

St Michael's C of E Primary School

MINUTES OF THE GOVERNORS' MEETING

MONDAY 4TH MARCH 2019

	<p><u>Present:</u> Ms. R. Gouws (HT), Mr. B. Leslie (VCoG) Revd. I. Chukuka (IC) Mrs. L. Miller (LM) Mr. P. Vennard (PV) Mr. R. Studd (RS) Mrs. A. Farr (AF) Ms. A. Grande (AG) Mr. D. Faleye (DF) Mrs B Fielder (CoG)</p> <p><u>In Attendance:</u> Mrs. B. Ayling (Clerk to the Governing Body), Revd. D. Howland (Associate), Mrs. J. Gillespie (Associate),</p>	
	<p>The meeting opened with prayer.</p>	
	<p>Welcomes and Introductions The CoG welcomed everybody and in particular RS who had been re-elected as Teacher Governor and TBM re-appointed as a Foundation Governor. She also welcomed AG who joined the Governors as a DCC nominated Foundation Governor. UG had been elected as a new Parent Governor but was unable to join the meeting. BL was then asked to withdraw from the meeting. LM proposed that BL be appointed as a Co-opted Governor. This was seconded by HT and agreed by the meeting. BL was then asked to return to the meeting. The HT advised the meeting that Ms. Dionne Paul (Infant phase leader) had expressed an interest to join the Governing Body. HT proposed and CoG seconded that she be appointed as an Associate Governor – agreed by the meeting.</p>	
	<p><u>APOLOGIES FOR ABSENCE:</u> - Mrs. T. Bentil-Mensah (TBM), Mrs. Utami Giles (UG).</p>	
	<p><u>DECLARATIONS OF BUSINESS INTEREST</u> - Nil.</p>	
	<p><u>MINUTES OF THE LAST MEETING</u> (10-18.gov)</p>	
	<p>The minutes of the last meeting, held on Monday 15th October 2018, (previously circulated) were agreed by the meeting and signed by the Chair.</p>	

	<p><u>MATTERS ARISING – PUBLICATION OF MINUTES ON SCHOOL WEBSITE</u></p> <p>Governors were advised that the Minutes of Governors’ meetings were to be included on the website. The last set of Minutes had already been published.</p> <p>The meeting had observed and welcomed the new “St. Michael’s School” boards at either end of the Junior Department playgrounds to raise the profile of the School.</p>	
	<p><u>BUDGET & FINANCE UPDATE, APPROVAL OF SFVS, & SCHOOL FUND ACCOUNT 2017/18</u></p> <p>Governors were advised that staff pay (which is the biggest cost element of the budget) would be about £7,000 under budget this year. Most items were generally on track with just over a month to the end of the financial year. Additional SEN top-up funding had been received for children who now have EHCPs in place and there was an additional £6,000 adjustment from the Local Authority.</p> <p>New two-way radios had been purchased to have quick, emergency contact between the two sites –the new radios offer better clarity and greater range. Some building and maintenance items are still to be invoiced and some SLA’s are still due to be paid.</p> <p>An additional allocation for DFCG had been received in the sum of £10,762 with the provision that it is to be used for improvements. As the Conference Room needed updating with poor acoustics and possibly a false ceiling added, these works might be able to be paid for out of this money. It was felt that the condition of the room gave a poor impression to visitors attending the School.</p> <p>It was pointed out that the reduction in pupil numbers would have a big difference to the budget and advised that numbers were decreasing each year. Governors should be concerned about the falling numbers.</p> <p><u>Schools Financial Value Standard</u> The self-assessment had been completed and previously circulated to all members. The meeting approved the assessment and authorised the Chair to sign the document before submission to the LA.</p> <p><u>School Fund Account</u> It was reported to governors that the completed School Fund Accounts for the year ended 31st March 2018 had now been received back from the Independent Examiner. The accounts, as previously circulated in draft form, were approved by the meeting.</p>	
	<p><u>TREASURER/GOVERNORS’ FUND REPORT</u></p> <p>Governors were advised that there had been a £400 increase in contributions over the last 12 months. Gift Aid had been claimed amounting to £373.73 and a further claim submitted.</p>	

HEADTEACHER'S REPORT

The School roll had fallen from 216 to 192 pupils. Roughly a third of the school are Pupil Premium. 4 children have EHCP plans and a further one EHCP soon to be submitted. Attendance was 96.6% which was above the national average. Pupil committees were active in the school.

Staffing: A member of staff has been appointed on a temporary contract to support a child in Year 6 with an EHCP plan and another staff member was appointed on a temporary contract to support two children in the Reception class. There were no other staff changes. St. Michael's staff absences were one of the lowest in Lewisham.

School Priorities:

Talk 4 Writing, a Pie Corbett approach, has been implemented and the quality of writing has improved as a result. This approach also enhances the children's vocabulary.

In Maths, the children have daily reasoning opportunity as part of their Green Pen Question (GPQ).

The development of the curriculum has taken up significant time. The school is developing knowledge organisers in all the subjects beyond literacy and numeracy, which has already had a positive impact on the quality of learning evidenced in books.

Parental engagement is the fourth priority for the year. Celebration worship continues to be a successful way to involve parents.

A very well attended 'bring your parent to School' has been launched, with very positive feedback from parents. The school uses texts and emails to communicate with parents. There has been a small technical glitch with regards to sending out texts, but Scholarpack was asked to investigate this.

The school is proud of the new website and continues to update it regularly. The blog is a good platform to showcase some of the learning and events happening in school, for example the visits from the NSPCC and the Fire Brigade.

Q. Can Maths challenges be added to the blog?

A. Yes

Action It was agreed that Ms Gouws would add maths challenges to the blog

Ms. Gouws said that the school is part of a peer mentoring programme with Trinity School and Saint Saviours, with a focus on writing. During the most recent visit to St Michael's, the other two schools were very impressed with the quality of writing they observed in the children's books. The two schools were also impressed with the knowledge organisers that St. Michael's have developed in the recent months.

Governors thanked the HT for all the work she had done in organising these knowledge organisers and said that it was noticeable how much the children were benefitting from it.

It was noted that the children used the Knowledge Organisers to refer to during lessons and has had a significant impact on their learning.

School staff had undertaken training on updating the website.

It has been three years since the last Ofsted inspection and Governors were reminded that the school is approaching the new Ofsted window. In September 2019 the Ofsted framework will change and it is essential for staff and governors to be familiar with the changes to ensure that all are Ofsted ready.

Behaviour & Attitude: A questionnaire had been given to the children to gain their thoughts about their attitude to School. In response to a few children saying that they felt the teachers did not always help them straight away when they put their hand up, a new system of red/green cards had been implemented to gain the teacher's attention. The children could continue with their work and try to solve their problem until the teacher was able to help them.

The Deputy Head has developed a body, mind and spirit overview, to map out the teaching of PSHE, values and British values.

Governors' morning – It was proposed to hold a Governors' morning from 8.00 a.m. to 10.00 a.m. on Friday 10th May where items such as Pupil Premium could be discussed or a staff presentation could be given.

	<p><u>MULTI ACADEMY TRUST</u></p> <p>The SBM had met Mark Burnett, the Chief Operating Officer of the Southwark Diocesan MAT to discuss in more detail what services would be included within the top-slice of the budget retained by the MAT when schools became part of the Trust. This was to try and enable a comparison with current funding arrangements operated by the LA.</p> <p>One of the main difficulties is that he had been unable to ascertain the Government funding received by Lewisham before the budget was delegated to the School as the LA is unable (or unwilling) to provide it. When Schools became part of the MAT then they offered a lot of ongoing support and training. Most of the services now purchased from the LA would be supplied by the MAT and they were adding more services and provisions all the time.</p> <p>As a side benefit, the school governors would not have to pay the Maintenance Fund to the Board. The school would also become responsible for administration of DFCEG monies. Applications for the equivalent of LCVAP funding would be made through the MAT. The staff would no longer be employed by the Governors but by the MAT. Some purchases (e.g. insurance) could be centralised meaning economies and better buying power.</p> <p><i>Q. Are there any disadvantage?</i> <i>A. the LA had reduced its staff and since more schools had become academies there were fewer services being offered and many schools have noticed a reduction of the service levels/quality of service they received from the LA.</i></p> <p>It was felt that joining the Multi Academy Trust would be of benefit to the School and that a great deal of support and services were available. The Trust was also looking to appoint an SEN Adviser to help support Schools.</p> <p>Action It was agreed that a sub-committee of the Strategy Committee would discuss the way forward to find answers to some of the questions posed.</p>	
	<p><u>SAFEGUARDING</u></p> <p>Ms. Gouws, Ms. Gillespie and Miss Asante had all done DSL Safeguarding training. An audit had been undertaken and the staff had been updated. The meeting agreed to ratify the decision to be part of Operation Encompass whereby the Police inform the School when children were involved in or witnesses to domestic abuse or violence.</p>	
	<p><u>ADMISSIONS CRITERIA 2020/2021 – FORMAL DETERMINATION</u></p> <p>The Admissions Policy was formally agreed by the meeting for 2020/2021.</p> <p><i>Q. In view of the reduced number of applications, 62 this year, could the 1.6 km distance from home be reviewed?</i> <i>A. Revd. Howland said that it was too late to amend the document for the 2020/21 intake. Due to many of the local Schools being enlarged few of them were now full.</i></p>	

	<p><u>REPORT FROM RESOURCES MEETING</u> (No meeting since last Governors' meeting).</p>	
	<p><u>REPORT FROM FAITH MEETING</u> (Meeting held but minutes not yet available). They had discussed inviting Governors to attend Assemblies and give their feedback. Ash Wednesday and Easter Services had been discussed. Governors should be aware of a SIAMS Inspection being held and it was hoped to give evidence of the links between the School and the Parish.</p>	
	<p><u>STRATEGY MEETING</u> (No Minutes since last Governors' meeting)</p>	
	<p><u>REPORT FROM HEALTH & SAFETY MEETING</u> (01-19) Minutes of the Meeting had been circulated and mainly covered working at height. Staff to be monitored to ensure that they were using step ladders and not climbing on chairs or tables as these were the main causes of accidents.</p> <p>It was reported that the AstroTurf on the football pitch had split in places. The suppliers would be replacing this, under Guarantee, but the School would have to pay the labour charges of £700.00.</p> <p>It had been pointed out that there was no handrail to the steps between the upper and lower playgrounds and a patch of flooring in the Hall needed repairing.</p>	
	<p><u>CORRESPONDENCE & GOVERNORS' TRAINING</u></p> <p>There was no correspondence to report. Governor training programmes from both Lewisham and the SDBE have been circulated.</p> <p>All three candidates of the Parent Governor election had been written to, advising them of the result.</p> <p>There would be Ofsted training by an adviser from the Board of Education for Governors on Fridays 15th and 29th March from 8.00am to 9.00am</p>	
	<p><u>ANY OTHER BUSINESS</u></p> <p>The School keeper was always very obliging and was doing a really good job.</p> <p>A speaker from the Children's Society, Jonathan Mann, had attended a recent Deanery Synod meeting. He had spoken about raising awareness of the exploitation of children. This might be useful to the School.</p> <p>In view of the School's falling roll, it was suggested that a Nursery class might help feed children into the School. The logistics of this move were to be investigated. Possibly 15 children in the morning and 15 in the afternoon. <i>Q. What would happen if all 30 children applied for places in the School?</i> <i>A. The Admissions criteria would be applied for all applications.</i></p>	

	<p><u>DATES OF FUTURE GOVERNORS' MEETINGS</u> Thursday 14th March 2019 8am Strategy Committee Friday 15th March 2019 8am-9am Ofsted Training Session with SDBE Primary Adviser Friday 22nd March 2019 8am MAT Strategy Friday 29th March 2019 8am -9am Ofsted Training Session with SDBE Primary Adviser Monday 29th April 2019 7pm – Full Governing Body Friday 10th May 2019 8am-10am Governors' Morning</p>	
	<p>The meeting closed with prayer.</p>	
	<p>Signed (Chair) Dated</p>	