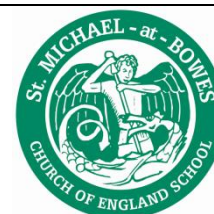


**GOVERNING BODY OF  
ST MICHAEL AT BOWES CE JUNIOR SCHOOL**  
Tottenham Road, London. N13 6JB



**8 October 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)  
Mary Gavriel (Associate Member)  
Izlem Balci -  
Mandy Newell - Minute and Advisory Clerk

\* Denotes absence

**MINUTES – PART 1**

**1. APOLOGIES FOR ABSENCE**

Apologies for late arrival were received from Bambos Charalambous and Mark Jones Parry.

**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**

(a) Foundation Governor

**NOTED** that there was no update on this vacancy.

(b) Staff Governor

**REPORTED** the election of Kate MacDonald Boyle as Staff Governor with effect from 8 October 2020.

(c) Associate Member

**RESOLVED**

- (i) to elect Mary Gavriel as an Associate Member of the Governing Body and appoint her to the Admissions Committee;
- (ii) that Associate Members would not have voting rights.

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

**RECEIVED** the minutes of the meeting held on 10 September which were agreed as a correct record.

5. **HEADTEACHER UPDATE**

(a) Pupil Achievement

**RECEIVED** the pupil achievement report, a copy of which is included in the Minute Book.

**REPORTED** that there was no data in the report due to the fact that there had been no SATS taken this year. The Headteacher considered a great deal had been achieved in the first two terms prior to lockdown and this is what the information had been based on. Governors had reviewed the report and agreed with the Headteacher. She drew Governors' attention to the work that the Subject Leaders had contributed to the report and explained that although it was hoped that there would not be SATS this year the School was working towards the fact these could well happen. Unions were involved in trying to defer the SATS this year. Pupil progress meetings were happening and targets would be set in December for the rest of the academic year. Governors recognised the difficulties faced as since the return to school no class had been full. Following Governors' queries the

Headteacher explained that consideration would be given to where the children were at the end of KS1 and they would ensure that if the were at Age Related Expectations this would continue as they moved through the School.

(b) Pupil Premium (PP)

**REPORTED** that

- (i) due to lockdown it had been difficult to complete the usual data but last year the information had been updated using a RAG system where possible. As there had been no KS2 results there was no information available for this year;
- (ii) following Governors' questions, the Headteacher explained that the School received less money each year for PP. Numbers were based on the January census and this year the School had 75 PP children on roll. Adjustments to the amount of money received were made throughout the year, this had reduced from a sum last year of £117,000 to £95,494 this year;
- (iii) strategies for some elements of PP had been carried over from last year;
- (iv) in response to a query from Mark Jones Parry the Headteacher explained that numbers had increased since last year but due to the changes to Universal credit and the stricter criteria required to qualify for PP it was getting harder for families to be able to claim for Free School meals. Anyone eligible with a child entering Year 3 was encouraged to apply. In response to a query from the Chair, the Headteacher explained that money was clawed back over the year if the numbers of children who qualified reduced but she had never known it to increase over the year although this might happen if the School had a large influx of eligible children. She confirmed that Pupil Premium was categorised as children receiving free school meals or who had within the last six years.

6. **BUDGET**

Budgets 2020/21

- (a) **RECEIVED** the Second Quarterly Return, a copy of which is included in the Minute Book.

**REPORTED** that Izlem Balci guided Governors through the report and the following matters arose as a result of Governors' discussion

- (i) Teaching Staff – confirmation of pay awards was awaited from the LA and the figures would be adjusted accordingly. 3.5% had been built into the budget for this;

- (ii) Swimming budget - £10,600 had been put aside but to date this activity had been delayed until the Spring Term so a saving on this might be made;
- (iii) Covid Catch up grant – this was being issued by the Government for curriculum recovery and it was expected that the School would receive £12,880 this financial year and that some monies would be made available for next year as well. The School was waiting to hear when it would receive the funding;
- (iv) Catering - slight adjustments had been made to this budget due to the fact the children had not been in School during the Summer Term and to date the Autumn term figures remained unpredictable. This would be reviewed in the next quarter when it would be clearer in terms of both income and expenditure;
- (v) Carry forward – if the expenditure figures remained at the current predictions the School would be carrying forward 4.39% (£78,894) of its budget. However, due to Covid expenditure could be less but this would be clearer by the Spring Term.
- (vi) PE Grant - an additional £11,000 would be received for this academic year but the date when this would be with the School was to be confirmed. In response to a Governor's query, Izlem Balci confirmed it was expected to be in this financial year;
- (vii) Support Staff – had received a 2.75% pay award back dated to April 2020. The School had budgeted 3% for this.
- (viii) the Chair asked about the impact of Covid on the budget and was informed that the School had spent £6,000 on items such as sanitiser but the Dfe had reimbursed that money and it was understood that schools could continue to make claims this term.

(b) Expenditure:

**REPORTED** that

- there were no potential purchases over the Headteacher's Delegated Limit;
- there was no urgent expenditure previously approved via Chair's action;
- there were no Waiver of Contract Procedure Rules (prepared in exceptional circumstances only) to consider;
- there were no proposed virements.

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

**RECEIVED** the SFVS, a copy of which is included in the Minute Book.

**REPORTED** that

- (a) Izlem Balci explained that this was very similar to last year. She had input the data which automatically brought up information to the dashboard. Green meant that the School was in line with similar schools across England, amber meant they were in the higher 20% of schools and red meant that might be in the lowest 10% of similar schools. With the exception of one area all data came up as green or amber. The one red area was linked to pupil/teacher ratio and should have been green but there was an error on the spreadsheet which the LA had been made aware of;
- (b) Izlem Balci explained that the in year balance was amber as if the School had not carried forward money from last year, the total expenditure would be more than the total income but that without a carry forward the School would find itself in the position of having to cut staff. In response to Governors' questions she explained the importance of the carry forward and that this year they were allowed to carry forward a figure of 6.5% which had reduced from 8% last year, thus this was showing as a medium risk;
- (c) expenditure for teaching staff was showing amber and this was due to the qualification levels of staff when comparisons were made with other similar schools.
- (d) in response to Governor's queries, Izlem Balci explained that once the data was input into the spreadsheet it appeared to be a reasonable assessment and the amber results could be easily explained. She added that this year the projected scores were based on 2018-19 figures due to the fact that no SATS had taken in the 2019-20 academic year.

**RESOLVED that**

- (i) as Governors were unable to view the SFVS on the screen during the meeting due to technical issues, they contact Izlem Balci by email with any questions that might have.

**ACTION: GOVERNORS**

- (ii) Izlem Balci send the SFVS to the Chair to review. This could then be brought back to Governors to approve at the next Governing Body meeting.

**ACTION: IZLEM BALCI/CHAIR/CLERK**

- (iii) following a discussion on Business interests, Governors were asked to declare these on GovernorHub and to contact Izlem Balci with any queries they might have.

**ACTION: GOVERNORS**

**8. SCHEME OF FINANCIAL DELEGATION**

**RECEIVED** the Scheme of Financial Delegation, a copy of which is available in the Minute Book.

**NOTED** that apart from a name change for an Assistant Headteacher there were no further amendments to the document.

**RESOLVED** to agree the Scheme of Financial Delegation

## 9. **POLICIES/DOCUMENTS FOR REVIEW**

- Teacher Pay policy

**NOTED** that this was being updated by the LA and would be discussed at the next meeting of the Governing Body.

**ACTION: CLERK**

- Child Protection and Safeguarding Policy (including E-Safety)

**RECEIVED** the Child Protection and Safeguarding Policy, a copy of which is included in the Minute Book

**NOTED** that a Covid addendum had been added from pages 33-40

**RESOLVED** to agree the policy.

- Punctuality and Attendance Policy

**RECEIVED** the Punctuality and Attendance Policy, a copy of which is included in the Minute Book

**REPORTED** that Covid amendments that had been made. The Headteacher explained that the register now had an x code for covid related absences and that work was being sent home if a child was not registered as being ill. The x code did not affect attendance figures. In response to Governor's questions, she explained that several families were quarantining and taking tests but there had been no positive results for any adults or children within the School. 35 schools in the LA had reported Covid cases amongst children and staff. Governors discussed the issues around staffing clubs with the various year groups potentially mixing and Mary Gavriel explained that the breakfast club used a zone system but the after school club at Tottenhall was mixing the children as the guidance for this varied from that of being in School. Attendance was 91%, above the national average of 86% but below the normal figure for the School of around 96%. It was clarified that the lower figure was entirely to do with Covid related issues as some families had not returned from abroad or were isolating, either because they had just come back from an area where this was required or because someone in the family had symptoms or was awaiting a test result. Following a query from Mark Jones Parry,

the Headteacher explained that the codes for attendance were received from the Dfe and were being used by all Schools in the country and that in the future it would be possible to see who had tested positive and to understand the reasons why children had been off school during this time, covid related or not.

**RESOLVED** to agree the policy.

10. **GOVERNOR TRAINING**

**NOTED** the following;

- (a) Rebecca Christy had attended Safeguarding training which she had found very useful and she had also booked on to future training on SEND and Behaviour and Attitudes later this term. She would also be attending the Member Governor Forum on 17 November;
- (b) Michelle Broomes had attended the Pupil Premium training which she had considered to be very good.
- (c) The training diary was available the Hub and bookings could be made through Izlem Balci.

11. **GOVERNOR VISITS**

**NOTED** that due to Covid-19 Governor visits were on hold but virtual tours of the School would be arranged for new parents. The cost of this was around £250-300 and the Headteacher explained that other Schools were now offering this.

12. **SINGLE CENTRAL REGISTER**

**RESOLVED** that Izlem Balci and the Chair hold a Zoom meeting to go through the SCR and that the Chair report back to the next Governing Body.

**ACTION:CHAIR/IZLEM BALCI/CLERK**

13. **LOCAL AUTHORITY REFERRALS**

Financial Management Briefing

**NOTED** the issues highlighted in the Financial Management Briefing.

14. **ANY OTHER BUSINESS**

Headteacher's Appraisal

**NOTED** that this was due to take place on November 27 at 2pm and would be attended by the Chair, Vice Chair and Deborah Thompson, School Improvement Advisor.

Covid Crisis

**NOTED** that Lawrence Desouza thanked the Headteacher and staff on behalf of all Governors for the excellent way in which they were dealing with the Covid crisis.

15. **DATES OF FUTURE MEETINGS**

To **note** the dates of the meetings for this term as

5 November at 4.30pm

3 December at 4.30pm

16. **ITEMS TO REMAIN CONFIDENTIAL**

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