

LONDON BOROUGH OF ENFIELD

GOVERNING BODY OF ST MICHAEL AT BOWES CE JUNIOR SCHOOL

Tottenham Road, London. N13 6JB

5 OCTOBER 2017

MINUTES - PART 1

MEMBERS:

Ms Kate Macdonald-Boyle (Chair)	-	Foundation Governor
Mrs Jean Jakobson (Vice-Chair)	-	Foundation Governor

Parent Governors

LA Governor

* Mr Jack Briggs	Councillor Bambos Charalambous
Ms Daniela Savevska-Tsang	

Foundation Governors

Staff Governor

Mr Richard Criddle	Mrs Mary Gavriel
Ms Niki Evans	
* Revd Mark Jones Parry	<u>Headteacher</u>
Vacancy x 2	
	Mrs Maria Jay

\* Denotes absence

Also attending:

Ms Julie Eyland – School Bursar (Minute Nos 16 to 18 only)

Mrs Debbie Butcher - Deputy Headteacher

Ms Janet Balfour - Clerk

16. APOLOGIES FOR ABSENCE

Apologies for absence were received from Jack Briggs and Revd Mark Jones Parry.

**RESOLVED** to consent to these absences.

17. DECLARATION OF INTERESTS

Governors were reminded that they should declare any interest relating to items on the agenda. There were no declarations.

## ACCOUNTABILITY AND COMPLIANCE

### 18. BUDGET 2017-2018

#### (a) Second Quarterly Return

**RECEIVED** the Second Quarterly Return, a copy of which is included in the Minute Book. The Return provided details of expenditure and income from April to the end of September and predicted the carry-forward for the end of the financial year.

**REPORTED** that

- (i) the budget remained on track at 45% spent;
- (ii) the Government had accepted a recommendation from the School Teachers Review Body that teacher pay scales for teachers on the upper pay range, unqualified teachers and leading practitioners, along with headteachers and other leaders should receive a 1% pay rise while teachers on the main pay range should receive a 2% pay rise;

Ms Eyland confirmed that an additional 1% salary increase had been factored into the budget for all members of teaching staff. The additional cost of the 2% increase for MPR staff would be £1200 for September to March 2018 and £3800 for the next financial year.

**RESOLVED** to confirm the recommended pay rises.

- (iii) schools would be receiving additional PE and Sports grant funded through the Government's "Sugar Tax". Therefore this financial year the School would receive £13,000, rather than the expected £9000;

**NOTED in response to a question**, that the funding was ring-fenced and would be used to promote pupils' healthy living.

- (iv) the current predicted carry-forward of £68,583 was 3.98% of the School's budget. **In response to a question**, the bursar confirmed that this was within the allowed carry-forward limit of 8%. The carry-forward may increase if there were any savings in other budget headings;
- (v) **a Governor highlighted that the Secretary of State for Education had announced additional funding for Schools and asked whether the details of this were available.** Ms Eyland confirmed that information regarding this promised additional funding had not yet been received.

Governors were pleased with the School's current healthy budget position.

**RESOLVED** to agree the Second Quarterly Return and that it be signed by the Chair for return to the Local Authority.

(b) Expenditure

**REPORTED** that there had been no

- purchases over the Headteacher's Delegated Limit;
- urgent expenditure approved via Chair's action;
- required Waiver of Contract Procedure Rules at the current time.

(c) Scheme of Financial Delegation

**RECEIVED** the School's Scheme of Financial Delegation for review, a copy of which is included in the Minute Book. It was confirmed that minimal changes were required.

**NOTED** that

- (i) the Scheme had been updated to identify Johanna Levison as a cheque signatory;
- (ii) the Scheme provided the Headteacher with authorisation to spend up to £10,000 on day to day expenditure, any items above this amount had to be agreed by the Governing Body;
- (iii) the Scheme provided the Headteacher with authorisation to vire amounts between budget headings up to £1000.

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

(d) Local Authority Referrals

**NOTED** the issues highlighted in the Local Authority's Financial Management Briefing.

19. SAFEGUARDING

(a) Policy/Document Review

**RECEIVED** the School's Safeguarding and Child Protection Policy and Safer Recruitment Policy for review, copies of which are included in the Minute Book.

**RESOLVED** to agree the Safeguarding and Child Protection Policy and Safer Recruitment Policy.

(b) Safeguarding Children in Education School Compliance Checklist

**REPORTED** that the School had completed and returned the Safeguarding Children in Education School Compliance Checklist to the LA.

**NOTED** that

- (i) the School's Safeguarding and Child Protection Policy was LSCB compliant and reviewed annually and was available on the School's website;
- (ii) the School's named designated staff for Child Protection were the Headteacher, Deputy Headteacher and Bridget Lennon, SENCO;
- (iii) designated staff had received appropriate training in the last two years. In addition, the Headteacher confirmed that all staff had undertaken Child Protection training during the January Inset session and staff undertook on-line training regarding radicalisation when they joined the School;
- (iv) Jean Jakobson and Kate Macdonald-Boyle were the nominated Child Protection Governors;
- (v) the School maintained an up to date Single Central Record of all staff. It was confirmed that Jean and Kate regularly checked the School's Single Central Record to ensure it was compliant and these checks were recorded and logged.

**A Governor asked how long it took to complete necessary pre employment checks and the Headteacher explained that these could take up to two months.**

**PROCEDURAL ISSUES**

20. MEMBERSHIP: FOUNDATION GOVERNORS

**REPORTED**

- (a) the re-appointment of Jean Jakobson as a Foundation Governor by the LDBS with effect from 18 September 2017;
- (b) that Fr Engin had not yet taken up his position as Ex-officio Foundation Governor;
- (c) that Fr Ian was the current Area Dean and responsible for the appointment of a East Haringey Deanery Synod Foundation Governor. Unfortunately, there were no candidates for this position at the current time.

21. MINUTES

The Minutes of the Governing Body meeting held on 7 September 2017 were agreed and signed by the Chair as a correct record.

22. MATTERS ARISING FROM THE MINUTES

Annual Governance Statement 2016-2017 (Minute No. 8(d))

**RECEIVED** a draft Annual Governance Statement 2016-17, a copy of which is included in the Minute Book. Governors thanked the Chair for producing the Statement.

**A Governor highlighted that the Governor attendance information on the School's website was not up to date.**

**RESOLVED** to

- (a) agree the Annual Governance Statement for 2016-17 and that it be made available on the School's website;

**ACTION: CHAIR & HEADTEACHER**

- (b) to ensure updated Governor attendance information was available on the website.

**ACTION: CLERK & HEADTEACHER**

**CORE FUNCTION: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL, ITS PUPILS & PERFORMANCE MANAGEMENT OF STAFF**

23. HEADTEACHER'S UPDATE

- (a) Teaching and Learning

**REPORTED** that

- (i) Michelle Stanley, Local Authority (LA) Adviser, Sally Moore, LDBS Adviser, and Gwynth Hammond, LA Adviser, had visited the School on Tuesday to consider and discuss the School's achievement and progress data. The School had received very positive feedback and staff had been asked to attend the Borough's English Subject Lead meeting to explain how the school used its data to positively impact on pupil progress;
- (ii) Analyse School Performance (ASP) had replaced RAISEonline. The service included 2017 Question Level Analysis (QLA) data which enabled primary schools to assess how well their pupils performed in different aspects of the curriculum;

**RECEIVED** an extract from ASP providing information regarding the Key Stage 2 2017 results and progress in reading, writing and maths, a copy of which is included in the Minute Book.

**NOTED** that

- (A) progress data was based on those pupils with previous Key Stage 1 data. The report showed that:
  - Reading progress had been in line with the national average, 0.23;
  - Writing progress had been above the national average, 1.90;
  - Maths progress had been well above the national average, 3.14;
- (B) the attainment data was based upon 88 pupils' results, whereas the School's calculations had not included the predicted disapplied pupils outcomes. The percentage of pupils achieving the expected standard in reading, writing and maths combined was reported as 67%, this was expected to increase to 70% when pupils were disapplied;
- (C) the percentage of pupils achieving the higher standard was 9%.
- (iii) the School's Partnership Group, comprising 15 schools, had produced a Writing Portfolio supplementary document providing extensive writing samples to support staff assessment and marking. The document was sold to colleagues outside the partnership group, which funded its production;
- (iv) the following would be taking place this term as part of the School's LDBS Grow Partners Oak Package:
  - the Senior leadership team training on the ASP;
  - a Lead Ofsted Inspector would undertake a learning review at the School on 30 November 2017. Progress on areas identified for development during the review would form part of the LA's review visit in February.

**NOTED** that Governors agreed this would provide valuable external validation, particularly as an Ofsted Inspection of the School was due.

(b) Staffing

**REPORTED** that

- (i) a new member of office staff would be starting work the following week, for two days a week. Another appointee had since withdrawn and the post had been re-advertised with a closing date of 6 October. Unfortunately, this meant that any appointment would not have an induction period with Trish Rowan;

**NOTED** that

- (A) Izlem Balci would be returning from maternity leave after half term and working for four days a week;
  - (B) visitors often commented on the positive welcome they received from the School's office staff;
  - (C) Trish Rowan would be retiring after 28 years working at the School on 20 October 2017.
- (ii) a Graduate Teaching Assistant (TA) had been appointed and would be starting shortly. It was hoped they would apply then for the Schools Direct Programme for 2018-19. A current TA would also be applying for the Schools Direct Programme next year;
  - (iii) Marva Angus, Play Leader, was also leaving after a long time working at the School.

(c) Premises

**NOTED** that the original plans for the refurbishment of the Grenoble Gardens entrance had been re-designed and the LDBS had agreed to meet the additional costs. The works would widen the ramp, remove the stairs and install a sliding gate. In order to minimise costs it was planned to ensure that the works would not impact on the surrounding public footpaths or roads.

**REPORTED** that

- (i) the work would start during half-term and would take approximately three months, at a cost of £121,000;
- (ii) during the works the house, quiet area and car park would be out of bounds. In addition some of the play-ground would be cordoned off. The School would consider whether staggering the lunch break would be necessary to manage the situation;
- (iii) the astroturf would be protected by decking/covering provided by the company concerned;
- (iv) parents would have to access the School through the hall during the works.

**RESOLVED** to trial the recommended arrangements to manage the building works. However, if the Headteacher considered these were not appropriate or if there were any concerns regarding pupil safety the LDBS would be asked to install temporary stairs.

**ACTION: HEADTEACHER**

## GOVERNANCE AND EVALUATION

### 24. GOVERNANCE REPORTS

**NOTED** that the Chair had not been required to undertake any urgent action.

**REPORTED** that

- (a) Jean Jakobson had visited the School in September to meet with the Headteacher;
- (b) Richard Criddle had arranged to visit the School during October and this would include attending the Year 3 parent feedback session.

## LOCAL AUTHORITY REFERRALS

### 25. INCREASING IMMUNISATION RATES

**RECEIVED** an Enfield Health briefing which asked Governors to support childhood immunisations in schools and to inform and reassure parents.

**REPORTED** that the Headteacher would be writing to parents to encourage them to ensure their children were immunised.

### 26. SEX AND RELATIONSHIP EDUCATION

**REPORTED** that it was proposed to introduce a new subject of '*relationships education*' in primary school and renaming the secondary school subject '*relationships and sex education*', to emphasise the central importance of healthy relationships. Regulations and statutory guidance would be subject to public consultation later this year and it was expected to be introduced by September 2019.

### 27. SCHOOL GOVERNANCE

#### (a) Powers to Remove Governors Extended

**NOTED** that the School Governance (Constitution and Federation) (England) (Amendment) Regulations 2017, effective from the beginning of September, now enabled the removal of elected Parent or Staff Governors by the Governing Body in accordance with procedures set out in the Regulations.



(b) New Exclusion Guidance

**NOTED** there was new statutory guidance for those with legal responsibilities in relation to exclusion, effective from September 2017.

**CLOSE OF MEETING**

28. DATES OF FUTURE MEETINGS

**NOTED**

- (a) meeting dates for the Autumn Term:
- 16 November 2017, 4.30 – 6pm;
  - 14 December 2017, 4.40 – 6pm.
- (b) the Governors' Day on Wednesday 1 November 2017, 9 am to 2pm. Governors were reminded to complete the ICE Pack in preparation for its discussion at the Governors' Day;
- Cllr Charalambous provided apologies for absence for this event.
- (c) all Governors were invited to attend the Family Supper on 12 October, 6 – 8pm.

29. ITEMS TO REMAIN CONFIDENTIAL

**RESOLVED** that none of the above be considered confidential.

Confirmed and signed at the meeting  
of the Governing Board held on the  
day of 2017