

LONDON BOROUGH OF ENFIELD

GOVERNING BODY OF ST MICHAEL AT BOWES CE JUNIOR SCHOOL

Tottenham Road, London. N13 6JB

26 APRIL 2018

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
* Ms Daniela Savevska-Tsang * Councillor Bambos Charalambous

Foundation Governors

Staff Governor

* Mr Richard Criddle Mrs Mary Gavriel
Ms Niki Evans
Revd Mark Jones Parry Headteacher
Fr Engin Yildirim
Vacancy x 1 Mrs Maria Jay

* Denotes absence

Also attending:

Mrs Dolunay Caner – prospective Foundation Governor
Ms Debbie Butcher – Deputy Headteacher
Mrs Izlem Balci – School Administrator
Ms Janet Balfour – Clerk

OPENING PRAYER led by Fr Engin

99. APOLOGIES FOR ABSENCE

An apology for absence was received from Ms Daniela Savevska-Tsang.

NOTED

- (i) the absences of Mr Jack Briggs, Cllr Bambos Charalambous and Mr Richard Criddle;
- (ii) a subsequent apology for absence was received from Mr Richard Criddle.

RESOLVED to consent to the above absences.

100. 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.

Governors agreed for the consideration of additional items (Minute Nos. 104 – 106 refer) at the meeting.

101. MEMBERSHIP: FOUNDATION GOVERNORS

REPORTED that

- (a) Dolunay Caner was in the process of being appointed as a Foundation Governor. Mrs Caner was welcomed to the meeting. It was hoped that her appointment would be finalised soon;
- (b) Niki Evans' term of office as a Foundation Governor was ending on 12 May 2018, although she would be continuing to work with the School through the Pathway organisation. Governors took the opportunity to thank Ms Evans for all her work and commitment to the Governing Body and her on-going support of the School.

RESOLVED to seek Foundation Governor candidates for appointment by the Parochial Church Council.

ACTION: REVD MARK JONES PARRY

102. MINUTES

The Minutes of the meeting held on 15 March 2018 were agreed and signed by the Chair as a correct record.

103. MATTERS ARISING FROM THE MINUTES

- (a) Manar Al Ilm Private School in Abu Dhabi (Minute No. 86)

REPORTED that the Headteacher and Deputy Headteacher had visited the Manar Al Ilm School at the end of the spring term. They had considered the School's current situation, including review of the equivalent of an Ofsted Inspection report.

NOTED that

- (i) the School had a number of weaknesses to address, including quality of teaching and learning and Governance. A considerable amount of work was required to improve standards and the Headteacher and Deputy Headteacher had helped to produce an initial Action Plan;

- (ii) in respect of the support available from St Michael at Bowes the issues to initially consider was the teachers' limited English language capabilities. The first step was for the Manar Al Ilm School to send some of their teachers to SMAB;

In response to a question, it was confirmed that the school taught in English and that different teachers taught different subjects, with the children moving from class to class. **In response to a follow up question, it was confirmed that the majority of teachers were from India and the Philippians.** They were qualified teachers, but appeared to rigidly follow the School's text books;

- (iii) the School's library was very limited and not openly available to children within the classrooms;
- (iii) it had been confirmed that Manar Al Ilm School would have to meet the cost of SMAB teachers travelling and working at the School.

RESOLVED that an update be provided at the next meeting of the Governing Body.

ACTION: CLERK

- (b) School Day Timings (Minute No. 87(c))

REPORTED that discussions with staff regarding possible changes to the school day were on-going. A further meeting was scheduled for Monday 30 April. Dependent upon staff feedback, parents would be consulted on the proposals and any changes notified following the half-term holiday.

RESOLVED that an update be provided at the next meeting of the Governing Body.

ACTION: CLERK

- (c) Book Bags for Year 3 Pupils (Minute No. 88)

REPORTED that

- the current book bags cost £3.75;
- a rucksack would cost £10.99;
- a bag with straps would cost £6.50.

Governors considered that the current book bags were adequate for pupils' needs and anything further would be an unnecessary cost.

104. BUDGET 2017-18: CARRY-FORWARD

REPORTED that

- (a) the predicted carry-forward into 2018-19 had increased due to careful management of the budget in order to support future expenditure. It was now approximately 11% of the School's budget. This was above the 8% Local Authority (LA) claw-back threshold;

- (b) on 8 February the Governing Body had agreed an analysis of revenue balances held at 31 March 2018 Form. This had detailed the School's revenue balances for 2018-19 and the specific projects or expenditure they related to. However, the Local Authority had requested greater detail regarding the allocation of these balances.

Mrs Izlem Balci had produced additional information regarding the allocated revenue balances, including reference to the relevant School Improvement Plan priorities. The required Local Authority Proforma had been completed to explain the reasons for retaining the revenue balances and this was detailed to Governors at the meeting.

NOTED that

- (i) £36,000 was being retained to fund required maternity leave cover (worst case scenario);
- (ii) a bid to the LDBS for refurbishment of the Year 4 toilets had been submitted. If successful the School would need to fund 10% of the cost;
- (iii) £10,000 was being retained to fund the School's PE provision organised over the academic year;
- (iv) £4680 was being held on behalf of member schools of the Excellence in Learning Community;
- (v) it was estimated that Support Staff would receive a minimum 5% increase over two years and teachers a 3% increase, which would cost the School approximately £40,000 (worst case scenario). This amount was therefore being retained from the 2017-18 budget;
- (vi) the School wished to purchase a signing in system to improve safety of the site. It included staff badges, automatic sign in and out facilities and Asset Register software. The initial cost of the system was £5000, with a £500-600 annual cost;
- (vii) to continue to fund the very successful oracy support provided to the School, as discussed at previous Governing Body meetings: approximate cost £9000;
- (viii) cost of training for Middle Leaders: £1-2000.

RESOLVED to agree the retention of the revenue for the above projects/purposes and that the revised proforma be signed by the Chair and returned to the Local Authority.

ACTION: CHAIR

105. SCHOOL PAYMENT SYSTEM

REPORTED that it was recommended that the School move to a Bank Transfer system, BACs , rather to continue with the current arrangements. The new BACs system would save on costs

and staff time. In addition an increasing number of companies were reluctant to accept cheques.

RESOLVED to agree to move to the BACs Banking Transfer system.

106. REAM CONTRACT

REPORTED that the REAM SLA provided maintenance of the School's property and premises at a cost of £21,910.

NOTED that

- (i) for Contracts from £10,001 to £50,000 at least two written quotations should be received. A quotation from a local supplier must be sought. Where this was not possible, a waiver of contract procedures rules stating the reasons must be approved by the Governing Body;
- (ii) due to the bespoke service provided it was not possible to find another company/organisation providing a similar service to REAM in order to acquire other competitive quotes.

RESOLVED to purchase REAM's SLA for 2018-19, as recommended, and the required Waiver of Contract procedure rules be agreed.

107. DISASTER RECOVERY PLAN

RECEIVED a draft Disaster Recovery Plan, a copy of which is included in the Minute Book. It was explained that Audit Services recommended that all schools had a Disaster Recovery Plan.

NOTED that

- (a) the School's essential data was stored in a cloud base system and would therefore be secure in an emergency situation;
- (b) the Site Manager had a paper copy of the Disaster Recovery Plan available off-site;
- (c) **in answer to a query it was confirmed** that if the Headteacher was offsite the Deputy Headteacher would manage any emergency situation.

RESOLVED to agree the Disaster Recovery Plan.

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

108. REPORT OF THE HEADTEACHER

(a) Ofsted Inspection

RECEIVED the Ofsted Inspection Report, a copy of which is included in the Minute Book.

REPORTED that

- (i) the Inspection had confirmed that the School continued to be Good and that Governors had a secure understanding of the School;
- (ii) the Inspection identified that the next steps for the School should be:
 - to ensure that the progress and attainment of disadvantaged pupils continued to improve, particularly at the higher attaining pupils;
 - to ensure that pupils' progress and attainment in reading continued to rise.

NOTED that

- (A) the above issues would be incorporated into the School Improvement Plan;
- (B) the Inspection had identified an issue regarding the delivery of phonics and this would be addressed. For example, Teaching Assistants (TAs) would be receiving additional training regarding phonics and a teacher would be providing one to one support for specific pupils on the reading recovery programme;
- (C) the Deputy Headteacher explained that the reported concern regarding texts being appropriate to pupils' abilities was not an issue across the School, but had been isolated to a small group of pupils working with a TA where the text had been too difficult for the pupils to access.

(b) Staffing

REPORTED that

- (i) at the moment no teaching staff resignations had been received. However, the deadline was not until the end of the half-term, so the situation would not be clear until later in the term;

- (ii) the School was advertising for one teacher. This position would cover a maternity leave and would provide valuable flexibility if there were subsequent resignations later in the term.

NOTED that there had been only one expression of interest so far. Governors recognised the national teacher recruitment difficulties and in particular the challenges facing the School due to its position near Haringey, where positions attracted inner London weighting.

(c) Premises

REPORTED that

- (i) the installation of the ramp was complete;
- (ii) the Headteacher had submitted a bid for LCVAP funding to refurbish the Year 4 toilets.

(d) Safeguarding

REPORTED that

- (a) the School would be having a Safeguarding Audit on 2 May undertaken by Sally Moore, LDBS, and the Local Authority's School Improvement Adviser. Staff were in the process of ensuring all documentation was up to date etc;
- (b) all Governors were asked to read Part A (as a minimum) of the Keeping Children Safe in Education 2016 guidance, which was available on Governorhub.

During the meeting Governors completed a Safeguarding questionnaire (a copy of which is in the Minute Book) and then discussed their responses and the Headteacher confirmed the correct answers.

RESOLVED to consider the Keeping Children Safe in Education Guidance.

ACTION: ALL GOVERNORS

109. POLICY REVIEW

RECEIVED the following policies for review, copies of which are included in the Minute Book:

- Charging and Remissions Policy;
- Debt Recovery Policy;
- Lettings Policy;
- Governors' Allowance Policy.

NOTED that

- (a) the Charging and Remissions Policy had been revised in December 2017 and no further amendments were required;
- (b) there were two recommended amendments to the Lettings Policy, the inclusion of “Confirmation that safer recruitment practices have been followed” under staffing (Page 5) and “Copies of Health and Safety and Child Protection policies/statements” under insurance (Page 5);
- (c) there were no recommended amendments to the Debt Recovery Policy or the Governors’ Allowance Policy.

RESOLVED to agree the above recommended policies.

GOVERNANCE AND EVALUATION

110. GOVERNORS’ REPORTS

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.

111. GOVERNOR VISITS

REPORTED that the next Governors’ Day was on 24 May, 1pm (starting with lunch) to 4.30pm.

RESOLVED

- (a) that the following issues be considered during the Governors’ Day:
 - School Improvement Plan – priorities for next year;
 - Children’s books;
 - Governing Body meeting planner for 2018-19;
 - Governance Health Check;
 - Governance Annual Statement for 2017-18;
- (b) to agree the following Governors of the Month visit arrangements:
 - May – Jean Jakobson and Dolunay Caner;
 - June – Fr Engin;
 - July - Revd Mark Jones Parry.

LOCAL AUTHORITY REFERRALS

112. PERSONNEL GUIDANCE AND DOCUMENTATION

RECEIVED the following model documents produced by the Schools' Personnel Service, copies of which are included in the Minute Book:

- Maternity Leave Provisions for Teaching Staff;
- Maternity Leave Provisions for Support Staff;
- Paternity Leave Provisions for Teaching and Support Staff;
- Adoption Leave Provisions for Teaching Staff;
- Adoption Leave Provisions for Support Staff.

RESOLVED to agree the above documents for use in the School.

113. DATES OF FUTURE MEETINGS

NOTED the following meeting dates for the Summer term:

- 24 May at 4.30 – 6pm (Governor Day 1 – 4.30pm),
- 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:

- Presentation – Mental Health;
- 2017-18 Closing Budget and agree Carry Forward;
- 2018-19 Budget and Three Year Budget Plan;
- Agree SLAs and Contracts for 2018-19;
- Schools Financial Value Standard 2018/19 and the LBE Schools' Risk Assessment and Financial Control Checklist;
- Policy/Document review
 - Home School Agreement
 - Review information on School's website.

ACTION: CLERK

114. ITEMS TO REMAIN CONFIDENTIAL

RESOLVED that none of the above be considered confidential.

CLOSING PRAYER lead by Revd Mark Jones Parry.

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