

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



21 MAY 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.
Mandy Newell - Minute and Advisory Clerk

MINUTES – PART 1

1. APOLOGIES FOR ABSENCE

NOTED the absence of Lauren Harris.

RESOLVED to consent to this absence.

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. **GOVERNANCE ARRANGEMENTS**

RECEIVED the revised Virtual Participation Protocol, March 2020, a copy of which is included in the Minute Book.

RESOLVED to ratify the Virtual Participation Protocol, March 2020.

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

The minutes of the meeting held on 5th March were agreed as a correct record.

There were no matters arising.

5. **HEADTEACHER UPDATE**

(a) COVID-19

(i) Provision for vulnerable and LAC

REPORTED that provision for SEND and children with an educational health care plan had been in place since the lockdown 23rd March. A letter was being sent to parents next week explaining the government had issued new legislation to recognise the impact of the current situation on education, health and care plans needs assessments and provision. It would not be possible to meet everything in the plans and parents needed to be clear about what could and could not be managed. Phone calls home were being made regularly and risk assessments shared. Home learning packs were being sent home so that the SEND and children with an EHCP could access the curriculum.

(ii) FSM provision and vouchers

REPORTED that 48 pupils were on FSM. All families were contacted before the school closure and 20 requested FSM to be collected from school on a daily basis. The first day only 8 families collected then 4 and finally only 1 family. (A lot of sandwiches went to waste). School applied week beginning 30th March for the FSM voucher scheme introduced by the Government. This had been a long and laborious task but was now up and running.

(iii) Business Continuity Plan and Risk Assessments

RESOLVED that contingency plans for absences of SLT, staff and lead governors would be put in place if required.

(iv) On line learning

REPORTED that prior to the announcement from the Government for school's to close preparation was already under way. Home learning packs consisting of work that could be done on paper as well as access to the internet were ready for pupils to take home. Packs were distributed on Thursday 19th March. Online platforms were set up for pupils' to access activities. Initially Education City was the main platform, which was free for a month. So many wonderful free resources became available so now a variety of platforms were being used. Parents were provided with a suggested timetable on how to structure the day. Learning platforms set up: Education City, Accelerated Reading, free audio books, TT Rockstars, Easter project. Teachers were keeping in daily contact with pupils through Class Dojo or DB primary and uploading activities and pupil's work they have sent. Advice from the DfE had been provided to parents to support them in managing remote learning.

At the moment the national advice to Headteachers was for Primary schools not to try to facilitate online video lessons, as this was not a suitable format and there was always a danger that this was also not a secure format - especially with vulnerable children in the classes who could not even appear on pictures on the internet. This might be reviewed at a later date.

(v) Support for Staff -CPD opportunities

REPORTED that staff were accessing on line CPD through the Haringey Educational Partnership. Target Tracker CPD for staff was available and reading material had been provided to support the new curriculum;

(vi) Well- being for Staff and Pupils

REPORTED that

- (A) staff were being provided with PPE packs for when they returned to School. These included a mask, gloves, sanitiser, hand cream and lip balm. Welfare staff were being provided with their own box of PPE which included visors as well as masks. The Government did not recommend the use of PPE for staff but the Headteacher was happy for them to use it if they felt safer. A "graded" risk assessment had been sent from the LA for each staff member and depending on their score they might be told they had to come into School or in some cases remain at home. Where necessary individual conversations would be held with staff. The Site Manager was in the vulnerable category due to his age and was currently coming into School between 7am and 1pm and his safety was being carefully considered. The Headteacher put safety of staff first and this might mean the School would not have full staffing capacity in place.

- (B) an excel sheet had been produced recording relevant information about all staff, eg who travelled to work by bus and would therefore need to travel outside of rush hour. The Head recognised that it was imperative staff felt safe and wanted to made sure they were reassured in any way possible when they returned to work.
- (C) whilst recognising that social distancing would be difficult staff would be told they were responsible for distancing themselves from the children. When looking at children's work they were advised to stand behind the child and not to have face to face contact. At all other times they must teach from their desk although this went against the normal way of teaching. Staff were regularly emailed with updates and checks made to ensure they were not too overloaded with demands from pupils or parents. Measures were in place to make sure they kept in contact with their pupils but were not worried about if they were not fully engaging with the remote learning. The main message was to stay safe and have quality time with the family. The Headteacher had been mindful that staff were also under stress. Regular phone contact with staff was in place and internal memos were sent. Zoom conferencing had been set up with various groups (Core SLT, SLT, Year groups, and an all staff group).

(vii) Financial Implications

NOTED that finance issues were discussed in agenda item 6 below.

(viii) Impact on the upkeep of the building/planned building works

REPORTED that there were no major planned works over the summer and the crisis had not had any significant impact on the upkeep of the School. A bid for the refurbishment of the Year 4 toilets had been put in but the outcome of this was not yet known. The usual annual maintenance work would be undertaken in the Summer holidays.

(viii) Thank you and Support from Governors

NOTED that the Chair considered that the Headteacher had done an excellent job in taking staff opinions into account when managing the current crisis. Governors agreed. They considered a staggered start in September might also be necessary. A Governor asked what he should say if asked by parents why Year 6 had been prioritised. The Headteacher said that it was a government decision and linked to transition to secondary school. In her opinion she believed Year 5 would have benefitted more but also understood the decision taken. Governors discussed the fact that transition did not take half a term and Debbie Butcher pointed out that the usual activities undertaken by Year 6 such as trips and productions could

not take place. She was concerned that they might leave the School with unhappy memories although staff would try to make it as fun as they could in the circumstances.

(ix) Re-opening of the School

RECEIVED the returning to School draft plan, a copy of which is included in the Minute Book.

REPORTED that Governors discussed this in depth and the following matters were highlighted as a result of their discussions;

- (A) Bambos Charalambous reminded Governors that the guidance in place from the Government. The Headteacher explained that the School was communicating with parents about whether they want their children to return or not. To date 31 parents had said they did, 10 had not given a response, the School was waiting to hear from 9 and everyone else had said their children would not be coming back in June;
- (B) meetings had been held with Union Reps and risk assessments produced and amended following discussions. The unions had posed a great number of questions and the Headteacher explained it had taken days to produce the document which had only been finalised this afternoon. Governors reviewed the document carefully and commented on the amount of detail it contained. HEP had emailed a powerpoint presentation for Governors which contained guidance to help them understand what their role was at this time. The Headteacher explained that the SLT had come into School today to try and work out some of the logistics around re-opening. She explained that schools had been bombarded with information, guidance and large documents since lockdown began. Guidance was constantly changing from everyone involved;
- (C) the Headteacher reminded Governors that there were 69 children in Year 6 and the fact this was low cohort was helpful when planning for them to return. She explained that five family groups (usually referred to as bubbles) would be created. Key worker children who had been accessing the provision at Tottenhall would be returning to the School. The Government recommendation on the size of these groups was 15 but the School planned to keep this to 10 and initially planned it would be 8. Furniture had been moved in classrooms and 8 children allowed for the required spacing out of the family groups. Two adults would be assigned to each family group allowing for cover where necessary. On line learning would continue for the children who would be remaining at home. In response to Governor'

questions, the Headteacher confirmed that each family would stay in their own groups at all times;

- (D) the Year 6 children would attend School four days a week – Monday and Tuesday and Thursday and Friday, ie 80% teaching in School, 20% home learning. The School would be closed on Wednesday for deep cleaning but cleaning would also be done on a regular basis throughout the days when the children were in School. At Tottenham the children would be split with some coming in for 2 days on a Monday and Tuesday and some on Thursdays and Friday. A letter similar to a home school agreement would be sent to parents asking them to confirm they wished their child to be back in School. In response to a Governors' question, the Headteacher confirmed that they had the capacity for all the Year 6 children if and when they wanted to come back but any re-opening was dependent on the unions agreeing the arrangements as it was obviously not possible to open if there were not enough staff;
- (E) the Headteacher planned to ask all staff to attend a couple of hours INSET on June 1. This would follow the Governments announcement on 28 May as to what their final decision was around re-opening. The Headteacher and Governors agreed this was very late bearing in mind Schools were being asked to be ready by June 1. During the INSET the Headteacher planned to walk the staff around the one way system that was being put in place and explain the way in which children would enter and leave the building. She hoped to allay any fears they might have about returning and recognised that as no staff had been in during the crisis these fears could have grown over time. If all went as planned she wanted to open the School on 8 June to the 31 Year 6's who had already said they wanted to return. This would be trialled for two weeks and anyone else wanting to come back would be able to join the School on 22 June and new family groups would be created if necessary. Following this date the next time anyone would be able to return would be July 6. Phase two of getting other year groups back would not happen until September with year 5 being the possible next ones to return;
- (F) Governors recognised the enormous amount of work involved in just getting Year 6 back and Mary Gavriel pointed out the importance of getting them settled and feeling safe. The Headteacher pointed out the difficulties in getting other year groups back as furniture was being stored in other classrooms in order to accommodate year 6 safely. The Governors totally understood that it was necessary to see how Year 6 worked before considering any other year groups returning. They recognised that the situation would vary from school to school in terms of the amount of space they had and the number of pupils. The Head re-iterated that it was not appropriate to have

any more children in the School this term. Governors agreed. In response to a Governor's query the Headteacher clarified that the last day of term was Friday 17 July and the School would close at 1pm. During this time the usual Friday early finish would not apply as the School would be shut on Wednesdays. However, key worker and vulnerable children would be in School 5 days a week as usual and their hours were 9am-3pm;

- (G) extra hand sanitisers had been put in each class and bins with lids were being provided. Relevant signage was being erected and water fountains would be turned off. Each family would have its own allocation of equipment including that for sport and each child would be provided with a ziplock bag containing their own individual equipment. Lunch breaks would be staggered and lunch would be eaten either outside or in the individual classrooms. Conversations were being held with the caterers as to whether they would be providing lunch but children might be asked to bring in their own. Children would be asked to bring in their own water bottle. If a child had temperature they would be expected to self-isolate. Parents would be receiving a booklet explaining what was expected from them and what School would look like. Governors were assured that excellent hygiene measures were in place;
- (H) a one way system was being installed and each family group would have its own toilet and outdoor space. The playground would be divided into two sections of 8 children each. When entering the School children would be expected to use the Tottenham entrance and exit via Grenoble Gardens. No parents would be allowed on the playground and they would be encouraged not to come in to the School. If there was an emergency one parent could come into the office at a time where a protection screen would be in place for office staff. Late pick ups would wait in the hall but if a parent was constantly late their child would be told they should not come in. It was very important that staggered starts and finishes were adhered to. Governors asked about children who attended both Tottenham and SMAB and the Headteacher explained that they would be linking their times of drop off and pick up for parents with children in both schools;
- (I) the children would be required to wear clean clothes every day but not school uniform. The staff were being asked not to wear jeans and continue to be smart in their appearance. A first aid kit was to be provided in each classroom and if a child needed to be quarantined they would wait in the Learning Mentors room for collection. If a family member became ill the rest of the group would be required to isolate for 14 days. It was hoped that Track and Trace would be in place by June 1. Absences would be recorded in the

normal way by telephoning the office. Fines would not be issued for non-attendance during the crisis but the Headteacher would be asking parents to inform the School if their child was not coming in. Registers would be taken and attendance figures sent to the Dfe on a daily basis.

- (J) a rota had been produced for staffing the six family groups that would initially be in place. One pregnant member of staff would continue to work at home and another member with underlying health issues was also working from home. The working day would be adjusted for some staff to avoid too much contact with others. The criteria regarding a person's vulnerability status had changed and was being considered accordingly using the risk assessment. As well as medical issues the different genders and ethnic groups had to be considered as well as staff with childcare issue;
- (K) Year 6 would be provided with home learning on a Wednesday and had also received transition packs from the LA. They would be doing some preparatory work in readiness for secondary school. The children who were not at school would have these delivered to them. The curriculum in place for PSHE would look at wellbeing and managing any concerns or stress around the current situation. Reading and Quizzes would also feature in their work. Work being sent home would be based on what the children should be covering in their curriculum;
- (L) no assessments would be done, ie SATS but reports would be sent out for Year 6 and 4 (c) whose teacher was off sick when the other reports were sent out in the spring term. There would be no assemblies or collective worship and these events would take place in individual classrooms. Firedrills would be in place;
- (M) Lawrence DeSouza detailed the plans his school had for a phased return and explained that they were only considering Years 1 and 6 at present. There were no plans for nursery or reception to return until September. Overall the plans were similar to SMAB with some variances as was the case in all Schools;
- (N) a Governor considered the plans in place were well thought out. The Headteacher explained that it would not be possible to argue that the plans were not manageable and she had said this to staff unions reps. It would not be possible to say that everyone could be kept 100% safe but the level of risk was manageable. In response to a Governor's query, the Headteacher stated that two members of staff had lost immediate family members to the virus and she recognised they might not wish to return to work for some time. Governors expressed their condolences.

RESOLVED that phase 1 of the return (Year 6) could go ahead on 8 June but Phase 2 (all other years) would not commence until September 2020

(x) Risk Assessment

RECEIVED the risk assessment, a copy of which is included in the Minute Book.

REPORTED that the risk assessment had been produced alongside staff unions reps, using union guidelines and following the numerous questions they had around the reopening of the School. Governors reviewed it carefully as this would need to be sent to the LA. The Headteacher was pleased to inform Governors that the Unions were on the whole happy with what the School had put in place but had explained that it depended what happened in the rest of the country as to whether they could recommend their staff to return to work.

RESOLVED to agree the risk assessment

6. **FINANCE**

Clerks Note: this item was discussed before the Headteacher's report and Izlem Balci then left the meeting.

(a) Chairs Actions

REPORTED there were no chairs actions to consider.

(b) Potential purchases over the Headteacher's Delegated Limit

REPORTED there were no potential purchases over the Headteacher's delegated limit.

(c) Waiver of Contract Procedure Rules (prepared in exceptional circumstances only)

REPORTED there were no wavier of contracts

(d) To **receive** a report regarding

(i) outturn 2019/20

RECEIVED the outturn budget, a copy of which is included in the Minute Book

REPORTED that the carry forward figure was £130.242. This was 7.5% of the budget. Izlem Balci explained that without this carry forward the budget would be in deficit. In response to a query from Mark Jones Parry she confirmed that the carry forward was reducing each year but it was

impossible to predict what it would be next year due to the uncertainty of what the entire budget was going to look like.

RESOLVED to agree the outturn budget.

(ii) Budget for 2020-2021 the three year plan

RECEIVED the 2020-21 budget and the three year plan, a copy of which is included in the Minute Book.

REPORTED that

- (A) due to the current crisis expenditure and income would change completely moving forward. There were no children in School at present and the budget would need to be reviewed when they returned and adjusted accordingly;
- (B) the teachers' pay and pension grant had been estimated and the PE grant had been bought into but it remained to be seen whether this would continue after the next academic year. A response from the DfE was awaited on this;
- (C) refunds on trips were having to be given. This included the trip to Southend and the PGL visit for Year 6. This would have implications in the budget. In response to Governors' queries, Izlem Balci explained that she was waiting to hear back from PGL regarding refunds. They had stated they would refund the final invoice but not the interim and initial payments. The legalities of this were being discussed with the LA legal department and the School was managing this for other schools in the Borough too. If the refund was not forthcoming from PGL Izlem Balci stated that the money should be able to be claimed back through insurance as long as evidence could be shown that the refund had not been forthcoming from PGL. The amount was £130 per family x 33 children, ie a loss of around £2,000 to the School. Governors discussed the issue and Izlem Balci stated that she considered PGL should return it but assured Governors that one way or another the School should get the money back;
- (D) Izlem Balci guided Governors through the budget and explained that although it had been set there would be changes as the year progressed. These would be reviewed at the quarterly returns when the changes would make it easier to obtain a clearer idea of the budget moving forward;
- (E) money was being spent on PPE equipment but the curriculum budgets were not being used at present and there were less costs

involved with Free School Meals as the Government were currently funding the voucher scheme. Izlem Balci reiterated the difficulties faced in predicting the budget during these uncertain times;

- (F) CPD costs had risen as staff were undertaking a great deal of on line learning which was being booked through Haringey Educational Partnership (HEP) and staff continued to be paid as normal. ICT costs would be reviewed in the Autumn. In some areas of the budget costs had risen whilst in others they were less than normal;
- (G) Governors discussed the carry forward next year and Izlem Balci confirmed that 6.5% would be allowable but this would be reducing to 5% the year after. She considered that this might change due to the current crisis;
- (H) the Headteacher informed Governors that de-delegation was being discussed by Enfield Schools next week and potentially there might be more money in the pot next year, however some services from provided by the LA would be lost if schools decided not to pay for them;
- (I) Governors recognised there would be a need to spend more in the Autumn term as so much was on hold at present;
- (J) A PPE pack had been produced for staff.

NOTED that as it was not currently possible to obtain signatures, Izlem Balci would copy the Chair and Headteacher into her email to the LA when she submitted the budget to the LA to confirm that had seen it and it had been agreed by the Governing Body

RESOLVED to ratify the Three-Year Budget Plan.

(d) **SLAs for 2020/21**

RECEIVED the SLAs for 2020/21, a copy of which is included in the Minute Book.

REPORTED that the pest control SLA covered any issues the School might have and cost £911.00. Governors reviewed the REAMS SLA which cost less than last year due to the School's requirements this year. All other SLAs remained the same. In response to a Governor's query.

NOTED the [Coronavirus Financial Support](#) for Schools had the latest guidance on funding from the DfE.

[Free School Meals](#) advice dated 7 April 20.

7. STAFF QUESTIONNAIRE OUTCOMES

RECEIVED the Staff Questionnaire Outcomes, a copy of which is included in the Minute Book.

REPORTED that Debbie Butcher guided Governors through the responses which were overwhelmingly positive. 23/35 had been returned. Any concerns raised had been or were being addressed. Governors were delighted to see the glowing and positive feedback and to note that the staff were so happy to work for a Headteacher who showed them respect and consulted them at every available opportunity. She was also receptive to their needs which was much appreciated. The open door policy was welcomed by staff.

8. SAFEGUARDING

(a) **NOTED** the [Safeguarding Guidance \(COVID-19\)](#), March 2020.

(b) **RESOLVED** to ratify the Child Protection and Safeguarding Policy, revised March/April 2020.

(c) Designated Safeguarding Lead arrangements

REPORTED that class teachers were in regular contact with their pupils and the Attendance Officer and Welfare Officer telephoned pupils that had not made any contact with School and kept in touch on a weekly basis. Any pupils who had an EHCP or were vulnerable were being contacted by the Designated Safeguarding Lead (DSL). Any concerns should be sent to her or the Headteacher. If needed home visits would be made. The Child Protection and Safeguarding policy was updated to include an appendix section on Coronavirus. The IT Technician monitored Class Dojo and DBprimary for any inappropriate use and the School ensured any use of online learning tools and systems were in line with privacy and data protection/GDPR requirements. Information had been provided to parents in a form of a booklet and online safeguarding links for the DfE had been supplied. Staff had been advised not to engage with pupils or families through any face to face online communication.

(d) Communication with vulnerable families

REPORTED that calls were ongoing twice a week to vulnerable families and home learning packs had been provided and in some cases laptops had been lent to the children.

(e) On line Learning and Safeguarding implications

REPORTED that guidance had been given as to how to support on line learning and help children manage their anxieties.

9. POLICIES

RECEIVED the policies below.

- Behaviour Policy

NOTED that an appendix was needed for Year 6 and needed to include a COVID-19 addendum. This needed to make clear that procedures had to be followed in terms of home learning but the Headteacher determined there were no major behavioural problems in this year group.

- COVID -19 Home School agreement

NOTED that this would lay out expectations of behaviour in the new ways in which the school would be working.

- School information published on the website

NOTED that advice regarding ways of working during Covid 19 were on the website and had been issued on Class Dojo too. Those parents who had not signed to Class Dojo had been emailed or sent a text.

- Complaints Policy

NOTED this had been updated

- RSE Policy

NOTED that an appendix had been added regarding sex education opt out information. Governors discussed the fact that the majority of the RSE education was compulsory. The Headteacher explained that this policy had to be agreed by 1 September and the Government had not changed this despite the current crisis. Once Governors had reviewed it the information would be sent to parents who could if they wished choose to withdraw their child from three extra lessons that would be provided. The Headteacher recognised that in normal times she would have had time to hold a working party on the issue but this was no longer possible and time to consult was limited. Lessons would be spread out over the term and parents given relevant information about what their child would be learning. A Governor suggested an online survey could be conducted for parents. The Headteacher explained they would be sent the policy and a letter. They could give feedback if they wished but it had to be remembered that the majority of the subject was compulsory and that it was only three Year 6 sex education lessons that they had a right to withdraw the children from. Governors discussed the responsibilities that a church school had and the fact that some parents might be upset about what was being taught. They considered that measures had to be in place to ensure parents felt their views and concerns were being listened to. It was then suggested that a short Survey Monkey be conducted to enable parents to have their opinions heard and Governors agreed this would meet the

school's responsibilities both pastorally and individually due to the lack of current face to face contact. It was pointed out that the survey must not be anonymous so that any concerns could be addressed personally.

RESOLVED to conduct a Survey Monkey regarding RSE

ACTION: DEBBIE BUTCHER

RESOLVED to agree the above policies.

10. **PANELS**

NOTED that Panel meetings, for example [Complaints](#) were to be on hold during the lockdown unless there were exemptional circumstances.

11. **GOVERNORS' REPORTS**

NOTED there were no Governor reports to consider.

12. **DATES OF FUTURE MEETINGS**

To **note** the next meeting date as

- Thursday 2nd July at 4.30pm

13. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items be considered confidential.