

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



5th March 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
Mandy Newell - Minute and Advisory Clerk

MINUTES – PART 1

1. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Lawrence Desouza, Mark Jones Parry and Fr Engin.

An apology for late arrival was received from Bambos Charalambous.

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. **MEMBERSHIP AND CONSTITUTION**

Foundation Governor

REPORTED that Rebecca Christy had expressed an interest in becoming a Foundation Governor

RESOLVED

- (a) to appoint Rebecca Christy as Foundation Governor with effect from 5 March 2020, subject to final approval from the PCC;
- (b) that Rebecca Christy be Link Governor for EAL/Reading and Inclusion

4. **MINUTES**

The Minutes of the meeting held on 6 February 2020 were confirmed and signed by the Chair as a correct record.

5. **MATTERS ARISING**

NOTED there were no matters arising not covered elsewhere on the agenda.

6. **REPORT OF THE HEADTEACHER**

RECEIVED the written report from Headteacher, Mrs Maria Jay and the School Aspect Review, 3 March 2020, copies of which are; included in the Minute Book. The following matters were highlighted

- (a) Roll Numbers

NOTED that

- (i) Governors reviewed the number of pupils in each class. The total number on roll was 321 with 39 vacancies. Governors recognised that the number of vacancies impacted on the budget. In response to Governors' questions, the Headteacher explained that the most that had ever been on role was 354, the standard number was 360. There had been a dip in numbers across the Borough for primary places. Figures in Year 6 were very low at

69. A Governor commented that bearing in mind the excellent results it was strange that there were so many vacancies at the School. 83 pupils would be joining the School from Tottenham. 17 pupils had joined since September but 12 had left for various reasons such as relocation or going to other primary schools. A Governor considered the reasons for leaving could be that despite the fact the School was inclusive some parents did not want to send their children to a Church School. Governors discussed the importance of getting the message across that the School was inclusive and welcoming to all.

(b) Staffing and Organisation

REPORTED

- (i) that a teacher from Worcester Primary School started her Schools Direct placement at SMAB and the SMAB trainee was carrying out his placement at Tottenham. He would be returning at week before the end of the Spring Term;
- (ii) a Cover Supervisor had been successful in securing a place on the Schools Direct programme to train as a teacher at SMAB. She was currently covering a sickness vacancy in Year 4;
- (iii) the start of the spring term 2020 had seen a significant increase in staff absences particularly due to long term illness, compassionate leave and hospital appointments; so far there has been 63 days taken. Staff absence figures showed there were 47 (2%) days for illnesses or compassionate leave during autumn 2019 compared to autumn term 2018 figures, which showed 100 (4%) days for illness or compassionate leave;
- (iv) the Excellence in Learning Community partnership of 17 schools had organised a variety of events and provided invaluable opportunities for curriculum leads, Inclusion Managers and school business managers to meet. From April 2020 7 partnership schools would be purchasing the school improvement package from HEP (Haringey Education Partnership). This would give access to additional funding of approximately £7,000 for the Enfield HEP group;
- (v) during autumn 2019, 75 pupils took up the option of remaining on the school site for clubs during Friday afternoons when the school closed at 1.00 p.m. During the spring term 2020, 74 pupils remained on site;
- (vi) the Open Day held on 20th November had a very poor turnout. However, the New Year 2 to Year 3 admissions meeting had a very good turnout with very positive comments came from people who attended. The SLT was working on new ways to market the school to families (banners had already been erected outside the school);

(c) Staff Development and Inset

REPORTED that

- (i) mid-term appraisal reviews were taking place during the spring term. New members of staff started the appraisal cycle when they joined the School. The cycle would be reviewed in the summer term so that it would be in line with other members of staff for September;
- (ii) the Year 6 Achievement Leader had successfully trained as a writing moderator for KS2. She would be supporting the LA in moderation of schools across the Borough as well as supporting staff at the School with moderation;
- (iii) Sally Moore, LDBS advisor came in January to carry out RE lesson observations with the RE lead and to support the school with the new SIAMS schedule. Feedback was given to staff with suggestions for challenging questioning and resources/ideas to engage the lower ability/N2E pupils;
- (iv) the Headteacher from St Michaels came in to the School in her role as a SIAMS inspector to help undertake a mock SIAMS inspection. An inspection was due in the Summer term. Sally Moore was assisting with the preparation for this;
- (v) Linda Stone, LA advisor and Sally Moore attended the School on 3 March to carry out a review of Teaching and Learning. As part of an Enfield initiative Headteachers from across the Borough would be able to join these reviews. This term the Headteacher would be carrying out a review of a local school. Governors considered the School Aspect Review. The outcome had been good. The Headteacher and Debbie Butcher would be undertaking “deep dive” training next week in preparation for Ofsted. Governors were pleased with the results of the report and noted the recommendations – How can the new schemes of learning be adapted to ensure greater opportunities for creativity? Given the use of “fast feedback”, how does assessment ensure that, in larger pieces of work, children are accurately using their subject knowledge and English writing skills, in order to distinguish between subjects for children, could teachers record the subject taught on the success criteria slip in pupils’ books?

(c) Outcomes for Pupils

REPORTED that

- (i) standards were high, well above average nationally and progress was in the top 3% of schools in the Country. In the overall progress performance table

of 95 schools in the Borough at the end of KS2 SATS 2019 put the School first in writing, second in reading and third in maths. The Chair asked about weekly progress meetings and was informed that each teacher had one meeting per half term. A follow up meeting was then held with the Headteacher, Deputy Headteacher and Inclusion Manager. Support and monitoring was offered where necessary;

- (ii) Governors reviewed the mock SATS results data on page 6 of the report.

Discounted children removed from data – Based on 67 out of 69 pupils

	Below		Nearly		ARE		Greater Depth		ARE/GD	KS1
Reading	8/67	12%	12/67	18%	34/67	51%	13/67	19%	70%	58.6%
Maths	9/67	13%	11/67	16%	30/67	45%	17/67	25%	70%	54.3%
SPAG	3/67	4%	11/67	16%	28/67	42%	25/67	37%	79%	n/a
Writing									n/a	50%

- (iii) KS1 data had gone down and was very low in comparison with last year. The aim was to achieve around the 80's but if the children managed to achieve scores in the 70's the progress measure would be very large. Attainment might be lower than previously but progress would be improved. In response to Governors' queries it was clarified that Year 6 were working very hard and were being supported by the Head of the Upper School.

(d) Budget

REPORTED that

- (i) the budget would be set on 19 March 2020. It had been received from the LA today and was currently being put into the School system;
- (ii) the invoice for the building fund was £8,663.79 for 2019/20; the money was coming in well from Year 3 parents/carers. The most recent cheque was sent to the LDBS for £1663.75 in December 19. Governors recognised that no all parents contributed to the fund and that the School had to top it up.

(e) Premises

REPORTED that works on the lockdown system were being finalised on Friday. Following Governor's queries, the Headteacher explained that the fire alarm overrode the system. A recent fire drill had gone well and there were plans to undertake one during a lunchtime.

(f) Community Links

REPORTED that pupils had taken place in the ELC Times Tables Rock Stars inter school competition. Eight schools took part and the School came second with Year 3 doing especially well in their age group.

(g) Pupil Pastoral Information

REPORTED that during the Autumn term 2019 there had been:

- (i) no complaints
- (ii) no child protection (Safeguarding) referrals to social care;
- (iii) no allegations against staff reported to the Lead Officer for Child Protection;
- (iv) one reported racial incidents;
- (v) one reported serious bullying incident;
- (vi) no significant safeguarding issues, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people; E Safety Incidents;
- (vi) three homophobic incidents;
- (vii) nineteen requests for holidays during the Autumn term totally 71 days missed during term time;
- (ix) no exclusions.

(g) Coronavirus

REPORTED that Governors discussed the current virus and concerns around what would happen and the logistics if schools were directed to close. Bambos Charalambous assured Governors that the Government were constantly reviewing the situation in respect of the closure of schools and other public buildings. He advised that the LA/LDBS and the Dfe would keep schools updated and advise accordingly. In response to Governor's queries, the Headteacher explained that she had looked at the Key to see what contingency plans might be required and the children had been spoken to about the importance of hygiene. Sanitising gels were available for use in the School and parents were being kept informed of any new information as soon as the School received it;

(h) Phase reports

NOTED that Governors were asked to review their areas of responsibility and discuss relevant issues with their Subject Leaders.

7. SCHOOL TERM AND HOLIDAY DATES

RECEIVED the term dates and holidays 2020/21, a copy of which is included in the Minute Book.

NOTED that Inset Days were planned for Thursday 3rd and Friday 4th September, Monday 4 January, Monday 19 April and Monday 7 June. These were in line with Tottenhall.

8. PUPIL STAFF AND PARENT QUESTIONNAIRE OUTCOMES

RECEIVED the questionnaire outcomes for Pupils and Parents copies of which are included in the Minute Book.

NOTED that the staff survey would be completed by Friday 6 March and feedback would be given at the next meeting.

REPORTED that

- (a) 71 parents had responded. This was an increase from 59 respondents last year. Debbie Butcher guided Governors through the outcomes of the Parent Questionnaire and explained that the same issues arose as last year but in some cases it was impossible to improve on the structures in place such as the number of free clubs on offer. Overall 99% of parents would recommend the School to another parent which was an excellent result. The percentage of agree or strongly agree to the questions asked ranged from 83%-99%. Governors discussed the use of Class Dojo as a communication tool between the School and home. Daniella Atamnia drew attention to the fact that a cost of £45 was payable in order to access certain areas of the system. The Headteacher and Deputy Headteacher were concerned about this as they understood it was a free app. In response to a Governor's query, it was clarified that the School were not billed for the App and 89% of parents had signed up to use it.

RESOLVED that Debbie Butcher investigate costs incurred when using Class Dojo.

ACTION: DEBBIE BUTCHER

- (b) the children's survey was completed by 78 children. The outcome was relatively positive and the surveys were conducted in order to better understand the children's feelings and to obtain their views. It supported the School in making further adjustments across the School to improve the quality of the children's well-being. It was being used to work towards the Sandwell Charter Mark. Governors discussed the fact that 47% of children had said they were very anxious and it was confirmed that the survey would be conducted again this time next year when it was hoped the anxiety would be reduced. Governors carefully considered what the children were worried about and the fact in some cases this had raised some

important questions which would be addressed individually and support offered accordingly.

9. GOVERNOR VISITS

NOTED that Fr Engin had visited the School and would feedback at the next meeting. He would be running a Reflection Day at the School on the 18th March and the afternoon of 19th March. Each class would be given a project to work on and would be required to make a display around the theme of their work. They would then observe what the other classes had produced. "Messy Church" would take place which would involve activities for both children and parents. Governors were also invited to attend.

Governors of the month for the remainder of the Academic year were

March	-	Bambos Charalambous
April	-	Fr Engin
May	-	vacancy
June	-	Lawrence Desouza
July	-	Revd. Mark Jones Parry

10. POLICIES

RECEIVED the following policies, copies of which are included in the minute book.

- School Term Dates
- RE and Collective Worship Policy;

NOTED these policies had been reviewed in January 2019 and there were no changes.

RESOLVED to ratify the above policies.

11. GOVERNOR'S REPORTS

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

12. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

- (a) Governor Training to be booked via
<https://www.enfieldpdonline.org.uk/cpd/portal.asp>

Izlem Balci was the School based booker.

Michelle Brooms had begun her GAP Level 1 training.

- (b) LDBS Training

NOTED that Governors were reminded to book training through the LDBS website.

13. **DATES OF FUTURE MEETINGS**

NOTED the following meeting dates for the rest of the Academic year as

- Thursday 2nd April at 4.30pm
- Thursday 21 May at 4.30pm
- Thursday 2nd July at 4.30pm

Confirmed and signed at a
meeting of the Governing
Body held on the day
of 2019/20