

Minutes of the meeting of the Governing Board of St Michael's Church of England
School held on Monday 21st September 2020 at 7:00pm

Present	Tilie Bentil-Mensah Aurora Bryan Ben Leslie (Vice Chair) Rev Ifeanyi Chukuka Dare Faleye	Beryl Fielder (Chair) Utami Giles Riana Gouws (Headteacher) Kate McGregor Louisa Miller
Advisor / Observer	Jacqui Gillespie Rev David Howland	
Clerk	Victoria Freeman	

		Action
1	<p>The meeting opened with a prayer.</p> <p><u>Apologies for Absence</u></p> <p>The Chair welcomed those present to the meeting being held via videoconference due to the Covid-19 pandemic.</p> <p>Apologies for absence were received from Sandra Jempson, Richard Studd and Peter Vennard. Governors consented to the absences.</p> <p>Governors welcomed Victoria Freeman as the Clerk of this meeting, she advised that the meeting was quorate.</p> <p>RESOLVED: that the Governing Board accepted the apology of Sandra Jempson, Richard Studd and Peter Vanguard and the absences were consented to.</p>	
2	<p><u>Appointment of Chair and Vice Chair</u></p> <p>Riana Gouws proposed that Beryl Fielder be appointed as Chair of Governors for a term of one year. The nomination was duly seconded by Rev Ifeanyi Chukuka. No further nominations were received, upon which Governors unanimously agreed that Beryl Fielder be appointed as Chair of Governors.</p> <p>Beryl Fielder proposed that Ben Leslie be appointed as Vice Chair of Governors for a term of one year. The nomination was duly seconded by Rev Ifeanyi Chukuka. No further nominations were received, upon which Governors unanimously agreed that Ben Leslie be appointed as Vice Chair of Governors.</p>	

	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. that following a unanimous vote in favour, Beryl Fielder was appointed as Chair of Governors for the 2020-21 academic year. 2. that following a unanimous vote in favour, Ben Leslie was appointed as Vice Chair of Governors for the 2020-21 academic year. 	
3	<p><u>Notification of any other business</u></p> <p>The Chair agreed to take an update from the Organisational Change working group and an item on the future delivery of the school's catering provider and kitchen maintenance service.</p>	
4	<p><u>Declarations of Business Interests (pecuniary and personal interests)/Conflict of Interest</u></p> <p>Governors were requested to complete the annual declaration form and to update their declarations on Governor Hub.</p>	All governors
5	<p><u>Board members matters</u></p>	
5.1	<p>Membership</p> <p>Governors took the opportunity to welcome Kate McGregor to the Governing Board as a newly appointed Foundation Governor.</p> <p>The Chair advised that she had received a verbal resignation from Sandra Jempson and that her written resignation was awaited. It was noted that a new Foundation Governor appointment would need to be sought from the Diocesan Board.</p> <p>ACTION: Clerk to contact SDBE regarding Foundation Governor vacancy.</p>	Clerk
5.2	<p>Code of Conduct</p> <p>Governors were requested to confirm their agreement to, and acceptance of, the National Governor's Association's Code of Conduct.</p>	Clerk / All governors
5.3	<p>Review Committees</p>	
5.3.1	<p>Governors reviewed the current committee structure and agreed that no changes be made. Governors were encouraged to attend the school faith meetings where possible.</p> <p>RESOLVED: that it was agreed that no changes be made to the current committee structure.</p>	

	<p><i>Jacqui Gillespie arrived at this point in the meeting (7.24 p.m.).</i></p>																													
5.3.2	<p>Governors reviewed the Link Governor responsibilities and agreed the following appointments:</p> <ul style="list-style-type: none"> • Faith Group Governor – Rev Ifeanyi Chukuka • Health and Safety Lead – Beryl Fielder and Peter Vennard • Pupil Premium Link – Louisa Miller • Safeguarding Governor – Beryl Fielder and Tilie Bentil-Mensah • Wellbeing Link – Beryl Fielder <p>The Health and Safety Link Governors were requested to attend the school's Health and Safety meetings.</p> <p>RESOLVED: that the link governor responsibilities be agreed, as listed.</p>																													
5.3.3	<p>Governors reviewed the membership of committees and agreed the following appointments:</p> <p><u>Resources Committee</u></p> <table> <tbody> <tr> <td>Beryl Fielder</td> <td>Kate McGregor</td> </tr> <tr> <td>Riana Gouws</td> <td>Louisa Miller</td> </tr> <tr> <td>Anita Grande</td> <td>Peter Vennard</td> </tr> <tr> <td>Ben Leslie</td> <td></td> </tr> </tbody> </table> <p><u>Strategy and Standards Committee</u></p> <table> <tbody> <tr> <td>Tile Bentil-Mensah</td> <td>Riana Gouws</td> </tr> <tr> <td>Aurora Bryan</td> <td>Ben Leslie</td> </tr> <tr> <td>Dare Faleye</td> <td>Louisa Miller</td> </tr> <tr> <td>Utami Giles</td> <td></td> </tr> </tbody> </table> <p><u>Admissions Policy Working Group</u></p> <table> <tbody> <tr> <td>Rev Ifeanyi Chukuka</td> <td>Riana Gouws</td> </tr> <tr> <td>Dare Faleye</td> <td>David Howland</td> </tr> <tr> <td>Beryl Fielder</td> <td>Louisa Miller</td> </tr> </tbody> </table> <p><u>Organisational Change Working Group</u></p> <table> <tbody> <tr> <td>Aurora Bryan</td> <td></td> </tr> <tr> <td>Tilie Bentil-Mensah</td> <td></td> </tr> <tr> <td>Ben Leslie</td> <td></td> </tr> </tbody> </table> <p>RESOLVED: that the committee and working group membership be agreed, as listed.</p>	Beryl Fielder	Kate McGregor	Riana Gouws	Louisa Miller	Anita Grande	Peter Vennard	Ben Leslie		Tile Bentil-Mensah	Riana Gouws	Aurora Bryan	Ben Leslie	Dare Faleye	Louisa Miller	Utami Giles		Rev Ifeanyi Chukuka	Riana Gouws	Dare Faleye	David Howland	Beryl Fielder	Louisa Miller	Aurora Bryan		Tilie Bentil-Mensah		Ben Leslie		
Beryl Fielder	Kate McGregor																													
Riana Gouws	Louisa Miller																													
Anita Grande	Peter Vennard																													
Ben Leslie																														
Tile Bentil-Mensah	Riana Gouws																													
Aurora Bryan	Ben Leslie																													
Dare Faleye	Louisa Miller																													
Utami Giles																														
Rev Ifeanyi Chukuka	Riana Gouws																													
Dare Faleye	David Howland																													
Beryl Fielder	Louisa Miller																													
Aurora Bryan																														
Tilie Bentil-Mensah																														
Ben Leslie																														

5.4	<p>Governor Skills Audit</p> <p>It was noted that the Skills Audit document would be circulated to governors for completion.</p> <p>ACTION: Governors to complete the Skills Audit and return to Clerk.</p>	Clerk/All governors
5.5	<p>Keeping Children Safe in Education</p> <p>Governors were requested to confirm that they had read the updated Keeping Children Safe in Education statutory guidance which came into effect on 1st September 2020.</p> <p>ACTION: Sign declaration on Governors Hub – click on icon next to name, then click on declaration.</p>	All Governors
5.6	<p>School Website</p> <p>Governors were advised that as part of the School Improvement Service Level Agreement with the Local Authority (LA), the LA audited the school's website to ensure that it was compliant with statutory requirements.</p>	
6	<p><u>Minutes of previous meeting and matters arising</u></p> <p>Governors received, and approved, the non-confidential minutes of the meetings held on the 4 November 2019 and 18 May 2020.</p> <p>Governors sought feedback on the marketing efforts to increase admission applications and were advised that although there was limited impact this year due to the deadline for applications having passed, it was hoped that there would be greater impact on the 2021-22 admissions.</p> <p>It was requested that a summary of actions be provided attached as an appendix to future minutes.</p> <p>RESOLVED: that the non-confidential minutes of the meetings held on the 4 November 2019 and 18 May 2020 were approved and would be signed as an accurate record of the meeting.</p>	Clerk
7	<p><u>Business Manager update</u></p> <p>DH provided Governors with a verbal update.</p>	
7.1	<p>Premises – update on planned and emergency works</p> <p>It was reported that the replacement of the glass roof in the infant's toilet area had been delayed due to Covid-19, and that the works</p>	

	<p>would now be carried out during the Easter holidays, following a tendering process.</p> <p>Unplanned works included the replacement of wooden fencing in the infant playground with steel security mesh at a cost of £1,900, with the works to be carried out during the Autumn half term. There had been a gas leak on the premises and two quotes had been sourced, whilst a third quote was awaited. In the meantime, the premises had been made safe.</p>	
7.2	<p>Budget</p> <p>Governors received the Monthly HT/ Governors Budget document which was published on the Hub in advance.</p> <p>There were no questions.</p>	
8	<p><u>Headteacher Update</u></p> <p>Governors received the School Evaluation and School Improvement Plan 2020-21 which was published on the Hub in advance.</p> <p>The Headteacher provided a brief overview of the school context and explained that a full report would be provided at the next meeting.</p> <p>The Headteacher took the opportunity to highlight the following points:</p> <ul style="list-style-type: none"> • There were currently 171 pupils on roll, which was significantly lower than the previous year; 28 pupils (16%) with Special Educational Needs, 3 of whom had an Educational Health and Care Plan, with an additional child in Year 1 awaiting a Plan. • The key priorities identified for 2020-2021 were: <ul style="list-style-type: none"> - High quality core curriculum offer – Reading, Writing, Maths - Leaders – Wider curriculum - Character Development - Strategic Direction – marketing of the school <p>In response to questioning, it was explained that a number of activities for pupil premium children were not currently possible due to Covid-19 and the need to prevent cross contamination between bubbles. However, creative consideration was being given to what could be done to enrich the children's lives and experiences within the restrictions applied.</p>	

	<p>Governors sought feedback on pupil wellbeing, and were advised that the children appeared content following their return to school.</p> <p>Governors questioned whether data could be provided on general pupil performance and were advised that information could be collated using pupil reports and presented to the Strategy and Standards Committee.</p> <p>It was explained that the LA's admissions error had negatively impacted on the school and that monetary compensation was being sought. The Chair and Vice Chair were invited to meet the LA's Executive Director alongside the Headteacher to discuss further, however in the event of no resolution, the issue would be taken forward by Colin Powell, the Director of SDBE.</p> <p>RESOLVED: that the report was received.</p> <p>ACTION: Pupil premium action plan and in-school data to be presented at Strategy Meeting.</p>	HT
9	<p><u>Nursery Provision</u></p> <p>David Howland explained the legal process which was required to be followed in order to change the published age range for the school to 3-11 years. Formal consultation letters had been issued to the Diocesan Board and the LA, providing the rationale for the change and which sought a response by the end of September 2020.</p> <p>Governors were advised that a bid had been submitted to assist with the pupil numbers in Nursery and that a further bid would be submitted in February.</p>	
10	<p><u>MAT</u></p> <p>David Howland reported that he had been in contact with the Diocese to progress the joining of the MAT and the commencement of the due diligence process. The school would need to ensure that any agreement would benefit the school financially and the school's overall sustainability. During discussion, Governors welcomed the next stage of the proposal on the financial stability that it would bring, whilst the ethos of the school would remain unchanged.</p>	

11	<p><u>Policies</u></p> <p>Governors reviewed the policies listed, which were circulated prior the meeting; and were requested to provide comments via Governor Hub and to ratify the policies at the next meeting.</p> <ul style="list-style-type: none"> • Bike and Scooter Policy • Charging and Remission Policy • Data Protection Policy • Debt Policy • First Aid and Accident Policy • Freedom of Information Publication Scheme • Governors' Expenses Policy • Health and Safety Statement of Intent • Infectious Diseases • Lockdown Policy • NQT Policy • Record Management Policy • Safeguarding Policy 2020 • Security Policy • Stress Management Policy <p>Governors were advised that the Diocese had recommended that the school consult on the 2022-23 Admission Policy. The school currently used the standardised Supplementary Information Form (SIF) recommended by the Diocese, however due to imposed restrictions on church attendance, a variation would be needed to reflect expected attendance if churches had remained open. It was suggested that the Admissions Policy Working Group may wish to give consideration to simplifying the Admission Policy during their review of the policy.</p> <p>ACTION: Read policies and comment on Governors Hub prior to next full meeting.</p> <p>ACTION: Admission working party to review policy.</p>	Clerk/All Governors
12	<p><u>Dates and Items for Future Meetings</u></p> <p><u>Governing Body</u> (meetings commence at 7.00 p.m.)</p> <ul style="list-style-type: none"> • 7 December 2020 • 1 February 2021 • 24 May 2021 <p><u>Resources Committee</u> (meetings commence at 7.00 p.m.)</p>	

	<ul style="list-style-type: none"> • 12 October 2020 • 18 January 2021 • 10 May 2021 <p><u>Strategy and Standards Committee</u> (meetings commence at 8.00 a.m.)</p> <ul style="list-style-type: none"> • 6 October 2020. • 26 January 2021 • 18 May 2021 <p>Admissions Policy Working Group – Dates to be confirmed.</p> <p><u>Items for next meeting:</u></p> <ul style="list-style-type: none"> • Admissions Policy 2022-23 - to be agreed and ratified • Policies (as listed under Minute No. 11) - to be agreed and ratified. 	
13	<p><u>Any other business</u></p> <p><u>Catering Provision</u></p> <p>Governors were advised that a letter had been received from the LA regarding the future delivery of the schools catering and kitchen maintenance service. It was noted that the school's three year catering contract was independent of the borough and was due to expire in March 2021, with an option to extend for a further two years. Governors views were sought on opting in on the Council's new centralised contract. Following discussion, the view was that the school should remain independent to allow for greater control over the catering provision. Local Authority costings were sought, however at this stage, the information was not available as they would initially be required to go out to tender. Governors agreed that a report be represented to the next meeting of the Resources Committee.</p> <p><u>Organisational Change Working Group Update</u></p> <p>Ben Leslie provided a verbal update on the work of the Organisational Change Working Group, during which he advised that the group had given their approval in principle to the proposals put forward by the Headteacher and School Business Manager; and for the commencement of the staff consultation process.</p>	DH

The meeting closed at 8.38 p.m.

Action Log - 21st September 2020

Minute No.	Action	
4	Declarations of Business Interests (pecuniary and personal interests)/Conflict of Interest: <ul style="list-style-type: none"> • Governors to complete the annual declaration form and to update their declarations on Governor Hub. 	All governors
5.1	Board Members Matters (Membership): <ul style="list-style-type: none"> • A new Foundation Governor to be sought from the Diocesan Board. 	Clerk
5.2	Board Members Matters (Code of Conduct): <ul style="list-style-type: none"> • Governors were requested to confirm their agreement to, and acceptance of, the National Governor's Associations Code of Conduct. 	All governors / Clerk
5.4	Board Members Matters (Skills Audit): <ul style="list-style-type: none"> • Skills Audit document to be circulated to governors for completion. 	All governors / Clerk
5.5	Board Members Matters (Keeping Children Safe in Education): <ul style="list-style-type: none"> • Governors to confirm that they had read the updated Keeping Children Safe in Education statutory guidance. 	All governors / Clerk
6	Minutes of previous meeting and matters arising: <ul style="list-style-type: none"> • A summary of actions to be provided attached as an appendix to future minutes. 	Clerk
8	Headteacher Update: <ul style="list-style-type: none"> • General performance data collated using pupil reports to be presented to the Strategy and Standards Committee. 	HT
11	Policies:	

	<ul style="list-style-type: none"> • Governors to review the following policies and to provide comments via Governor Hub; • Governors be requested to approve and ratify the listed policies at the next meeting. <ul style="list-style-type: none"> - Bike and Scooter Policy - Charging and Remission Policy - Data Protection Policy - Debt Policy - First Aid and Accident Policy - Freedom of Information Publication Scheme - Governors' Expenses Policy - Health and Safety Statement of Intent - Infectious Diseases - Lockdown Policy - NQT Policy - Record Management Policy - Safeguarding Policy 2020 - Security Policy - Stress Management Policy 	All governors Clerk
13	<p>Any other business</p> <ul style="list-style-type: none"> • A report be presented to the next meeting of the Resources Committee on the school's catering provision. 	DH