

St Michael's C of E Primary School
Full Governors' Meeting
Monday 4th November 2019 at 7:00pm
Minutes

	<p>Present: Ms. R. Gouws (HT); Mr. B. Leslie (VCoG); Mrs. L. Miller (LM); Mrs. T. Bentil-Mensah (TBM); Mr. R. Studd (RS) Mr. P. Vennard (PG); Ms. U. Giles (UG); Ms. A. Bryan (AB); Mrs. A. Grande (AG); Mr. D. Faleye (DF)</p> <p>Absent: Mrs. B. Fielder (CoG); Mrs. S. Jempson (SJ); Ms. A. Farr (AF); Revd. I. Chukuka (IC)</p> <p>In Attendance: Revd. D. Howland (DH); Mrs. B. Ayling (BA)</p> <p>Not in Attendance: Mrs. D. Paul (DP); Mrs. J. Gillespie (JG)</p> <p>In the absence of the CoG, the VCoG chaired the meeting. The meeting opened with a prayer.</p>
1	<p><u>APOLOGIES FOR ABSENCE</u> Mrs. B. Fielder, Mrs. S. Jempson, Revd. I. Chukuka, Mrs. J. Gillespie (attending the residential school journey). The meeting was advised that due to work and home commitments Ms. Angela Farr had resigned from the Board of Governors.</p>
2	<p><u>DECLARATIONS OF BUSINESS INTERESTS</u> No declarations of business interest were given. Members who had not already filled in forms were asked to do so and return them to the school office. ACTION: DH to send out further forms.</p>
3	<p><u>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING</u></p>
3.1	<p><u>Approval of Draft Minutes 09-19</u> Minutes amended from Resources to Governors' meeting and the date from 19th September to 9th September. The minutes having been circulated were accepted and signed by the VCoG.</p>
3.2	<p><u>Matters arising and actions</u></p> <p>Skills audit: The HT agreed to send out another copy of the Skills Audit form as there had been little response from governors. The Skills Audit is a useful means of identifying the skill set available within the governing body. ACTION: HT to send out another copy of Skills Audit, governors to complete and return.</p> <p>Keeping Children Safe in Education (KCSIE) 2019: The HT reminded the governors that this is a key document and must be ready by all governors. It is available on the Hub where governors should make a declaration once read. DH illustrated how to access the document and make the declaration. ACTION: All governors to read the KCSE 2019 document and declare as read.</p> <p>Q <i>Are we able to monitor centrally which governors have made their declaration?</i></p>

<p>A</p> <p>Q</p> <p>A</p>	<p><i>We believe that Carole Connelly is able to do this. We will check.</i></p> <p>A policy schedule will be drawn up on the Hub of all the statutory policies. ACTION: HT to draw up schedule of policies.</p> <p><u>Associate Governors:</u> <i>Have the Associate Governors been contacted following our discussions regarding them becoming ‘observers’?</i> <i>Yes, and the Associate Governors will only attend meetings when they are involved.</i></p>		
<p>4</p> <p>4.1</p> <p>Q</p> <p>A</p> <p>Q</p> <p>A</p> <p>Q</p> <p>A</p> <p>Q</p> <p>A</p>	<p><u>GOVERNING BODY MATTERS</u></p> <p><u>Membership:</u> The meeting was advised that JG’s term of office as an Associate Governor would end in December 2019.</p> <p><u>Election of Chair of Governors & Vice Chair</u> As Mrs. Fielder was willing to stand for re-election as CoG and there being no further nominations, LM proposed and TBM seconded that she be elected. Agreed. As Mr. Leslie was willing to stand for re-election as VCoG and there being no further nominations, DF proposed and RG seconded that he be elected. Agreed.</p> <p><u>New appointments, vacancies and expiring terms of service:</u> As Ms. Farr had resigned there would be a Foundation Governor vacancy. <i>Will Ms. Farr’s Governor post be replaced?</i> <i>The Church will appoint a new Foundation Governor.</i> <i>Had any confirmation been received regarding AB’s appointment by Lewisham as their representative governor?</i> <i>Not yet. Nothing has been heard from Lewisham.</i> <i>Should observers be listed on the Governors’ minutes?</i> <i>Yes, it is good practice to do so.</i></p>		
<p>4. 2</p> <p>Q</p> <p>A</p>	<p><u>Review Terms of Reference for Committees</u> It was agreed that both the Strategy and Standards and Resources Terms of Reference needed updating. Faith and Health & Safety Terms of Reference would not now be required as they would not be continuing as governor committees. <i>If there are no formal minutes of the Faith and Health & Safety meetings, does this mean that there is no feedback to the other governors until the next full Governing Body meeting?</i> <i>As the Faith and Health & Safety meetings will no longer be held as Committees, Link Governors will be appointed to each group who would then report back at the next full Governors’ meeting.</i></p> <p><u>Review Link Governor appointments: (Safeguarding, Health & Safety, Faith, Pupil Premium</u> Safeguarding - BF and TBM Faith group - PV Pupil Premium - LM and TBM BF will be asked whether she would be the Link Governor for the Health & Safety group.</p> <p>As many members were not now able to attend meetings during the daytime it was agreed for the following times and committees be adopted.</p> <table border="0"> <tr> <td><u>Strategy and Standards:</u> Fridays at 8.00-9.30am U. Giles B. Leslie A. Bryan T. Bentil-Mensah</td> <td><u>Resources:</u> Mondays at 6.00pm A. Grande R. Studd P. Vennard B. Leslie</td> </tr> </table>	<u>Strategy and Standards:</u> Fridays at 8.00-9.30am U. Giles B. Leslie A. Bryan T. Bentil-Mensah	<u>Resources:</u> Mondays at 6.00pm A. Grande R. Studd P. Vennard B. Leslie
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	<p>D. Faley L. Miller I. Chukuka?</p>	<p>B. Fielder S. Jempson I. Chukuka?</p>
4.3	<p><u>KCSIE 2019:</u> It was agreed that all members should read the KCSIE 2019 and make their declaration on the Governors' Hub.</p> <p><u>Code of Conduct:</u> This had already been circulated to all members and agreed.</p> <p><u>Governors' Visits:</u> An interview was held on 11 October 2019 where a group of 10 Pupil Premium children from Years 2 to 6 were asked questions about the wider curriculum such as topic, science, PE, RE, music, reading and about their well-being in school. The children were enthusiastic about most areas of their learning and were able to articulate what they are learning as well as why and how it helps them. Areas where they were less vocal were music and reading. It was highlighted that although the learning is taking place, the children must be able to talk about it. It was reported that some of the children did not feel safe in school when returning after Church assemblies as there were no adults in the playground. This was a one-off oversight and had been remedied. A governor also observed class reading on the afternoon of 16 October 2019 which was very insightful. The children were settled and focused and the approach was consistent across all classes. The governor stressed the importance of governors seeing what goes on in the classrooms to better understand the school. It was agreed that governors should visit on the next Bring Your Parents to School Day (22 November).</p>	
5	<p>HEADTEACHER UPDATE The HT posted her report on the Governors' Hub on 30 October 2019 and members had been requested to submit any questions in advance. There are currently 193 children on the school roll. <u>Summary of Standards</u> KS2, KS1, Phonics and Early Years were all above national. A key concern is the progress of children from KS1 to KS2. Reasons supporting this poor progress are:</p> <ul style="list-style-type: none"> • For the cohort in question, their KS1 results were based on the old national curriculum which is considered easier than the current curriculum. • Four of the children with poor progress came from another school, therefore their KS1 results may not be in line with the other children. It might be possible for these children to be removed from the data which would give a clearer picture of the progress of those children who have been taught at St Michael's throughout. <p>When questioned in an Ofsted inspection, an explanation needs to be given of the specific circumstances which affect the data. Just one child in a class can make a great difference to the results of that cohort.</p> <p><u>Leadership and Management</u></p> <ul style="list-style-type: none"> ➤ Staffing – The Year 3 teacher has been signed off for 7 weeks but the school was fortunate to have Tom Franklin to cover this post. The Year 1 teacher has passed her GSCE in Maths and English and has now begun her two-year degree course. The Year 2 teaching assistant will commence her training in January 2020 in readiness to become the Nursery teacher. One of the cleaners retired on 11th November 2019. She will not be replaced – her jobs will be shared between existing staff. ➤ A curriculum team has been established to drive the wider curriculum and middle leaders are undertaking training provided by the SDBE. ➤ Continuous Professional Development: The focus is on the four school priorities. Collaborating with other Schools and David Lucas (School Improvement Advisor) to focus on writing and geography. ➤ The School is ever mindful of teachers' workloads. Support staff are working with teachers to reduce workloads and expectations for planning have been reduced to a minimum. ➤ Pupil Premium Grant: Profile booklets had been produced for each PP child to ensure that all related information is available. Eight PP children were chosen to take part in a surfing trip in July 2019 to 	

	<p>boost their confidence and self-esteem (those who would not normally have the opportunity to visit the seaside).</p> <ul style="list-style-type: none"> ➤ PE Grant: The school tracksuits were well received and allow more time for PE (the children are allowed to come to school in the tracksuit so changing time is saved in the lesson). Children are being encouraged to do 30 minutes of activity during each school day and the school is applying for Healthy School Status. ➤ SEN: Interventions are in place and are carefully monitored. ➤ Governors' Hub: This is a service designed to help governing boards run efficiently. Documents are placed on the Hub for Governors to read. All Governors are asked to use their school Igfl email accounts to comply with GDPR. ➤ Safeguarding: Marcus Cooper from the SDBE performed a Single Central Record check in the autumn term and was impressed with his findings. Senior leaders had attended a Safeguarding Course. 'My Concern' software is used to log all concerns. <p>Q <i>Interventions were mentioned for SEN children. Is this support provided solely for reading and writing? Are there specialists working with the children?</i></p> <p>A <i>The Inclusion Manager looks at the children's needs and organises the appropriate support. There is a range of support provided within the school depending on the needs of the child. There are specialists involved, but with limited availability we have to be careful how we use them, for example, it may be just once each term where identified. We have Pupil Progress Meetings once each term to see what is working and making an impact so that we can change anything if needed.</i></p> <p><u>Quality of Education:</u></p> <ul style="list-style-type: none"> ➤ Two School Improvement Advisors from Lewisham visited the school on 16th October to perform a teaching and learning review. Using the Ofsted model they did four 'deep dives', focusing on reading, writing, geography and science. They gave very positive and constructive feedback on all areas and were very impressed with the new Knowledge Organisers. (Knowledge Organisers for Science, Geography, History and RE have been completed and appear to be having a positive impact on the children's learning. Further organisers for French, Music, Computing, Art & Design are to be developed). <p>Q <i>When will we know which four areas Ofsted are likely to examine?</i></p> <p>A <i>We will only know when we receive the call from Ofsted to advise that they will be coming to the school.</i></p> <p>Q <i>The School Improvement Advisors asked us to think about challenging the more able children. How will we achieve this?</i></p> <p>A <i>This is currently an area of focus. The teachers will discuss the curriculum on polling day, 12th December.</i></p> <p>Q <i>Could we add a section to the Knowledge Organisers for greater depth children?</i></p> <p>A <i>Yes, this is something being investigated at the moment.</i></p> <p>ACTION: HT to email the full report from the School Improvement Advisors once received.</p> <p><u>Behaviour & Personal Development:</u> Conduct around the School is generally of a very high standard and restorative justice is embedded. The children recently completed a questionnaire about school - the results are being processed. Attendance for 2018/19 was 96.74% and for this term 96.4%. Children who are persistently absent are monitored as are those who regularly arrive late for school.</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>Q</p> <p>A</p>	<p><u>FINANCE REPORT</u></p> <p><u>School Fund:</u> There was an excess of expenditure over income of £89.65 on this account.</p> <p><u>Budget Report & Approval of Revised Budgets:</u> The current budget is more or less on track. The meeting was advised that Lewisham has introduced some changes to schools' financial reporting; in a drive for increased transparency, budgets now have to be produced twice yearly, in May and November.</p> <p><i>Has there been any communication as to how they are going to use this budget information?</i></p> <p><i>They want to pre-empt those schools likely to run into deficit. This will give them more time to work and support schools with problems.</i></p>

Q	<i>Are these the figures which will go to the DfE?</i>
A	<i>Yes. This will not be very different from previous returns.</i>
Q	<i>What is their reaction to the deficit likely to be?</i>
A	<i>We will need to look at how we staff the school and how we can achieve a more stable staff cost base. We need to try to recruit more pupils into the school in Reception. We have recently learnt that Adamsrill will be reducing their intake from 90 to 60 and St. George's from a two form to one form entry which should work in our favour. We will also need to look at the Nursery plans at the next Resources meeting to see if this will go ahead.</i>
Q	<i>Is there a danger that if we submit a budget with a deficit in the third year that there will be interventions?</i>
A	<i>It is likely that we would be put on a watch list.</i>
Q	<i>Wouldn't we need a multi-pronged response?</i>
A	<i>Yes. We would need different strategies to react to a range of factors e.g. funds given to education.</i>
Q	<i>Is Ofsted likely to question us about our deficit?</i>
A	<i>Yes. Ofsted will be looking at the budget and the high percentage cost of staffing.</i>
	ACTION: Resources Committee to implement a clear strategy and action plan regarding the deficit
	In April the proposed budget showed a deficit for 2019/20 of £41.6k, in November £50k. The figures assume that the school roll will continue as at present with no changes to the level of staffing. The reduction in cleaning staff has been included which will give a saving of £7k per annum. There is no further update about the proposed nursery.
Q	<i>At the last meeting you gave a financial picture of the nursery and how this would plan out in the next two or three years. What are we doing now?</i>
A	<i>We did look at it before but it is very difficult to project how this will proceed. We have not included this in the present budget.</i>
Q	<i>Are the initial costs of the nursery included in the budget figures?</i>
A	<i>Yes, those costs already spent have been included in the budget.</i>
	The implementation of the second element of the two-part non-teaching staff pay award is yet to be implemented related to revised pay scales. Additionally, the teachers' pay award (2.75% for all teachers) was due to be paid from September but will not be implemented until November. Hence, there will be some backdated pay.
Q	<i>At the moment we appear to be spending 79% on staffing. How does this compare to the recommended percentage?</i>
A	<i>The DfE suggest that staffing expenditure should be a maximum of 75% of a schools' budget.</i>
Q	<i>How can we balance this?</i>
A	<i>We hope that we can attract more pupils. We have had a reduction in teaching staff due to the bulge class; when the extra class teacher resigned, we did not replace her. The Deputy Head has been covering this work. We are aware that we have a very expensive staffing structure with many staff at the top of their pay scales.</i>
Q	<i>Do we have to have an approach that if really necessary there will have to be redundancies?</i>
A	<i>Yes, that could be the case, as we do not know what the pupil numbers will be and it also depends on what Government politics will be regarding education. As Governors we have to try to avoid redundancies and have to explore other options for cutting costs.</i>
	<i>Why is there such a large deficit in Year 3 of the budget?</i>
Q	<i>There is a reduction in funding as our bulge class finishes and will effectively reduce the pupil numbers.</i>
A	<i>Doesn't the bulge class finish in 2020?</i>
Q	<i>Yes, but the new pupil numbers will be collected during the October census and will be in the 2021/22 funding.</i>
A	<i>We will need to look at our staffing structure and see how we can deal with this deficit.</i>
	Some schools in the borough are using different software to record their finances. The school currently uses Excel but by using better software it would be possible to ensure the budget is fully up to date.
	BUDGET APPROVED BY GOVERNORS
6.3	<u>Purchase of replacement iPads:</u> The replacement of 30 iPads, trolley and charging stand was proposed. This will cost £11k, with approximately £7.5k used from the budget and a £2.5k donation from the Friends of St.

<p>Q Michael's. It was suggested that the shortfall of £1k be covered by monies received from the Summer Fete. Maintenance for the iPads could be purchased at an annual cost of £180 via a cloud-based management system.</p> <p>Q <i>When were the current iPads purchased?</i></p> <p>A <i>In 2010, so they are due to be replaced.</i></p> <p>Q <i>Would this cloud-based approach be less of a hassle for us?</i></p> <p>A <i>Yes, as maintenance and updates can be done remotely.</i></p> <p>A AGREED – new iPads to be purchased</p> <p>6.4 <u>Photocopier replacements:</u> As the lease contract for the school copiers/multi-functional devices has passed its contractual period, the use of the current copiers has been reviewed. It is suggested that only three replacements be acquired, a smaller one for the Infants, one for the Juniors and a desktop copier for the office, one fewer than currently. It was concluded that there has to be a copier located in the Infant building but that the Juniors could manage with one rather than two. Kent County Supplies (the current supplier) is able to offer copiers from four manufacturers (Sharp, Konica-Minolta, Kyocera, Ricoh). Based on previous experience and costs, it was proposed that the school takes the offer from Konica-Minolta giving an annual saving of approximately £1k.</p> <p>Q <i>Do we buy or lease the copiers?</i></p> <p>A <i>We use operating leases.</i></p> <p>Q <i>Have you obtained page costings?</i></p> <p>A <i>Yes, these vary but are approximately £0.0022 per page.</i></p> <p>A AGREED – new contract for copiers to use Konica-Minolta machines</p> <p>Q <i>Bearing in mind the split site of the school, are there any other saving to be made?</i></p> <p>A <i>Some areas of costs are difficult to reduce, for example we need first aid on both sites and lunchtime supervisors. At the next Resources meeting we can discuss possible changes, but everything comes with a price and we have to decide what we really need.</i></p>	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><u>SAFE SCHOOL REPORT</u></p> <p><u>Safeguarding:</u> See HT report.</p> <p><u>Health & Safety Update:</u> The School had received information from Lewisham concerning staff workloads 'Staff Workloads – Lewisham's Commitment to Managing'. This is on the Hub for Governors to read. The meeting was advised that there had been 217 accidents noted since the beginning of term including two staff accidents. The majority of the incidents were of a minor nature.</p> <p><u>GDPR:</u> A review was performed by Lewisham in October with no issues identified. Since the new data protection laws there had been two subject access requests which take a considerable time to deal with.</p>
<p>8</p> <p>8.1</p>	<p><u>PREMISES</u></p> <p><u>Summer works:</u> 99% of the works started in the summer holiday period have now been completed.</p> <p><u>Infant roof repairs:</u> Due to heavy rainfall in October there had been ingress of water into the Infant staff room. Rain was entering the roof where there was a blockage, some ridge tiles had mortar missing and lead flashing was missing. A quote has been received for this work for just over £2,000.</p>
<p>9</p> <p>9.1</p> <p>Q</p> <p>A</p> <p>Q</p> <p>AA</p>	<p><u>GENERAL UPDATES</u></p> <p><u>After School Club:</u> The headcount is slowly increasing although half the attendees are only using the club on an ad hoc basis rather than each week. The club is currently being run by one member of staff (two individuals on alternate days).</p> <p>Q <i>Is this running at a loss?</i></p> <p>A <i>Yes, at the moment but we hope to attract more children.</i></p> <p>Q <i>Given the Breakfast Club is popular with the children and run by the same staff as the After School Club, could we advertise this more?</i></p>

	<i>We could have comments from the children about Breakfast Club during the open mornings for prospective parents.</i>
9.2	<u>Nursery Provision:</u> See previous notes.
9.3	<u>MAT:</u> Not discussed.
9.4	<u>Governor Hub & Igfl email:</u> Governors were asked to read documents placed on the Hub and to use the school's Igfl email.
10	<p><u>POLICIES</u> All policies requiring review are on the Hub. <u>Admissions:</u> It was suggested that Governors look at the ratio of Church/Open places (currently 50/50) for the 2021/22 Admissions Policy. The meeting was advised that St. George's had changed theirs to one-third/two-thirds for Church/Open places.</p> <p>Q <i>If we had Muslim children in the school would we have to accommodate their religious teaching?</i> A <i>We already have a Muslim boy in the school.</i> Q <i>Would the Christian-distinctiveness of the school change?</i> A <i>No, children may opt out of collective worship if they wish.</i></p> <p>ACTION: Governors to consider the percentage split of Church to Open places.</p> <p>The Chairman had received a letter from Lewisham regarding admission arrangements. A consultation is being held asking whether schools wish to take on the responsibility for arranging their own admissions. A reply was needed by 20th November 2019. As a V.A. school we can choose whether Lewisham should continue to centrally co-ordinate admissions. It was pointed out that we would need to do all our own work regarding this.</p> <p>Q <i>We have to consider whether we want to do the administration related to this, such as measuring the distances from school to homes. And do we want to organise our appeals?</i> A <i>This would be time consuming but we do organise our own appeals.</i> Q <i>If we join the Multi Academy Trust will the admissions still be carried out by Lewisham?</i> A <i>Yes, they would continue to do so.</i></p> <p>AGREED: To continue admissions with Lewisham.</p> <p><u>HR Policy:</u> The meeting was advised that the SDBE have updated their own HR Policy. The school's policy was drawn up in 2014 and some regulations had now changed. More detail is included on the processes to be followed. The new document has been drawn up in consultation with the Unions. ACTION: Governors were asked to read through the new policy and to give their responses. If no comments are received by 18th November, the policy would be accepted.</p> <p><u>Safeguarding Policy:</u> On the Hub to be read by Governors. <u>Complaints Policy:</u> There are new DfE guidelines.</p> <p>ACTION: Governors to read and give comments, policy will be adopted at the deadline. If it is a statutory policy, it will still be posted on the hub for comments, but it will be ratified at the next full governors meetings.</p>
11	<p><u>ANY OTHER BUSINESS</u> Revd. Ifeanyi sent a message to say he was disappointed that nobody from school had attended the St. Michael's Day Service when the Bishop had been present. The H/T said she would report back regarding this.</p> <p>Q <i>Given the Business Manager and the HT circulate their reports to members prior to the meeting should they then go through the reports in detail at the Governors' meeting?</i> A <i>It is difficult to know whether governors have read the reports. As requested, using the online Hub, governors should tick the documents once read and any questions should be submitted and answered online on the Hub.</i></p>

Q	<i>All governors are expected to arrive at a governors meeting fully prepared by reading all related documents in advance. There should therefore not be a need to go present each report in detail during the meeting.</i>
A	<i>As Angela Farr has resigned is there now a vacancy for a Governor? Angela was a Foundation Governor and a replacement will be nominated by the Church.</i>

DATES OF NEXT MEETINGS

Term	Committee	Date	Time
Autumn	Resources	Monday 2 nd December 2019	6.00pm
Spring	Full Governors	Monday 23 rd March 2020	7:00pm
	Resources	Tuesday 4 th February 2020	6.00pm
	Strategy	Friday 7 th February 2020	8-9.30am
	Governors Visits	Friday 7 th February 2020	9.30-10.30am
Summer	Full Governors	Monday 18 th May 2020	7:00pm
	Resources	Monday 4 th May 2020	6.00pm
	Strategy	Friday 22 nd May 2020	8-9.30am
	Governors Visits	Friday 22 nd May 2020	9.30-10.30am

The meeting closed with prayer.

Actions:

1. DH to send out further forms.
2. HT to send out another copy of Skills Audit, governors to complete and return.
3. All governors to read the KCSE 2019 document and declare as read.
4. HT to draw up schedule of policies.
5. HT to email the full report from the School Improvement Advisors once received.
6. Resources Committee to implement a clear strategy and action plan regarding the deficit
7. Governors to consider the percentage split of Church to Open places.
8. Governors to read and give comments, policy will be adopted at the deadline. If it is a statutory policy, it will still be posted on the hub for comments, but it will be ratified at the next full governors meetings.