielder, Mrs. S. Jempson, Mr. R. Lewis & Mrs. A. Farr.
2. **DECLARATIONS OF BUSINESS INTEREST** - Nil.
3. **ELECTION OF OFFICERS** (term of office 1-4 years)
 - a. Chairman - Mrs. Fielder's term of office ended in July 2018. She had indicated that she was willing to continue in post and the committee agreed with this. A vote of thanks was given to her for all the work she did in her role as Chairman, including reading with the children and supporting the Head Teacher and staff.
 - b. Vice Chairman - Mr. B. Leslie was elected in 2015 for a term of 4 years and he agreed to continue in this role.
 - c. Governors' Fund Officers - it was agreed that the Governors' Fund, now run by the School would be overseen by Revd. Howland and Mrs. Miller, with Mrs. Jempson providing any extra help required.
 - d. Working Parties: It was agreed that members of all the Working Parties, i.e. Resources, Strategy, Faith, Personnel, Admissions and Child Protection would remain the same.
4. **MINUTES OF THE LAST MEETING** (04-18.gov)
The minutes of the last meeting, held on Monday 23rd April 2018, (previously circulated) were agreed by the meeting and signed by the Vice Chairman.
5. **MATTERS ARISING**
 - a. Mrs. Miller highlighted that the Strategy Minutes circulated for this meeting were not the most recent. *Mrs Miller asked if all Strategy Minutes could be circulated to all members. Mrs. Ayling advised that she had not received the last set of Minutes. Note for future minutes.*
6. **GOVERNORS' FUND REPORT**

Revd. Howland advised that a new request regarding the Governors' Fund was issued to parents at the beginning of the Autumn Term whereby parents are requested to contribute towards the cost of maintaining and improving the school buildings. They may do so by paying a lump sum or £30 or setting up a direct debit equating to £2.50 per month. So far £380 has been received for this academic year. Another request will be sent out to parents at half term. It was agreed that a direct approach by telephone should be made to those people who had not yet paid and that any contribution should be encouraged even if not the full amount. *Mr. Falaye asked whether parents were getting the message and Revd. Howland replied that it was a matter of trying to obtain parents' support with voluntary contributions. Mrs. Miller suggested including an item regarding this on the School's blog including photographs of how money has been spent in the past, in an attempt to generate more interest.*
7. **HEADTEACHER'S REPORT**

Mrs. Gouws reported that the School roll was now 203 pupils, 96 girls and 107 boys. 34% Pupil Premium, 17% SEN of which 2 children have an Education, Health and Care Plan. Results of Key Stage 1 and Key Stage 2 were analysed and discussed.

The priorities this year will be:

- To raise the achievement of writing across the school. (This was an area for development highlighted during the last Ofsted inspection.)
- To raise the achievement of maths across the school.
- To develop the quality and breadth of the creative curriculum to further improve standards in aspects of the curriculum beyond literacy and numeracy.
- To further develop the partnership between school and parents/carers by finding a wider range of strategies to engage parents in school life. The school will hold its first Bring Your Parent to School Day in November.

8. SAFEGUARDING

Staff training will take place in November 2018 with a further refresher course in January 2019. The annual Safeguarding Audit will be undertaken shortly. Any concerns regarding children are referred to the MASH team. There has been one MASH referral this year. The school recently had the MyConcern software implemented where any concerns regarding children may be logged together with the necessary supporting documentation. The new system is to be introduced to staff after the October half term and it is hoped that it will help in ensuring incidents are recorded accurately.

9. SCHOOL DEVELOPMENT PLAN

- a. Ms. Gouws reported that Ofsted is changing its criteria judgements. The focus on data has been reduced due to the reported cheating occurring in schools to massage their results.
- b. Ms. Gouws circulated and presented the School Evaluation Form and the School Improvement Plan explaining that the main areas of focus have been amended to be: effectiveness of leadership and management, the quality of education, personal development and behaviour and welfare of pupils. Ms. Gouws requested Governors to check these documents through.
- c. Mrs. Miller mentioned that the Strategy and Standards Committee had previously discussed adding the SWOT (strengths, weaknesses, opportunities and threats) analysis to this document. Ms. Gouws agreed to add this.
- d. A new St Michael's website has been developed and will be launched after half term.
- e. The St. Michael's blog will be launched alongside the website. This platform will be used to inform parents about events taking place in the school and will replace the newsletter. The blog will also be a great opportunity to evidence the learning taking place in the wider curriculum such as art, geography and history.
- f. It has been agreed that school tracksuits will be introduced for PE for all classes. Samples have been obtained and Revd. Howland presented these to the Governors present. The aim is that children will wear their tracksuits for the entire day on their allocated P.E. day. Not only will this increase the time actively participating PE, due to eliminating the changing time, but it will also raise the profile of PE within the school. The cost of the tracksuit will be approximately £15.
- g. Regarding the Parental Engagement priority - Ms. Gouws requested Governors to come forward with any ideas in this area.
- h. A key issue facing the school is the declining roll. Ms Gouws believes that a key factor behind this decline is that several of the local schools have increased their capacity. Parents now have a wider choice available to them. Not only does this impact the numbers applying for places when starting school but also in-year transfers. For example, if a child is unhappy for whatever reason, rather than the parent working with the school to overcome the issues, they simply move the child to another school as so many places are available. ***Mr. Leslie suggested that we should raise our profile by affixing the School's name to the front of the building. Mr. Studd suggested adding a sign to Sydenham Road indicating the location of the school. This will be investigated. Mrs. Bentil-Mensah asked whether we could find out why the children were leaving. Mrs. Miller suggested that the focus should be more on how to attract new pupils. (As the declining roll is considered a key threat to the school it will be part of the SWOT analysis and will be added to the agenda of the next Strategy and Standards Committee meeting).***

- i. Multi Academy Trust – Ms. Gouws informed the Governors that, based on information available, it appeared the school may be financially better off managing their own funds under the umbrella of The Southwark Diocesan Board of Education rather than Lewisham Education. *Mrs. Ayling suggested contacting St. George’s for any information as they had recently become an Academy.* Ms. Gouws said it will require a Working Party to discuss this and a Director of the Multi Academy Trust will be invited to the school to speak to Governors. *Mr. Leslie suggested that this be undertaken by the Strategy and Standards Committee.*
10. **TO RECEIVE GOVERNORS’ REGISTER OF BUSINESS INTEREST FORMS**
All Governors present completed their forms and returned them to Revd. Howland.
11. **REPORT FROM RESOURCES MEETING** (3-18.res)
Minutes circulated. During this meeting the committee discussed the late collection of children from school. The committee agreed to write to the offending parents rather than implement fines. *Mrs. Bentil-Mensah said that the committee discussed the new blog and the wealth of information on it for children and parents to enjoy.* The use of text messages by the school is also being reviewed to ensure all appropriate family members receive relevant information. This should help improve parental engagement.
12. **REPORT FROM FAITH MEETING** (1-18.fth).
Minutes circulated. No comments.
13. **STRATEGY MEETING** (5-18.strategy)
Minutes circulated. *Mrs. Miller informed the committee that a key discussion point was the need to ensure that questioning and challenge from Governors is documented in minutes.*
14. **REPORT FROM HEALTH & SAFETY MEETING**
Meeting due the next day.
15. **BUDGET & FINANCE UPDATE**
- a. A written report had been circulated at the beginning of the month to all Governors – there were no questions arising.
- b. Revd. Howland advised that the DfE Additional Grant for pay had been based on the school roll number and the pay awards had been 1.5% for leaders, 2% for teachers on upper scale and 3.5% for those on lower scales.
- c. £89,040 had been received for Premium funding which was above the budget.
- d. The DfE compiled Benchmarking report had been examined and circulated. Revd. Howland commented that the comparisons were not very meaningful in many areas as whilst they compared us with other Schools with the same number of Free School Meal pupils, it did not take into account that the School was on split sites.
- e. The electrical remedial works arising from the Five-year fixed wiring inspection had been completed, signed off and certificates should be received shortly.
16. **G.D.P.R.**
- a. GDPR came into force in May this year. Parents have the right to know which data is used about them, to access data if they so request and a right to have data rectified if it is incorrect. Data processing systems used include ScholarPack, MyConcern, ParentPay, School Fund Manager and Parago Asset Management. It is necessary to determine the legal basis for collecting data, how it is used and from which people to obtain data. This all has to be processed lawfully and used for specific purposes, and it must be accurate and up to date. The school has to be able to demonstrate the steps taken to minimise data breaches.

17. **REVIEW OF GOVERNORS' CODE OF CONDUCT**

The Governors' Code of Conduct was circulated. It was agreed that this should be read and any comments forwarded to Mrs. Ayling.

18. **FIRE SAFETY**

Lewisham performed a Fire Risk Assessment in January 2018. Training and practise of evacuation has been completed this term. The procedures to be followed were explained to the new Reception children a few days in advance of the planned fire drill. The whole school performed well during this drill.

19. **ADMISSION CRITERIA 2020/21**

Revd. Howland informed the committee that he had spoken to the Southwark Diocese Board of Education regarding the admissions for Church Schools. The SDBE did not think there was any need for any changes to the school's policy. The committee agreed that no change was required.

20. **CORRESPONDENCE & GOVERNORS' TRAINING**

Mrs. Ayling had no correspondence to report. Governor training programmes from both Lewisham and the SDBE have been circulated. Ms. Gouws said that governor training is often a focus during Ofsted inspections. *Mrs. Miller suggested that training is added as an item on all committee meeting agendas as a reminder.*

21. **ANY OTHER BUSINESS**

- a. Term dates for 2019/2020 were circulated to the committee.
- b. *Mrs. Ayling asked whether the Teaching Assistants made redundant in 2017 had started their After School Club. Mrs. Gouws said that they had but with only a small number of children at the moment.*
- c. *Mr. Leslie asked why the School's Pay Policy mentioned the Council. Ms. Gouws explained that if the School had its own Pay Policy this would have to undergo consultation with the Unions and therefore Lewisham's Policy had been adopted.*
- d. *Mr. Lewis had sent an email enquiring as to how the School monitored compliance with its Policies; e.g. how many breaches of process occur each month/year and how these are resolved e.g. staff discipline or further training. Ms. Gouws said that the question needed more clarification but that disciplinary matters were dealt with confidentially.*

22. **DATES OF FUTURE GOVERNORS' MEETINGS** - To be advised.

The meeting closed with prayer.

Signed (Chairman)

Dated