

LONDON BOROUGH OF ENFIELD

GOVERNING BODY OF ST MICHAEL AT BOWES CE JUNIOR SCHOOL

Tottenham Road, London. N13 6JB

15 MARCH 2018

MINUTES - PART 1

MEMBERS:

	Ms Kate Macdonald-Boyle (Chair)	-	Foundation Governor
*	Mrs Jean Jakobson (Vice-Chair)	-	Foundation Governor
	<u>Parent Governors</u>		<u>LA Governor</u>
*	Mr Jack Briggs		
	Ms Daniela Savevska-Tsang		Councillor Bambos Charalambous
	<u>Foundation Governors</u>		<u>Staff Governor</u>
	Mr Richard Criddle	*	Mrs Mary Gavriel
	Ms Niki Evans		
	Revd Mark Jones Parry		<u>Headteacher</u>
	Fr Engin Yildirim		
	Vacancy x 1		Mrs Maria Jay

\* Denotes absence

Also attending:

Ms Theresa Palmer – Clerk

**OPENING PRAYER** led by Rev Mark Jones Parry

82. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mary Gavriel and Jean Jakobson.

**NOTED** the absence of Jack Briggs.

**RESOLVED** to consent to the above absences.

83. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

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

84. MEMBERSHIP: FOUNDATION GOVERNORS

**REPORTED** that the term of officer for Ms Niki Evans as a (PCC) Foundation Governor was due to end on 12 May 2018.

**NOTED** that

- (a) Ms Evans did not wish to re-stand for a further term due to pressures of work;

**RESOLVED** that the appointing body (St Cuthbert's) be contacted to identify a PCC Foundation Governor to fill the resultant vacancy.

**ACTION: CLERK**

- (b) Fr Engin confirmed Dolunay Dauulcu as the prospective nominee for the East Haringey Deanery Synod Foundation Governor vacancy. A date was to be agreed for the Headteacher and Chair of Governors to meet with Ms Dauulcu.

85. MINUTES

The Minutes of the meeting held on 8 February 2018 were agreed and signed by the Chair as a correct record.

86. MATTERS ARISING FROM THE MINUTES

Manar Al Ilm Private School in Abu Dhabi (Minute No. 76(b))

**REPORTED** that the Headteacher and Deputy Headteacher were to fly out to Abu Dhabi, the following day, to assess the breadth of needs and strengths of Manar Al Ilm School, and determine whether the School would be able to support the level of needs identified. Two members of staff had expressed an interest.

**RESOLVED** that the outcome of the visit be feedback at a future Governing Body meeting.

**ACTION: CLERK**

87. REPORT OF THE HEADTEACHER

- (a) Headteachers Report

**RECEIVED** the written report of the Headteacher, Maria Jay, a copy of which is included in the Minute Book. The following matters arose from discussion of the report and in response to Governors' questions:

- (i) Staffing

**NOTED** that there were presently no staffing issues. It was advised that the situation could change following the June deadline for resignations.

**REPORTED** that long term staff sickness remained an issue with a high incident of back problems being reported. A Chiropractor was to attend during a school inset (23 April) to advise on general good posture and provide individual assessment. Governors were invited to attend.

(ii) Curriculum

**REPORTED** that

- (A) relationship and sex education refresher training had been delivered. Two children had been withdrawn from participation in the lessons. It was questioned and confirmed that parents had an opportunity to review provision up to 1 week prior to delivery (i.e. watch videos and look at lesson plans);
- (B) Mock SATs had been undertaken in Year 6 and Rising Stars in other year groups during the previous and current week. Consequently Spring 2 Data would be updated at the end of the week.

(iii) Premises

**NOTED** that

- (A) the new ramp installation had proved successful;
- (B) regular fire drills were being held.

(iv) Funding

**NOTED** Cllr Charalambous commented that the Universal Credit reforms were having a particularly negative impact on Pupil Premium funding. It was confirmed that Pupil Premium funding was reducing and access to FSM for some families was being withdrawn. Schools were considering subsidies. Cllr Charalambous elected to investigate further and report back at a future meeting.

**RESOLVED** to investigate and feedback on the wider impact of the Universal Credit arrangements on Pupil Premium Funding.

**ACTION: CLLR BAMBOS CHARALAMBOUS**

(b) School Term and holiday dates

**RECEIVED** proposed School term and holiday dates for 2018-19, a copy of which is included in the Minute Book.

**REPORTED** that the school term and holiday dates had been published on the school website. The summer term was to end on 23 July. It was proposed that Inset sessions be held on 19 and 20 July, vacating the 23 July. Teaching time would remain

unchanged and staff would make up the extra hours in twilight staff meetings during the term.

It was confirmed in response to a question that the School was required to have a total of 5 inset days throughout the year. Two held in July, another held on the first school day in September (Staff induction) one in October and again in November. The Autumn term was due to end on 21 December returning on 7 January.

**RESOLVED** to agree the proposed School term and holiday dates.

(c) School Day Timings

**REPORTED** that the leadership was considering options which would see changes made to the school day.

**NOTED** that

- (i) the proposed changes were in the early stages of discussions, following visits to two schools (in borough) where earlier start and finish times had been implemented on a one-year trial basis;
- (ii) there would be no change to teaching times. The proposed changes however would include an 8.30am start (currently 8.50), a 2.30pm end to the school day (currently 3.15) and a move of scheduled PPA times (in the main) to the end of the teaching period. It was anticipated that the changes would significantly reduce spend on the supply budget (approx. £20,000 against a £50,000 predicted deficit) where supply teachers were previously used to cover PPA;
- (iii) activities such as observations and support for NQTs (e.g. team teaching) nevertheless would remain scheduled within the school day. Lunch times would reduce to 40 minutes and play times would reduce from 15 to 10 minutes;
- (iv) a decision to change the school day would need to be agreed by June to meet the minimum notice period to parents. Discussions with the adjacent Tottenham Infant School were also taking place. It was questioned and confirmed that where parents wished their children to stay on beyond the school day that a daily fee would be chargeable to enrol their child into after school club activities. In response to further questions it was explained that Ofsted did not inspect activities outside of the school day. However, in one school take up of after school clubs was approximately 90%. It was questioned further whether capacity to deliver after-school clubs would be an issue. It was believed that capacity would not present a problem. Parent Governors raised concern regarding the lengthy period between the end of school day and usual 5.30 -6 o'clock pick up time. It was confirmed that a parent survey would be undertaken.

**RESOLVED** that an update on the proposed changes to the school day be provided at

---

the next appropriate meeting.

**ACTION: MARIE JAY/CLERK**

(d) Pupil Pastoral Information

**REPORTED** that since the last meeting there had been:

- (i) 0 complaints;
- (ii) 0 Child Protection (Safeguarding) referrals to social care;
- (iii) 0 allegations against staff reported to the Lead Officer for Child Protection;
- (iv) 0 reported racial incidents;
- (v) 0 reported serious bullying incidents;
- (vi) 0 significant safeguarding issue, whether to do with sexual behaviors, radicalisation or any other form of threat or risk to young people;
- (vii) 1 fixed term exclusion.

88. ENGAGEMENT WITH STAKEHOLDERS: PARENT/ CARERS, STAFF AND PUPIL QUESTIONNAIRES

**RECEIVED**

- Parent Questionnaire 2018 response report;
  - Staff School Improvement Questionnaire Reminder of summary actions from 2017;
  - Staff School Improvement Questionnaire 2018 outcomes;
- copies of which are included in the Minute Book.

**REPORTED** that

- (a) feedback from the recent Parent and Carers questionnaire was particularly positive, with just two negative comments received, both issues had been addressed. There had been a percentage increase in satisfaction on previous years. High praise and great confidence was placed in both Senior Leaders and staff. Parents also valued the quality of the after-school clubs and the range of activities available for children to get involved in.
- (b) several parents had expressed a wish for the wearing of boots to be allowed (permitted to and from school only) and more homework with models of what good handwriting posted on the school website. Daniella Savevska-Tang commented and Ms Jay agreed that videos of children undertaking various activities could easily be made and hosted on the website. A Governor expressed a strong desire that children be made to carry branded book bags. It was proposed that costings for implementing branded book bags be investigated for introduction with Year 3 pupils;

- (c) the cost of school lunches was due to increase. The LA charge to schools was increasing to £2.55. From September the School would increase charges by £0.10p to £2.30. It was proposed that on Governor visits that governors sample the school dinners;
- (d) eleven parents submitted comments via parent view during the recent Ofsted;
- (e) the outcome of staff questionnaire had also been particularly positive.

**RESOLVED** that investigation into costings for introducing branded book bags for Year 3 pupils be undertaken.

**ACTION: MARIA JAY**

89. POLICY REVIEW

**RECEIVED** the RE & Collective Worship Policy, a copy of which is included in the Minute Book. No changes to the Policy were recommended.

**NOTED** that a SIAMS inspection was not due for another two years. Prayer Space was being considered by Rev. Mark Jones Parry.

**RESOLVED** to ratify the RE and Collective Worship Policy.

90. GOVERNORS' REPORTS

(a) Chairs Action

**NOTED** that there had been no urgent action taken by the Chair or any other delegated responsibility undertaken by a Governor since the last Governing Body meeting.

(b) Governor Visits

**REPORTED** that Daniella Savevska-Tang had undertaken a Governor visit on 8 March and met with the English Lead, received feedback regarding the Ofsted inspection and discussed Phonics and guided reading.

**RESOLVED** that Jack Briggs be Governor of the Month for April with a focus on Science.

**ACTION: JACK BRIGGS**

91. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

**NOTED** that the School bought back into the LA Governor training programme and the LDBS Governor training programme at Causton Street. Governors were encouraged to sign up and attend training as necessary.

**RESOLVED** that Governors consider the training opportunities offered through the LA Governor training buyback to feedback issues highlighted through training and agree any required changes to current or future practice.

**ACTION: GOVERNORS**

92. ADMISSION NUMBERS 2018-19

**REPORTED** that the School's Admission number for 2018-19 was 90.

**NOTED** that admissions numbers for September were down. The current Year 4 was the smallest year group. The situation was repeated across the borough.

**RESOLVED** to agree an Admission number of 90 for 2018-19.

93. GENERAL DATA PROTECTION REGULATIONS: GDPR ISSUES FOR SCHOOLS

**REPORTED** that to comply with the law by 25 May schools needed to have, as a minimum:

- appointed an independent Data Protection Officer;
- reviewed and if necessary updated all policies, privacy statements and consents to ensure compliance;
- reviewed and if necessary documented their data holdings, retention periods and data sharing to be able to inform data subjects at collection time and in the event of a Subject Access Request;
- ensured they had processes in place to meet the new Subject Access Request, Data Export/Import and Right to be Forgotten deliveries;
- review Data Protection / Privacy Impact Assessments in the light of the new law.

**NOTED** that

- (a) the School was unsuccessful in being part of a LA GDPR pilot;
- (b) the LA had produced a GDPR workbook for schools to work through. The Schools' Forum had agreed to fund 2 central staff from the Dedicated Schools Grant DSG who would have responsibility for supporting schools in becoming compliant.

94. APPRENTICESHIP LEVY AND ENFIELD SCHOOLS

**NOTED** the information provided in the Apprenticeship Levy and Enfield Schools briefing.

95. GOVERNOR AWARDS 2018

Governors were invited to nominate Governors or young people for Awards by the submission deadline of 1 May 2018.

96. DATES OF FUTURE MEETINGS

**NOTED** the following meeting dates for the Summer term:

- 26 April at 4.30 – 6pm;

- 24 May at 4.30 – 6pm (Governor Day preceded by Lunch at 1 pm, to consider the Ofsted action plan);
- 5 July at 4.30 – 6pm.

**RESOLVED** to consider the following items for inclusion on the agenda for the next meeting of the Governing Body:

- Premises update;
- Review staffing model;
- Progress data: Phonics and Challenge;
- Policy Review:
  - Charging Policy;
  - Governor Allowances Policy;
  - Lettings Policy;
  - Debt Policy.

**ACTION: CLERK**

Confirmed and signed at meeting  
of the Governing Body held on  
the                    day of                    2018