

**GOVERNING BODY OF
ST MICHAEL AT BOWES CE JUNIOR SCHOOL**
Tottenham Road, London. N13 6JB



2 JULY 2020

MEMBERS

LA Governor	Bambos Charalambous MP	18.9.2018	17.9.2022
Parent Governors x 2	* Lauren Harris	5. 11.2018	4.11.2022
	Daniela Atamnia	19.11.2019	18.11.2023
Staff Governor	Mary Gavriel	9.10.2016	8.10.2020
Foundation Governors x 7	*Fr Engin	Ex-offico	
	Jean Jakobson (Vice Chair)	18.9.2017	17.9.2021
	Revd. Mark Jones Parry	Ex-offico	
	Kate MacDonald-Boyle (Chair)	1.9.2018	31.8 2022
	Lawrence Desouza (East Haringey) Deanery Synod	14.11.19	13.11.2023
	Michelle Broomes (PCC)	3.10. 2019	2.10. 2023
	Rebecca Christy	5.03.2020	4.03.2024
Headteacher	Maria Jay		
* denotes absence			

Also attending

Debbie Butcher -Deputy Headteacher
Izlem Balci – Office Manager (agenda items 1-4 only)
Mandy Newell - Minute and Advisory Clerk

MINUTES – PART 1

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Fr Engin.
Apologies for late arrival were received from Bambos Charalambous and Lawrence Desouza.

NOTED the absence of Lauren Harris.

RESOLVED to consent to these absences.

2. **DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

3. **MINUTES/MATTERS ARISING FROM THE MINUTES**

The minutes of the meeting held on 21 May 2020 were agreed as a correct record. There were no matters arising to consider.

4. **BUDGET.**

RECEIVED the 1st quarterly return, a copy of which is included in the Minute Book.

REPORTED that Izlem Balci guided Governors through the document and the following matters were highlighted;

- (a) there were uncertainties in the budget at present but the next review should reveal a clearer picture;
- (b) the red figures in I09 were highlighted and it was explained that these related to dinner money refunds and some cheque payments that were still due to come out;
- (c) the £390 in I12 related to money for the Southend Trip and the final figure for this would be £0;
- (d) Governors questioned I18 and it was explained that this was the PE Grant until August of this year. To date there remained no news as to what was happening in respect of this for the next academic year. At a recent meeting of School Business Managers in the Borough Izlem Balci had learnt that it was unlikely Schools would have any further information until the end of July as to whether this grant would continue or not. She assured Governors they would be updated when further information was received;
- (e) Governors reviewed the expenditure figures carefully and noted the staffing figures in particular. It was likely that there would be more children joining Year 3 with Educational Healthcare plans and as such the School was looking to employ two extra Teaching Assistants from September onwards. The changes to the staffing figures also included maternity leave.;
- (f) Pay Awards were predicted to be 3.5% but confirmation of this would not be received until October. Negotiations were ongoing but the School had budgeted for 3.5%;
- (g) the four areas highlighted in red were all linked to accruals, some invoicing was awaited for gas, electricity, catering and insurance;

- (h) Governors were informed that if expenditure was as predicted the carry over next year would be 4.6% of the budget. In response to Governors' queries, Izlem Balci confirmed that the carry forward allowable was 6.5% this year.
- (i) Izlem Balci reiterated that at present she did not feel the predictions in the budget were very accurate and explained that items such as the catering budget would need to be reviewed bearing in mind the school had been shut. The review in October would give a clearer picture. Government guidance issued today had implied that Schools would resume working normally from September but this obviously remained an unknown in the current climate;
- (j) a claims form was being completed by the School as it was possible to claim back expenses linked to Covid-19 from the Government. In response to Governors questions Izlem Balci explained that you could not claim for loss of letting revenue or loss of breakfast club/after school club revenue. Claims could be made for PPE equipment. The deadline for submission of any claims was 21 July. The Headteacher explained that the School was still spending out on hygiene products and to date costs had been around £15,000. £11,000 had been lost due to coach cancellations for the Walton on the Naze trip. The coach company had implied that this money could be transferred for use next year and that it could be claimed until October. Lost income for the Friday clubs was around £3,600 so a total of £14,600 had been lost from the budget during the Covid crisis. However, the Headteacher explained that there had been savings made on other areas due to the School closure and as such in real terms the losses were not as great as they seemed;
- (k) the Free School Meals Vouchers were being paid for by the Government and although this had been a very difficult system to set up it was now working well and would be carrying on until the end of August. A Governor asked about the salary of kitchen staff and was informed that catering staff at the School were supplied through the LA and the School had no responsibility for their payment or furloughing. No catering staff were currently required by the School as the children were bringing in packed lunches. Sports coaches were being paid by the School and had been coming in during the time when key worker and vulnerable children only were attending. They had been working with the School for many years and had been very flexible during the current situation. There was a requirement that after 12 weeks any agency staff were treated the same as other members of staff. One agency staff member had been at the School for 8 weeks when shut down was announced but as it was planned to keep her into the next academic year she had continued to be paid by the School.

NOTED that Governors thanked Izlem Balci for her report and for all her hard work linked to the FSM voucher scheme.

RESOLVED to agree the 1st Quarterly Return.

Clerks note – Izlem Balci left the meeting

5. HEADTEACHER UPDATE

RECEIVED a written report from the Headteacher, Mrs Maria Jay, a parental questionnaire on home learning, a letter to parents re the home learning survey and the recovery curriculum, copies of which are included in the Minute book. The following matters arose as a result of Governor' discussion.

REPORTED that

- (a) there had been 37 Year 6 children in School today and 6 key worker children out of 10. From 15th June cohort one Year 6 pupils started coming to school. At present there were 29 pupils out of a possible 69 pupils requesting a place (42%). Cohort two started on 29th June and an additional 8 pupils requested a place. Year 6's last week at SMAB would be week commencing 6th July. A virtual party was planned for them on 8th July and they would leave the School on 10th July. During the last week of term, week beginning 13th July other year groups would be invited back to school for a 45-minute slot (x15 pupils at a time) with their class teacher to say goodbye and give closure to the end of term. They would also be invited to a virtual party for their year group. Responses as to how many children would wish to attend these were currently being compiled. The children's new class teachers would be compiling a video for their classes before the start of term;
- (b) due to lockdown the children had been unable to sit their SATS this year and no official testing had been undertaken. The Government had announced today that SATS would resume next year along with the Year 4 times tables tests. Ofsted inspections would begin again in January 2021 as would SIAMS Inspections. The School was due a SIAMS inspection and following a Governor's query reassurance was given that a handover was in place between the teacher currently responsible for this who was going on maternity leave and another member of staff who would have the same amount of knowledge and be able to ensure things ran smoothly. It was also pointed out that anyone on maternity leave could return for KIT days (Keep in touch) up to 10 separate days during that time to help if necessary;
- (c) in readiness for a full return Health and Safety measures were all up to date and a strict cleaning regime was in place with additional cleaning days being added. The Site Manager and assistant site manager were working hard in terms of keeping the School spotless and all classes had individual cleaning products in them. A fire drill had taken place this week with everyone remaining in their family groups. The drill had gone well, however, there had only been 40 children in School. There would be a need to complete a lockdown drill in September. The risk assessment would be reviewed before the end of term and an announcement was expected on August 11th as to whether Schools would definitely return full time in September;
- (d) Governors reviewed home learning and were informed that parents were engaging with it well. A letter would be sent to parents explaining how home learning would move forward based on the parental questionnaire. Governors were pleased to

note that the results of the questionnaire were positive 95% had engaged in home learning with 72% doing it every day and 23% at least 2-3 time a week. Results of the survey had shown that if a further lockdown occurred parents would like their children to conduct home learning via videos and live lessons. Daniela Atamnia, Parent Governor agreed this would be very beneficial. As a result of the questionnaire the School planned to set up its own YouTube channel, where support videos could be posted and senior staff could hold live Q&A sessions with parents for some of the things that would normally be done face-to-face in the Autumn term such as Year 6 secondary transfers and SATs meetings. The School was also in the process of setting up Microsoft Teams, in addition to keeping Class Dojo, to allow for live lessons to take place if necessary. This would also help teachers to support those who struggled with the learning more effectively and extend those finding work too easy;

- (e) the Headteacher informed Governors that she had recorded some collective worship and she asked Mark Jones Parry if we would like to produce some more sessions for the School. Mark explained he had already recorded some for his Sunday live streams and these could be used at School too. Governors discussed the importance of collective worship and the fact they did **not** want to lose the sense of community that this helped to bring. The Headteacher was considering ways in which best to manage this and this could include one class coming to the hall with the relevant adults being socially distanced on the stage and the session could then be live streamed into the other classes;
- (f) Governors reviewed the information in the Headteachers' report on the School Improvement Plan and recognised that many of the actions were limited due to lockdown. Staff had worked on what they could from home but many of the actions would be deferred to the next academic year. The Headteacher reminded Governors that the School would be reaching its 125-year anniversary in November 2021 and she wanted to start preparations for this celebration;
- (g) Teaching and learning was being considered carefully and the development of technology was paramount in order to be able to cope with another potential lockdown. More money would need to be spent on iPads so that ideally every child would have one. This would be considered further in September. Parent outcome had greatly improved during the lockdown and it was apparent that most parents now understood much better what their child's strengths were and what they could or could not do. Debbie Butcher explained that the School wanted to develop parental engagement further and this could be done through home learning on Class Dojo and Teams.
- (h) Work would be continuing on the Sandwell Charter Quality Mark as this had been delayed by the Covid-19 crisis;
- (i) the framework for the return to School in September was being considered carefully. The Headteacher explained that she planned that for the first week back Year 6 would come in on the Monday, Year 5 on the Tuesday, Year 4 on the

Wednesday and Year 3 on the Thursday when everyone would then be back in full time. The family groups (bubbles) were being worked out and discussed with staff. Two adults per class had been timetabled and there would be no interventions for the few weeks to be reviewed before a staggered return in place. Guidance on the September return had only been received today and Governors and staff would have the opportunity to feed back on the plans being made. The guidance had stated that after school and breakfast clubs could continue but groups could not mix. Governors discussed the confusing message that was being given and the Headteacher reminded them of the need to work with Tottenham too. She pointed out that it might not be financially viable with the numbers involved to run any of the clubs until the crisis was over. Staggered lunch and playtimes would be implemented and there be no whole school collective worship. Everyone would be required to remain in the family groups;

- (j) Governors considered the recovery curriculum and Debbie Butcher guided them through it. She and the Headteacher pointed out that the School did not just want to focus on maths and English the whole time but continue to offer a broad based curriculum for the benefit of the children whilst ensuring the recovery curriculum was the focus. They would also want to introduce the RSE and PSHE curriculum. Work on closing the gap would be conducted and the children assessed when they returned to School. The Government would be supplying schools with a budget to help with extra tuition, either 1:1 or in a group but it was not clear yet how money would be given to the School but it was known that some of it could be used for tutoring whilst some would be required to be used on Government recommended projects;
- (k) Debbie Butcher explained that the children would need to be made comfortable with the new normal on their return to School and the document combined information about what had already been done in lockdown and this half term since the phased return. The second part of the document explained what other issues children might come back to school with such as various types of loss. Consideration had been given to the potential consequences of these losses. The first 2-3 weeks back would need to focus on the values of the School. There would be a need for compassion and the use of best informed judgements. Everyone in the School community must be involved. Adjustments would be needed as lots of children would have lost the stamina for learning and as such timetables would need adaptation so that children could work in bite sized chunks before gradually building back to normal. Opportunities to talk through their experiences would be made available and this was an opportunity for the School to make a record of these times and the experiences of those in the School community. Debbie Butcher explained that she had completed an on line course in respect of how to produce a recovery curriculum and taken some ideas from Barry Carpenter's Think Piece on a Recovery Curriculum. Relationships would be reinforced at every level and work would be done on metacognition. Staff would be transparent with children and help them to recover their self esteem and feel confident again. Debbie Butcher explained the concept of the Whole School Jigsaw - pieces of a jigsaw were distributed to the school community who had the chance to write down / draw something that

happened during the lockdown period. This could be dealing with loss of a loved one, a birthday during lockdown, new babies in the family, that their parents worked throughout the lockdown, that they liked home learning etc. This would then be made into a whole school display and featured publicly as an acknowledgement that everyone had been affected and could then be archived when the time was right;

- (l) Governors reviewed the information provided on rebuilding and how to assess without significant testing. Debbie Butcher explained that the suggested timetable of actions was large for the Autumn term, reduced significantly in the Spring term and by Summer the only action point was the End of Year Assessment. It was recognised that priorities would need to be flexible and might have to change. In response to a Governor's question, Debbie Butcher explained that at present they thought that writing would be a focus next year, based on work that had been seen through lockdown;
- (m) Michelle Broomes asked about the implications of recovery measures on the budget and whether there was room for voluntary help. Governors discussed the fact there would be concerns over volunteers coming into School and mixing with the different family groups as if anyone became ill there would be the potential to have to close the whole School but that help remotely by, for example, listening to reading might be very helpful and in time it would be possible to expand any voluntary help further.
- (n) Pupil Pastoral Information

REPORTED that during the Spring term 2020 there had been;

- (i) 1 racial incident;
- (ii) 0 bullying incidents;
- (iii) there was 1 homophobic incident;
- (iv) 0 fixed term exclusions.

6. STAFFING STRUCTURE

RECEIVED the staffing structure for the next academic year, a copy of which is included in the Minute Book. The Headteacher guided Governors through the changes to staffing.

REPORTED that

- (a) a Year 4 class teacher resigned at Easter. She had been on long term sickness since late January and decided she would not be returning. The member of staff who took over the class as an unqualified teacher would be starting the School Direct programme to train as a teacher with SMAB. Another staff member decided to accept an AHT post in another Enfield school for September 2020 and a graduate TA would be leaving at the end of this academic year as her one-year contract would be coming to an end;
- (b) the School would be welcoming a new Assistant Headteacher in September and an NQT was appointed on a fixed term contract to cover a maternity leave (September 2020 to July 2021); Mrs Kate McDonald-Boyle (Chair of Governors) had been appointed as a class teacher. Governors congratulated the Chair on her new role. Congratulations were also given to the School Direct trainee who gained his Qualified Teacher Status and would be a class teacher (NQT) from September 2020.
- (c) the acting Achievement Lead had been appointed as substantive AL for September 2020.
- (d) the Headteacher explained that due to the uncertain times and the fact it was unclear what a September start would look like she would not be advertising any vacancies for support staff until September. There would be a need to recruit two additional teaching assistants to cover pupils with EHCP coming from Tottenham. More than likely these positions would be recruited through supply agencies as the TA posts would only be temporary. In addition, the Headteacher would be recruiting for a Graduate Teaching Assistant who hopefully would eventually join the School Direct programme and train as a teacher, A cover supervisor also needed to be replaced. All recruitments so far had been carried out via Zoom. In response to Governors' queries, the Headteacher explained that she had not yet been able to see those newly recruited teach yet but she had received suitable references and one teacher had visited the School;
- (e) a member of the Office team continued to work an additional day per week on a temporary basis (3 days in total) to support the school office as demands had increased;
- (f) during the lockdown the Headteacher explained that she had been mindful that staff were under stress (3 members of staff had already lost loved ones – one through Cancer, two through Coronavirus and another member of staff had a grandfather who currently had the virus). Some good news was that one staff member had become a grandmother;

- (g) the Headteacher asked Governors to recognise that all staff had been amazing; and teachers had adapted, supported, nurtured, trouble-shot, prepped work and given feedback whilst working around the emotional, physical and emotional needs of their own families at the same time;
- (h) Zoom conferencing had been set up with various groups (Core SLT, SLT, Year groups, all staff group) and a weekly whole staff quiz was being held on Fridays. The Headteacher said that she had kept in touch with all her advisors/SIA (LDBS, LA and HEP) during lockdown and Staff had the opportunity to sign up to online courses. Many were going through the Haringey Education Partnership (HEP). The LA were providing a Maths course with Mr Numbervator. All staff had carried out an online FGM training course;
- (i) Appraisal reviews took place during the Summer term mainly via Zoom meetings. This year it was understandable that appraisal targets might not have been met due to the lockdown and Governors recognised that many targets might need to be deferred to the next academic year.

NOTED that Governors thanked the Headteacher, Debbie Butcher and all the staff for their hard work and dedication during these difficult times.

7. **GOVERNORS' REPORTS**

NOTED there had been no urgent action taken by the Chair or any other delegated responsibility undertaken by a Governor.

8. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

REPORTED that Michelle Broomes and Rebecca Christy had undertaken training from the LA on issues surrounding the Covid-19 crisis and Governance.

9. **ANY OTHER BUSINESS**

Chair of Governors

NOTED that as Kate McDonald Boyle would be taking up a teaching position at the School from September 2020 she would be resigning from the Governing Body from August 31 2020.

RESOLVED to elect a new Chair in September 2020. Any interested governors to inform Mrs Jay.

ACTION: CLERK

9. **DATES OF FUTURE MEETINGS**

RESOLVED that the Governing Body meeting dates for the academic year 2020/21 be as follows;

- Thursday 10th September 2020;
- Thursday 8th October 2020;
- Thursday 5th November 2020;
- Thursday 3rd December 2020;
- Thursday 7th January 2021;
- Thursday 4th February 2021;
- Thursday 4th March 2021;
- Thursday 22nd April 2021;
- Thursday 6 May 2021;
- Thursday 1st July 2021.

All meetings to commence at 4.30pm

10. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items be considered confidential