

St Michael's C of E Primary School
Full Governors Board Meeting
Monday 19 September 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); Mrs. S. Jempson (SJ); Ms. U. Giles (UG); Ms. A. Bryan (AB)</p> <p>Absent: Mrs. B. Fielder (CoG); Ms. A. Farr (AF); Mr. D. Faleye (DF); Mr. P. Vennard (PV); Ms. A. Grande (AG); Revd. I. Chukuka (IC)</p> <p>In Attendance: Revd. D. Howland (DH); Ms. J. Gillespie (JG); Mrs. B. Ayling (BA)</p> <p>In the absence of the CoG, the VCoG would chair the meeting. The meeting opened with a prayer.</p>
1.	<p><u>APOLOGIES FOR ABSENCE</u> Mrs. B. Fielder, Mrs. A. Farr, Mr. D. Faleye, Mr. P. Vennard, Ms. A. Grande, Revd. I. Chukuka</p>
2.	<p><u>DECLARATIONS OF BUSINESS INTERESTS</u> Forms were circulated to all those present, completed and returned to the Clerk.</p>
3.	<p><u>BOARD MEMBERS' MATTERS</u></p>
3.1	<p><u>Terms of office</u> The new governor was welcomed. She joined the meeting as an Observer pending her appointment by Lewisham Education Authority. Those Governors with terms due to expire were advised. It was suggested that Governors' appointments be for one year and reviewed annually.</p>
3.2	<p><u>The Governors' Code of Conduct</u> Document was circulated to all attendees for signature with a reminder of the importance of confidentiality.</p>
3.3	<p><u>Committees</u> Since a Governors' Review undertaken by Shirley Connelly, it was felt that there were too many Governors' Committees. It was agreed that the Resources and Strategy Committees would continue as governors meetings. The Faith and Health & Safety would become less formal with a Lead Governor reporting back at the full governing body meetings. No formal minutes would be required at these meetings. <i>Q: During an Ofsted review, would we be penalised for not having formal meetings/minutes for these areas?</i> <i>A: No. As long as a representative feeds back during the full governors meetings.</i></p>
3.4	<p><u>Skills Audit</u> It was recommended that an audit be undertaken to get a sense of Governors' skills and knowledge. This would identify where more training is required. Members were given a form to complete and return anonymously. A copy would also be added to the Governors' Hub.</p> <p>ACTION: All</p>

3.5	<p><u>KCSIE</u> (Keeping Children Safe in Education) Marcus Cooper of the SDBE had provided copies of a booklet for all staff had received and discussed. All Governors must acknowledge that they had received and read this booklet. ACTION: All</p>
4.	<p><u>BUSINESS MANAGER UPDATE</u></p> <p>4.1 <u>Premises & Work undertaken in the summer</u> It was reported that the work on the premises was nearly finished. There were minor decoration and snagging works to be completed. The newly extended mains electrical supply from the Schoolkeeper's House to upgrade the School's electrical requirements had been completed and final testing and commissioning was still to take place. It was agreed that a main school 3-phase intake supply would need to be installed at some point in the future. <i>Q: Why is the current electrical supply not sufficient for the school?</i> <i>A: At the moment we are managing because some electricity is taken from the school house, where it is largely unused. A surveyor has suggested the 3-phase intake supply.</i> <i>Q: Is there any urgency to this?</i> <i>A: No. We have to put in an application but it can take a while.</i></p> <p>4.2 <u>Budget</u> It was advised that the budget figures had been posted on the Governors' Hub. The teachers' pay increase had been more than anticipated. Pay increases had also been given to support staff to help those on lower scales. The Government had promised extra funding for education for 2020/21. <i>Q: What impact will the teachers' pay increase have on the budget? Has it been analysed?</i> <i>A: Yes it has been analysed but not yet discussed with the Headteacher.</i> <i>Q: What is the status of the nursery? Will this be opening soon?</i> <i>A: There was a delay in obtaining funding for the Nursery provision, so this will now not be opening until September 2020 being realistic.</i></p> <p>DH was thanked for all the work he had done during the summer holidays in overseeing the works which had taken place. The Conference Room had been greatly improved with the lowered ceiling, windows which now opened, redecoration and the provision of a sink and hot water supply.</p>
5.	<p><u>HEADTEACHER UPDATE</u></p> <p>5.1 <u>Start of School, staffing and pupils</u> There had been a smooth start to the new term. 26 children left year 6 last year and there are now 28 in Reception. Office staff have been very pro-active in contacting parents who were interested in selecting St. Michael's School. One member of staff will shortly be on long term sick and the School was grateful to Tom Franklin who would be covering this absence for five weeks.</p> <p>The Administration Manager will be leaving at some point during the autumn term. <i>Q: Do we have a plan for replacing this member of staff?</i> <i>A: No. We are not planning to replace her.</i> <i>Q: How will the office duties be completed without the current level of staff?</i> <i>A: Over recent months, the office duties have been scaled back and this will continue. First Aid paperwork is now completed by a Teaching Assistant rather than the Pupil Manager and uniform is now only sold from a high street shop rather than from the office. Payments are now mainly received via ParentPay resulting in a reduction in admin in the school office. We are currently looking into using a messaging system to report absences. The Pupil Manager is unable to start at 8am but will start a little earlier than her current 10am.</i></p>

5.2	<p><u>After School Club</u> This had a disappointing start and was running at a loss due to insufficient children. <i>Q: What is the magnitude of the current loss?</i> <i>A: This has not yet been ascertained.</i> <i>Q: Could we produce flyers to advertise the club to raise its profile?</i> <i>A: Yes we will and it will be mentioned during celebration worship and the parent workshops.</i> <i>Q: Are we still offering a Breakfast Club?</i> <i>A: Yes we do and its new starting time of 7.45am has been well-received by parents/carers.</i></p>
5.3	<p><u>Nursery Provision</u> A bid for funding has been made. Although the SDBE were supportive, they wanted clarification as to whether funding would be permitted by the Financial Agency. Therefore bids for funding had been deferred. The next round of funding will be in the autumn. If successful then the alteration works could be undertaken during the Easter holidays which might mean opening the Nursery next September. <i>Q: Would it be impossible to fund the nursery without this funding?</i> <i>A: Yes</i> Ms. Ferris has been approved to do her teacher training from January to Easter 2020 in readiness for working in the nursery.</p>
5.4	<p><u>MAT</u> There had been a meeting with the parents at the end of the last term. It was felt that they were re-assured following the meeting. Thanks were expressed to TBM for her putting the Governors' and her own point of view to the parents. Another session was to be organised for the parents.</p>
5.5	<p><u>Governors' Review</u> A Governors' review was performed at the end of the summer term. The report from Shirley Connelly has just been received. Her report was summarised:</p> <ul style="list-style-type: none"> • The governing body was too large and that sometimes fewer people are more productive. • Committees (see 3.3) • The terms of office for Chair and Vice Chair should be for a one year term. This makes it less of an onerous task and more attractive to new candidates. • In minutes, the chair should be referred to as the CoG. • Minutes should be written in the third person, for example, "a point was raised..." instead of "Fred raised the point..." • Minuted questions and answers should not state the individual questioning or answering. • Apologies for absence from meetings should be formally agreed or not accepted. These apologies/absences should then would be documented separately in the minutes. • Reducing the number of staff on the governors board so as not to exceed one third of all Governors. • Associate Governors should become "Observers". The HT will discuss this matter with those the associate governors not present. <p><i>Q: Does it require a decision of the Governing board to make some governors observers?</i> <i>A: Yes, we can make that decision now.</i> AGREED</p> <ul style="list-style-type: none"> • All communication should be using the governors' "IgfI" email accounts and not personal accounts. <p><i>Q: I don't have access to a computer. What do I do?</i> <i>A: We will ensure that a school laptop is available for anyone in this situation.</i></p> <ul style="list-style-type: none"> • The GovernorHub should be used for sharing documents and enabling governors to ask questions or make comments in advance of meeting. This would provide a better audit trail then the current use of email.
<p>ACTION: HT discuss the matter of associate governors with relevant parties</p>	

6.	<p><u>POLICIES</u></p> <p>Everyone was thanked for their responses to draft policies loaded onto the GovernorHub for review. These documents had been amended and were now ready for ratification at the next Full Governing Body meeting.</p> <p><i>Q: Could we consider splitting the policies between the relevant committees to reduce how much each governor needs to review?</i></p> <p><i>A: We will look into this and develop a policy schedule</i></p> <p><i>Q: How do we, as governors, ensure that the policies are being followed? Could we pick a few points from the policies we have agreed and check they are being adhered to?</i></p> <p><i>A: Yes, this is a good idea. For example, during the next pupil interview, the governors could ask the children about how we deal with behaviour and check whether this ties in with the behaviour policy.</i></p> <p>ACTION: Policy schedule to be put onto governor’s hub.</p>																																
7.	<p><u>DATES OF NEXT MEETINGS</u></p> <table border="1" data-bbox="183 734 1364 1037"> <thead> <tr> <th>Term</th> <th>Committee</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Autumn</td> <td>Faith</td> <td>Wednesday 18 September 2019</td> <td>3:30pm</td> </tr> <tr> <td></td> <td>Strategy</td> <td>Wednesday 18 September 2019</td> <td>5:00pm</td> </tr> <tr> <td></td> <td>Governors Visit</td> <td>Friday 11 October 2019</td> <td>8:30 – 10:30am</td> </tr> <tr> <td></td> <td>Resources</td> <td>Tuesday 15 October 2019</td> <td>9:15am</td> </tr> <tr> <td></td> <td>Full Governors</td> <td>Monday 4 November 2019</td> <td>7:00pm</td> </tr> <tr> <td>Spring</td> <td>Full Governors</td> <td>Monday 23 March 2020</td> <td>7:00pm</td> </tr> <tr> <td>Summer</td> <td>Full Governors</td> <td>Monday 18 May 2020</td> <td>7:00pm</td> </tr> </tbody> </table> <p>The meeting closed with prayer.</p>	Term	Committee	Date	Time	Autumn	Faith	Wednesday 18 September 2019	3:30pm		Strategy	Wednesday 18 September 2019	5:00pm		Governors Visit	Friday 11 October 2019	8:30 – 10:30am		Resources	Tuesday 15 October 2019	9:15am		Full Governors	Monday 4 November 2019	7:00pm	Spring	Full Governors	Monday 23 March 2020	7:00pm	Summer	Full Governors	Monday 18 May 2020	7:00pm
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Summary of actions:

Governors to complete the skills audit

All governors to read and sign KCSIE 2019

HT discuss the matter of associate governors with relevant parties

Policy schedule to be put onto governor’s hub.