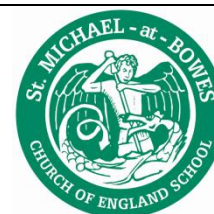


**GOVERNING BODY OF  
ST MICHAEL AT BOWES CE JUNIOR SCHOOL**  
Tottenham Road, London. N13 6JB



**5 November 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	Kate McDonald Boyle	9.10.2020	8.10.2024
Foundation Governors x 7	*Fr Engin	Ex-offico	
	Jean Jakobson	18.9.2017	17.9.2021
	Revd. Mark Jones Parry	Ex-offico	
	Michelle Broomes (PCC)	3.10.2019	2.10.2023
	Lawrence DeSouza (East Haringey) Deanery Synod	14.11.2019	13.11.2023
	Rebecca Christy	5. 03.2020	4.03.2024
	Vacancy x 1		
Headteacher	Maria Jay		

**Also attending**

Debbie Butcher – Deputy Headteacher (Associate Member)

Izlem Balci – Office Manager

Mary Gavriel – (Associate)

Mandy Newell - Minute and Advisory Clerk

\* Denotes absence

**MINUTES – PART 1**

**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Fr. Engin.

An apology for late arrival was received from Bambos Charalambous.

**NOTED** the absence of Lauren Harris.

**RESOLVED** to agree 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 interests. None were made.

3. **MEMBERSHIP AND CONSTITUTION**

Foundation Governor

**NOTED** the vacancy.

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

**RECEIVED** the minutes of the meeting held on 8 October 2020 which were agreed as a correct record. There were no matters arising.

5. **SCHOOLS FINANCIAL VALUE STANDARD 2020/21 (SFVS)**

**RECEIVED** the SFVS, 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) Izlem Balci explained that the SFVS had to be completed each year and returned to the LA by the December deadline;
- (b) Governors viewed the check list of all the questions that had to be completed to ensure that the correct financial controls were in place. It was explained that as from last year extra information had been requested but the data that had been put in was similar to last year;
- (c) Governors reviewed the raw data form which was used for benchmarking against similar schools. Following Governor's queries, Izlem Balci explained that the information was sourced from the budget planner and when this was inputted it automatically updated the dashboard. Governors reviewed the dashboard data;
- (d) Izlem Balci explained that it was useful to be able to get an idea of where the School was in relation to others with similar characteristics and she pointed out that most areas were green. One area had incorrectly shown up as red but this had been corrected. When looking at the percentage of total expenditure the School was in line with similar schools. Teaching staff costs were amber and Izlem Balci explained that this area differed between schools depending on the grade of the teachers and the school and the amount of experience they had;
- (e) Governors were guided through the reserves and balances section which showed as a medium risk. Izlem Balci explained that if the School did not have a carry forward

they would be a higher risk as the total expenditure was more than the total income but the budget was planned according to the carry forward figure.;

- (f) Governors reviewed the school characteristics and noted that the average teacher cost was higher than in other schools due to the reasons discussed in (d) above. Everything else was broadly in line. Izlem Balci pointed out that the figure of 2,160 should be 21.6 but if this figure was entered it showed as a red area as there appeared to be an error in the system. She explained that she would inform the LA of this when she submitted the SFVS;
- (g) the outcomes data was reviewed and it was noted this was all green. Izlem Balci explained that the data was based on 2019 figures as no SATS took place this year.
- (h) following a query from Mark Jones Parry, Governors discussed the carry forward and the fact that the amount allowable had reduced from 8% to 6.5%. This was worrying moving forward as due to Covid-19 projects that had been planned had not taken place and the monies were likely to be clawed back if not spent, but the School did not want to spend money unnecessarily either. In response to a query from the Chair, Izlem Balci explained that there would be a need to justify to the Borough why the carry forward was more than had been agreed. Governors discussed the fact the monies could be spent on replacement ICT equipment and the Headteacher explained they were considering purchasing laptops for disadvantaged children as the Government had reduced their original offer on this. The budgetary situation would be clearer by the end of quarter 3. The Headteacher and Izlem Balci considered that the LA might review the claw back situation this year due to the fact Covid has stopped so many things such as swimming which equated to around £10,000. It was pointed out that the School's budget was in a good place compared to many other schools. It was suggested that Izlem Balci email Sangeeta Brown at the LA to enquire about the carry forward situation this year.

#### **RESOLVED**

- (A) to ratify the SFVS;
- (B) that Izlem Balci contact Sangeeta Brown regarding the carry forward.

**ACTION: IZLEM BALCI**

*Clerks Note : Izlem Balci left the meeting.*

#### **6. HEADTEACHER UPDATE**

**RECEIVED** the written report of the Headteacher, Mrs Maria Jay

**REPORTED** that

- (a) three new TAs were in place and every class now had three adults. The total number on roll was 322 with 38 vacancies. Free school meals were 19% (62 out of

322 on roll), English as an additional language (EAL) was 81%. Ethnicity (non-English) was 95% with 40 different languages spoken. New to English was 8 children, with 67 being advance bilingual - 21%. Special Education Needs was 20% (Included 7 statemented). Pupil Premium was 23% of which 19% were Free School Meals (Allocated amount April 2020 – March 2021 was £98,494. 17 children had joined the School since September and 21 had left;

- (b) staff absence figures showed (teaching and support staff, excluding play leaders) that there were 9 (0.39%) days for illnesses or compassionate leave during summer term 2020 compared to summer term 2019 figures, which showed 53 (3%) days for illness or compassionate leave were taken. In the Spring term before the Easter break and lockdown, there were 8 members of staff isolating, totalling to 74 days in total. Two staff were off for a few days whilst waiting for their Covid-19 test results otherwise no one has been off related to Covid-19;
- (c) the school continued to remain as part of the Excellence in Learning Community partnership (ELC) although the numbers had dropped from 16 to 11 schools. This was mainly due to the fact many of the schools had now joined the Haringey Education partnership (HEP). St Michael at Bowes was involved in both groups along with another 6 ELC schools and were planning to do some fund raising for the provision of bike shelters. In response to a query from the Chair, the Headteacher explained that more children were now coming to School on their bikes or scooters.
- (d) the school had started its third year with the change to the school day. At present 44 pupils remained on the school site after 1.00 p.m. on Fridays for club; the rest of the pupils were collected. These clubs were run by SMAB staff; each year group remained in their own bubble. There was one external club which mixed bubbles, there was a maximum of 15 pupils. Governors were assured that they had a separate risk assessment and followed government guidelines. Daniella Atamnia asked when the letter would be sent to parents asking if they wished their child to attend the spring term Friday club and the Headteacher confirmed it would be sent next week. After school club continued at Tottenhall but very few children from SMAB were attending. The Chair questioned why this was but the Headteacher was unsure but considered Covid could be the main reason.
- (e) the School continued to work towards the Sandwell Charter for Mental Health;
- (f) the School continued to work with the LDBS, Sally Moore, Linda Stone at the LA and HEP in terms of School Improvement. Meetings were being held fortnightly with Sally Moore and the Church Heads on Zoom and outside agencies would be attending the School when needed with strict guidelines being adhered to. In response to the Chair, the Headteacher confirmed that no other outsiders were being allowed in at present and that anyone coming in had their details taken and health checks were made. She explained that it was up to the Schools to manage the track and trace and that Public Health England only wished to know if there were more than 3 cases in a class. There had been no cases to date but two children were currently at home awaiting test results. Those who had previously tested negative were now back at School. New guidance had been received from

the Dfe on Wednesday evening which stated that everyone should be in school unless they were classed as extremely clinically vulnerable and had received a letter from their GP;

- (g) the School continued to use Target Tracker steps and National Curriculum statements to assess attainment and measure progress, supported by the use of Rising Stars tests and end of unit assessments. The main priority was settling pupils in, staff were using low key quizzing to support this. Progress would be looked at from Spring 2 (2020) to end of autumn 2 (2020). Accountability from autumn 2 to summer 2 (minimum 4 steps). Due to lockdown during the summer term there was no end of year data as SATS did not take place. Unions were keen that these did not happen in 2021 either. The School would be using the spring 2020 data as a baseline and monitor progress from spring 2020. They would also be using the assessment conversion on Target Tracker monitoring pupils KS1 data to date, ensuring pupils remained on track for end of the key stage. At present no classroom observations were taking place as each class was staying within their own class bubble. NQTs, post NQT and School Direct teachers were video recording their lessons to be observed afterwards and to be given feedback. Weekly progress meetings with each class continued to take place on a rolling basis via Teams. Targeted children were discussed as well as whole class progress. Strategies were put in place to address any underachievement. At present interventions were only delivered by staff within their own bubble. Pupils who would benefit from the catch-up premium funding provided by the DfE had been identified. The school would be receiving £25,760 in 3 instalments (£80 per pupil). The School was investigating the best options to deliver the catch-up programmes e.g. National Tutoring Programme, Saturday school (Tutors or staff), purchasing specific resources investigating Teach First and looking closely at the EEF documentation produced by the DfE.
- (h) the school budget was on track. The bursar came into school on a weekly basis and worked very closely with Izlem Balci, and the Headteacher to monitor the budget. All spending was linked to the school improvement plan. The invoice for the building fund was £8,667.00 for 2020/21; the money was coming in well from Year 3 parents/carers. Pupil Premium money had been identified as £94,494 and a detailed report of the spending has been produced for Governors. Information for parents was also available on the school website. Training through HEP was being planned for teaching staff and money would be allocated to help close the gaps for disadvantaged children as evidence showed that this has widened nationally during lockdown;
- (i) a fire drill was carried out at the beginning of September. It took 2 minutes and 15 seconds to get everyone out and an additional 1-minute to account for everyone. (This was the same as the previous time). Risk assessments were regularly updated and put on to the school website. Mary Gavriel was undertaking health and safety checks regularly with the site manager which were mainly focused on Covid-19 issues;

- (j) Parent Consultation Evenings could not take place in the normal way, so this term they were carried out via Teams and those parents unable to access the internet had a phone consultation. Interpreters were used when needed. FOTSA held their AGM in October via Zoom and were hoping to organise a few events virtually. It was a shame they were unable to have the joint summer fete, they were unable to raise money from this and other events last term. They were hoping to organise an online family quiz during the autumn term. All regular meetings had taken place via PowerPoint presentations on the school website. The teachers in each year group produced a 'Meet the Teacher' meetings online for the parents. A secondary transfer meeting for Year 6 parents/carers was also held. Unfortunately, many of the regular events had not been able to take place, such as the annual Family Supper. The loss of contact with families was being felt now and plans were in place to look at ways to overcome the barriers of not being able to hold face-to-face meetings or events. A virtual panto had been arranged with a company called Bigfoot. The cost of this was £400 and the company had ways in which the show would be personalised to the pupils and staff. Once the School received the performance it could be shown as many times as they liked;
- (k) at present there were no trips (only local ones) or specific events outside of school organised for the autumn term. PGL had finally agreed to return all the money due to the cancellation of Year 6 residential trip last summer;
- (l) as staff were unable to carry out many of the SIP actions due to the social distancing measures presently in place at school. Subject reports would not be shared until the spring term;
- (m) Governors attention was drawn to the section of the report containing the Phase Reports and Governors were encouraged to read the section relevant to them. An Inclusion report was included and page 19 onwards explained the SIP priorities. There was a focus on PSHE delivery and the wellbeing of staff this year. A Staff wellbeing party had been put in place and Debbie Butcher was working with them. In response to Governors' queries, she explained that the working party was made up of 7 or 8 staff with a variety of roles within the School and with the current situation it was planned to meet every 3-4 weeks. Debbie Butcher pointed out that it had been very helpful to find out what staff considered had been difficult to manage during a pandemic and what changes had been beneficial to them. Governors recognised the importance of the wellbeing of the staff and the Headteacher pointed out that they had much less time for themselves during the day at present, as for example collective worship was happening in class rather than in the hall and they were alone with the children in their classes for the entire day with only a lunchtime break. They also had to manage remote learning for those children who were at home as well as teaching in class as usual;
- (n) Pupil Pastoral Information
- During the Summer Term 2020 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) no reported racial incidents;
- (v) no reported serious bullying incidents;
- (vi) no significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people; E Safety Incidents
- (vii) no exclusions.

7. **SCHOOL IMPROVEMENT PLAN (SIP)**

English and Maths Aspects of the SIP

**NOTED** that this had been covered within the Headteacher’s report.

8. **SINGLE CENTRAL REGISTER**

**REPORTED** that the Chair had met with Izlem Balci via Zoom and reviewed the SCR. She had looked at all the data for the new staff and been shown the relevant forms and updates. She was happy that the register was up to date and satisfactory.

**NOTED** that the SCR should be checked every 6 months and was an Ofsted priority.

Clerks Note : Laurence Desouza left the meeting

9. **POLICIES/DOCUMENTS FOR REVIEW**

**RECEIVED** the following policies, copies of which are included in the Minute Book

- Remote Learning Policy

**REPORTED** that Governors reviewed the policy carefully and Debbie Butcher guided them through it. It was noted that the grid at the end of the Remote Learning Policy had been sent to parents via Class Dojo and this explained in detail what would happen for the various scenarios where remote learning might be necessary. The Headteacher clarified that there had not been a need to put a great deal of remote learning in place to date and they continued to learn good practice from other schools who had more experience with this.

- Behaviour Policy

**REPORTED** that an addendum had been added for Covid-19 and Governors noted these changes highlighted in salmon pink. The Headteacher guided Governors through the policy and explained the expectations of pupils when in School. They also looked at the new rules and rewards and sanctions for following the rules and noted the rules that had changed due to Covid. In response to a query from the Chair, the Headteacher explained that playtime was divided into different zones and every class had its own box of resources which were cleaned and sanitised regularly. There had been a small number of incidents where parents had refused to bring children into school and the Educational Welfare Officer (EWO) had been involved. Expectations for home learning were also listed in the addendum and any children who did not engage, as had been the case for a small number during the first lockdown, would be told to come into School. If this was refused then the EWO would be contacted.

**NOTED** that the Teacher Pay Policy was not yet available.

**RESOLVED** to agree the above policies.

10. **GOVERNOR LEARNING OPPORTUNITIES**

**REPORTED** that Michelle Broomes had undertaken Pupil Premium training on line provided by Enfield Learning but the connection had not been brilliant and she felt she would benefit from revisiting this session. The Headteacher explained that the PP strategy was on the website and the Hub and she recommended Governors to review this.

**NOTED** that Governor training could be booked via the School based booker, Izlem Balci

<https://www.enfieldpdonline.org.uk/cpd/portal.asp>

<https://www.ldbs.co.uk/governor-courses/>

Member Governor Forum

**NOTED** that the next meeting was on 17 November at 7pm (virtual)

15. **LOCAL AUTHORITY REFERRALS**

**NOTED** the information in the Termly newsletter.

16. **DATES OF FUTURE MEETINGS**

**NOTED** the date of the next meeting as

3 December at 4.30pm

17. **ITEMS TO REMAIN CONFIDENTIAL**

**RESOLVED** that no items be considered as confidential.