

LONDON BOROUGH OF ENFIELD

GOVERNING BODY OF ST MICHAEL AT BOWES CE JUNIOR SCHOOL

Tottenham Road, London. N13 6JB

6 SEPTEMBER 2018

MINUTES - PART 1

MEMBERS:

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

Parent Governors

LA Governor

Ms Daniela Savevska-Tsang  
Vacancy x 1

\* Mr Bambos Charalambous MP

Foundation Governors

Staff Governor

\* Mrs Dolunay Caner  
Mr Richard Criddle  
Revd Mark Jones Parry  
Fr Engin Yildirim  
Vacancy

Mrs Mary Gavriel

Headteacher

Mrs Maria Jay

\* Denotes absence

Also attending:

Mrs Debbie Butcher

Mrs Mandy Newell – Clerk

1. APOLOGIES FOR ABSENCE

Apologies for absence from this meeting were received from Bambos Charalambous, Jean Jakobson and Dolunay Caner.

**RESOLVED** to consent to these absences.

2. DECLARATION OF INTERESTS

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

3. ELECTION OF CHAIR AND VICE-CHAIR

(a) Term of Office

**RESOLVED** that

- (i) the Chair have a term of office of four years;
- (ii) the Vice-Chair have a term of office of one year.

(b) Election of Chair

**RESOLVED** that Kate MacDonald-Boyle be Chair of the Governing Body.

(c) Election of Vice-Chair

**RESOLVED** that Jean Jakobson be Vice-Chair of the Governing Body.

4. MEMBERSHIP

(a) Parent Governor

**REPORTED** that parents had been invited, via the newsletter, to express an interest by Friday 7 September if they wished to apply for the role of Parent Governor. A Year 4 parent had already been approached and was keen to be considered.

**RESOLVED** that a parent Governor election be held if more than one parent expressed an interest in the vacancy.

**ACTION: HEADTEACHER**

(b) Foundation Governor

**REPORTED** that

- (i) Ms Kate MacDonald-Boyle had been re-appointed with effect from 1 September 2018;
- (ii) Ms Dolonay Caner had been appointed with effect from 24 May 2018.

**NOTED** the PCC vacancy.

(c) DBS Checks

**NOTED** that all DBS checks had been completed.

5. GOVERNANCE ARRANGEMENTS

(a) Standing Orders

**RECEIVED** the Governing Body's Standing Orders for review, a copy of which is included in the Minute Book.

**NOTED** that no changes were made to the Standing Orders.

**RESOLVED** to adopt the Standing Orders.

(b) Code of Conduct

**RECEIVED** the Governing Body's Code of Conduct and the 2017 NGA model Code of Conduct, copies of which are included in the Minute Book.

**REPORTED** that the Headteacher informed Governors that the School had adopted the LA Code of Conduct for Staff and the LA Complaints Procedure – July 2018

**RESOLVED**

- (i) to adopt the NGA updated model Code of Conduct 2017;
- (ii) that all Governors sign the Code of Conduct.

**ACTION: ALL GOVERNORS**

(c) Governance Annual Statement

**NOTED** this had been completed but was not available at the meeting.

**RESOLVED** to discuss the Governance Annual Statement at the next meeting of the Governing Body.

**ACTION: CHAIR/CLERK**

(d) Register of Business Interests

Governors were reminded that the register of business interests must be confirmed on a yearly basis and stored at the School. Additionally, it should be updated as and when changes in circumstances occur.

**NOTED** that those Governors present completed their register of Business Interests and returned them to the Headteacher.

**RESOLVED** that Bambos Charalambous, Jean Jakobson and Dolunay Canter complete their forms as soon as possible.

**ACTION: BAMBOS CHARLAMBOUS/JEAN JAKOBSON/DOLUNAY CANER**

(e) GovernorHub

**RESOLVED** to ensure that all information on Governorhub was complete and current.

**ACTION: GOVERNORS**

6. COMMITTEE COMPOSITION AND ORGANISATION

(a) Committee Membership

The Governing Body reviewed the organisation and membership of its Committees and Panels.

**RESOLVED**

- (i) to amend the membership of the Governing Body’s various Committees and Panels with delegated responsibilities as detailed in the Appendix to these Minutes;
- (ii) to appoint Governors with specific responsibilities as detailed in the Appendix to these Minutes;

(b) Annual Review of Delegated Responsibilities

**RECEIVED** the Governing Body’s Organisational Arrangements Document, a copy of which is included in the Minute Book. The Document included recommended amendments to reflect recent changes in education policy and/or legislation. Governors reviewed the Document, focusing particularly on the recommended amendments.

**RESOLVED** to agree the Organisational Arrangement Document subject to the following amendments;

- (i) the Headteacher would be responsible for ensuring that the School was compliant with the new General Data Protection Regulations;
- (ii) the ICT Governor would be responsible for “Getting Information about Schools Site;”

and that

- (iii) Debbie Butcher email a website check list to Richard Criddle.

7. MINUTES

The Minutes of the meeting held on 5 July 2018 were confirmed and signed by the Chair as a correct record.

8. MATTERS ARISING FROM THE MINUTES

(a) Pupil Achievement and Progress (Minute No. 137(c))

**RECEIVED** the Achievement Report 2017-2018, a copy of which is included in the Minute Bok

**REPORTED** that the following matters were highlighted as a result of Governors' queries and discussion.

- (i) the Headteacher explained that the end of key stage outcomes was unvalidated data at present. Four pupils had been discounted and two pupils' papers had been sent back for remarking as they had missed out by one mark. If these remarks were successful one child would obtain Age Expected (ARE) and the other Greater Depth (GD). The results were expected by the end of next week. The end of KS2 standards – Scaled score = 100 points to pass and meet ARE, 110 to achieve GD;
- (ii) the percentage figures published were for 79 children;
- (iii) Governors considered the Key Stage 2 figures for 2018 vs 2017 for the Year 6 cohort. The pupils were above average this year in all subjects. Working at ARE the School achieved 70% combined vs 64% National. Reading = 77% vs 75% National. Writing = 85% vs 78% National and in GPS 90% vs 78% National. Those pupils working at GD achieved 9% vs 10% national combined, 30% vs 28% in Reading, 20% vs 24% in Writing, 29% vs 24% in Maths and 44% vs 34% in GPS;
- (iv) in response to a Governor's query, Debbie Butcher explained that Spelling and Grammar (SPAG) figures were high because the children learnt by rote learning and there were a large number of multiple choice questions in the test. This was likely to change in the future due to changes in the KS3 curriculum;
- (v) Governors discussed the average scaled scores shown in the bar charts on page 21 of the report. The average scores were similar for all subjects. In Reading the School achieved 105, the same as the National average. Grammar, punctuation and spelling was 109 vs the

National average of 106 and for Maths the score was 106 vs the National average of 104;

- (vi) In Reading girls outperformed boys by 11%. Girls also outperformed boys at GD by 17%. Non pupil premium (PP) out performed PP within the cohort by 31%. Compared to National data the non PP pupils performed better by +6%. PP children were -15% compared to National – a bigger gap than the previous year at -7%. At GD 16% PP achieved compared to 35% non PP;
- (vii) in Writing girls outperformed boys by 19%. Boys were slightly below national -7% and girls were 22% above national. Non PP outperformed PP within the cohort by 9%. PP pupils were slightly below National by -2% and non PP were 7% above. At GD 12% PP achieved compared to 22% non PP;
- (viii) in Maths girls outperformed boys within the cohort by 15%. Girls were above national by 2% whilst boys were -13% compared to National. Non PP outperformed PP within the cohort by 27%. Non PP were above National by 3% whilst PP were -25% compared to National. PP were -23% below National and non PP were +3% above. At GD 28% PP achieved in line with non-PP.
- (vix) Governors discussed PP in depth and were concerned that the gap had not narrowed as much as had been hoped. The Headteacher explained that there had been a large number of PP children in the Year 6 cohort. SMAB non PP children were outperforming all 25 SMAB PP children. The gap had widened in Reading with a -31% difference followed by Writing -28% and Maths -27%. The Headteacher explained that the gap between PP and nationally had also widened in all areas, for Reading -19% compared to -7% the previous year, Writing -10% compared to -3% and Maths -12% compared to +4%.

In response to Governors' queries as to how the gap was to be addressed the Headteacher informed them that strategies were being put in place. The London Schools Pilot 2019 – Close the Gap programme was to be undertaken. There was a charge for the service of around £5,000 and for this fee experts would visit the School twelve times and would work with the staff, providing strategies and resources to help close the gap. In response to a query from a Governor as to why the gap existed, the Headteacher explained that many of the PP pupils had SEND needs, home issues, attendance issues and mental health problems and some came into the School at a low starting point. Governors discussed the fact that PP and SEND children were now compared to the entire cohort and not like for like. Governors questioned how the gap was benchmarked. Debbie

Butcher explained that this was conducted internally using the individual stories as some of the children might have Educational Health Care Plans (EHCPs), some might be working with the Educational Welfare Officer (EWO), and others might be involved with Social Services. The Headteacher agreed with Governors that it was unfair not to compare like with like. Following further discussion and queries, the Headteacher confirmed that other School's data could be viewed. She added that PP and the gaps between non PP would be discussed at the next ELC meeting and reminded Governors that this data was not validated as yet.

- (x) Governors discussed how good the Year 2 results appeared to be and looked at the staff/class/year group analyses contained in the report.

(b) Governors' Visits (Minute No. 140(a))

**NOTED** that the Governors Assembly would take place on Thursday 1<sup>st</sup> November at 2pm during the Governors Day. The Day would commence at 1pm and conclude with the Governing Body meeting at 4.30pm.

**CORE FUNCTION: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION**

9. AIMS, VISION AND VALUES

**REPORTED** that

- (a) the Headteacher informed Governors that during an Inset Day on Monday 3<sup>rd</sup> September the Vision Statement had been reviewed in light of the Inspection Schedule from SIAMS (School Inspection for Anglican and Methodist Schools). She informed Governors that they were due to visit in the next two years. There was a requirement for the Vision to be different to that of a Community School and as such consideration had been given to the wording reflecting biblical teachings. Staff were discussing with the children what the vision meant to them;
- (b) it was not considered necessary to change the ethos and values of the School;
- (c) the proposed wording of the vision statement was "An Inclusive Christian community building on firm foundations for successful lives";
- (d) parents' involvement would be sought via the newsletter.

**RESOLVED** that the work to date be emailed to all Governors in order to seek their opinions and suggestions.

10. SCHOOL IMPROVEMENT PLAN 2018/19

**RECEIVED** the School Improvement Plan (SIP), a copy of which is included in the Minute Book.

**REPORTED** that

- (a) the GD figures needed to be added to pupil performance at KS2 on page 7.
- (b) Governors considered the SIP Priorities 2018-19 based on what the SSE, Ofsted and SIAMS had told the School was required. There was a need to continue to raise attainment and progress of all groups. The Headteacher highlighted the following action points:
  - 1. Ensure that the progress and attainment of disadvantaged pupils continue to rise, particularly at the higher standards.
  - 2. To implement strategies to support mental health and mindfulness for pupils and staff.
  - 3. To further develop staff understanding of RE attainment targets in order to enhance and extend children's progress against each attainment target.
  - 4. To ensure that teaching is consistently good with much that is outstanding.
  - 5. Review vision and values and updated in line with SIAMS framework (2018).
  - 6. Implement and evaluate the changes to the school day.
- (c) Governors were encouraged to meet with their relevant subject leader to focus on the areas within the SIP.
- (d) the Headteacher stated that her report to Governors would update against each action plan.

11. SINGLE CENTRAL REGISTER

**REPORTED** that the Chair had reviewed the Single Central Register during her visit to the School today and was happy that it was in order.



## ACCOUNTABILITY AND COMPLIANCE

### 12. AGENDA PLANNING

**NOTED** that the Planner had been agreed for the academic year.

## GOVERNANCE AND EVALUATION

### 13. GOVERNORS' VISITS

**NOTED** that the Governors of the Month for 2018/19 were as follows:

September	-	Bambos Charalambous
October	-	Jean Jakobson
November	-	Daniella Savevska-Tsang
December	-	Revd Mark Jones Parry
January	-	Fr Engin
February	-	Richard Criddle
March	-	Kate MacDonald-Boyle
April	-	Jean Jakobson
May	-	Daniella Savevska -Tsang
June	-	Kate MacDonald-Boyle
July	-	Rev Mark Jones Parry

### 14. POLICES FOR REVIEW

**NOTED** that

(i) Governors had reviewed the

- SIP and Achievement Report

(ii) an update was awaited from the LA in respect of the following policies;

- Staff Handbook;
- Staff Discipline, Conduct and Grievance Procedures;
- Whistle-Blowing Policy;
- Teachers Appraisal Policy
- Teacher Pay Policy.

15. DATES OF FUTURE MEETINGS

**RESOLVED** that

- (a) the next Governing Body meeting be held on Thursday 4 October at 4.30pm.

**CLOSE OF MEETING**

16. ITEMS TO REMAIN CONFIDENTIAL

**RESOLVED** that none of the above be regarded as confidential.

Confirmed and signed at a  
meeting of the Governing  
Body held on the     day  
of                     2019

**GOVERNING BODY OF ST MICHAEL AT BOWES CE JUNIOR SCHOOL  
PANEL MEMBERSHIP 2018-2019**

The Governing Body is required to review its constitution, membership, and any delegated powers and the committees' procedures annually. Listed below are details of the current arrangements previously adopted by your Governing Body.

**RESOLVED** that

- in the event of a casual vacancy or the unavailability of a specific member of a Panel the Governing Body authorise the Chair to appoint a Governor to join that Panel;
- the membership of the Governors' various Panels with delegated responsibilities be as follows:

Staffing Panels

1. To establish Grievance Panels (Initial and Appeal) when required of 2 or 3 Governors.
2. Headteacher and Deputy Headteacher Appointment Panel.

To **appoint** a Panel of 3 or 5 Governors. The Headteacher would be a member of the Panel for the appointment of a Deputy Headteacher.

**NOTED** that the Headteacher has been delegated responsibility for all other staff appointments, with Governor representation on request.

3. To establish a Pay Panel and Pay Appeal Panel, if required.
4. Staffing Discipline, Capability: The Governing Body agreed to delegate responsibility for all initial staff disciplinary /capability decisions to the Headteacher up to and including dismissal.

An Appeal Panel (2 or 3 Governors) would be established if required consisting of Bamboo's Charalambous and Jean Jakobson, or if not available any other Governors as available.

5. Headteacher Performance Management Panel

Jean Jakobson and Kate Macdonald-Boyle  
Review Officer: To be appointed if required

Governor Recruitment Panel

Mary Gavriel  
Kate Macdonald-Boyle  
Debbie Butcher (Deputy Headteacher)

### Pupil Premium Working Group

Mary Gavriel  
Jean Jakobson  
Debbie Butcher (Deputy Headteacher)  
Staff representatives

### Complaints against the School or Curriculum

Any 3 Governors as available to establish a Panel to consider, adjudicate or resolve complaints in accordance with the School's policy and procedure.

### Pupil Discipline Panel

Jean Jakobson  
Kate Macdonald-Boyle  
One other Governor as available  
To form a Panel to consider a pupil exclusion hearing or if these Governors are not available substitutes to be drawn from the rest of the Governing Body.

### Admissions Committee

Headteacher  
Mary Gavriel  
Kate Macdonald-Boyle

### Governors with Specific Responsibilities

- Inclusion/SEN Governor (including More Able provision)/Race Equality and EMA/Child Protection and Safeguarding – Jean Jakobson, Richard Criddle and Mary Gavriel
- Training and Development Governor – Mary Gavriel
- English Governor - Daniela Savevska-Tsang
- Maths Governor – Jean Jakobson
- Creative Arts – Bambos Charalambous and Dolunay Caner
- Science Governor – Kate Macdonald-Boyle and Richard Criddle
- PE – Kate MacDonald-Boyle
- Health and Safety Governor – Mary Gavriel
- RE including PSHCE and School Council – Revd Mark Jones Parry and Fr Engin
- ICT Governor – Richard Criddle
- IPC/Humanities - Revd Mark Jones Parry
- Member Governor Forum representative – Chair

### Building Fund Working Party

Regular reports to be made to the Governing Body  
Rev Mark Jones Parry – lead Governor  
Staff representative – Mrs Helen Chimonas