

LONDON BOROUGH OF ENFIELD

GOVERNING BODY OF ST MICHAEL AT BOWES CE JUNIOR SCHOOL

Tottenham Road, London. N13 6JB

4 JULY 2019

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	Mr Bambos Charalambous MP
Ms Lauren Harris	

Foundation Governors

Staff Governor

Mr Richard Criddle	Mrs Mary Gavriel
Revd Mark Jones Parry	
Fr Engin Yildirim	<u>Headteacher</u>
Vacancy x 2	Mrs Maria Jay

* Denotes absence

Also attending:

Mrs Debbie Butcher – Deputy Headteacher
Izlem Balci – Office Manager (Part time)
Mrs Mandy Newell – Clerk
Ms Merien Berouijel Kadev – Trainee clerk

MINUTES – PART 1

The meeting opened with a prayer led by Revd Mark Jones Parry

129. APOLOGIES FOR ABSENCE

An apology for absence from this meeting was received from Daniella Saveska-Tsang
Apologies for late arrival were received from Fr Engin and Bambos Charalambous (Mr Charalambous arrived at 5.40, just as the meeting was ending.

RESOLVED to consent to this absence.

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

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

PROCEDURAL ISSUES

131 MEMBERSHIP AND CONSTITUTION

Foundation Governors

REPORTED that

- (a) Mark Jones Parry had spoken to the Deanery Synod in respect of the appointment of Lawrence Desouza as a Foundation Governor from September 2019. They had requested that a short email be sent explaining the reasons why the Governing Body wished him to join them. The Chair agreed to do this. Mark Jones Parry explained that in principle they had no problem with the appointment but it could not be ratified until the Synod met again which was likely to be in October.

RESOLVED that

- (i) the Chair produce a short email as to the reasons why Lawrence Desouza was a suitable candidate to become a Governor and forward this to Mark Jones Parry who would in turn forward this to the Deanery Synod for ratification;
- (ii) Lawrence Desouza be invited to the meeting on the 5th September.

ACTION: CHAIR/MARK JONES PARRY/HEADTEACHER

- (b) Fr Engin had received several responses from potential Governors. The Headteacher asked that they be invited into School before the end of term to meet her/SLT/Chair to assess their suitability.

RESOLVED that Fr Engin and the Headteacher liaise regarding a visit to the School by the potential new Governors.

ACTION: FR ENGIN/HEADTEACHER

132 MINUTES

The Minutes of the meeting held on 9 May 2019 were confirmed and signed by the Chair as a correct record.

133. MATTERS ARISING FROM THE MINUTES

NOTED that there were no matters arising not covered elsewhere on the agenda.

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

134. REPORT OF THE HEADTEACHER

RECEIVED a written report from the Headteacher, Mrs Maria Jay, a copy of which is included in the Minute Book.

REPORTED that the Headteacher guided Governors through her report and the following matters were highlighted as a result of their discussions;

(a) Staffing

- (i) Governors reviewed the staff changes and observed that there were a large number this term. Jean Jakobson was conducting the exit surveys for leavers. She explained that anyone leaving received a form with around six questions asking their reasons for leaving the School. In response to Governors' questions she said that it was rare to get a complaint in these forms and more often than not staff stated what a positive experience working at the School had been. She considered it was a useful exercise to undertake. The Headteacher invited other Governors to help Jean with the exit surveys if they wished;
- (ii) the School was fully staffed for September and Assistant Headteachers would have classes with release time which would help with the budget constraints;
- (iii) internal adverts had assisted in finding a new Achievement Leader. Information on new classes and teachers would be available on Friday 12 July and parents/carers would be informed via the newsletter. This would also contain information about staff who were leaving. The following Monday would be an induction day and a chance for the children to meet their new teacher;

(b) Enfield Learning Community (ELC)

The exhibition at the Dugdale Centre produced by member of the ELC would come to an end on Saturday 6th July. This had successfully showcased the art project and once finished the sculptures produced would visit each school. The Headteacher reminded Governors that details of ELC workshops, activities and events were available to view on GovernorHub.

(c) SATS

SATS results were due to be published on 9 July but to date one that could not be marked electronically had been returned to the School and Governors were pleased to learn that this had shown the child concerned was working at Greater Depth. Targets had been challenging and Governors hoped that the rest of the results would be as pleasing. The Headteacher informed Governors that Assessment week would take place next week and Governors would receive the data in September. In response to query, the Headteacher said that SATS information would be posted on GovernorHub and a detailed analysis would follow;

(d) Pupil Premium

the Headteacher explained that the School had been paying into Achievement for All but would not be buying back for a second year. The cost was £5,200 per year and initially the Headteacher had understood this cost covered two years. She did not consider it was good value for money overall but meetings with hard to reach parents would continue. This had made good impact and parental support in these cases has improved along with the outcomes of the children. The Headteacher was keen to work with the Haringey Education Partnership and planned to buy into this from September 2019 to August 2020 at a cost of £19 per pupil which equated to approximately £6,500 overall. As part of this Headteachers received a presentation each half term on relevant issues. Costs for the half termly updates would be shared across the ELC schools;

(e) Reading Project

- (i) Debbie Butcher guided Governors through the project actions and outcomes and explained the remit had been to identify reading habits of boys in Year 4 to help improve their reading and engagement with it.
- (ii) baseline assessments had been undertaken and pupil interviews took place regarding reading habits. Meetings with parents had been held to establish access to books and support. Regular reading groups had taken place and group sessions had focussed on different aspects of reading comprehension. This had shown that many of the sample group did not have access to books in many cases and that parents did not have the time to help their children due for example to long working hours. None had library cards or visited libraries at all;
- (iii) in response to Governors queries, Debbie Butcher explained that AR = accelerated reader and ZDP = zone of proximate development. Governors reviewed the figures provided. In hindsight, Debbie Butcher considered that the wrong children might have been chosen for the project as they all had very low starting points and required other interventions as well;

- (iv) future actions for the boys group included all children to be allocated a reading buddy in Year 5, continued phonics interventions for some children, all children to be monitored re book choices throughout the year, all children to be focus reading during AR week and allocated Project X books to reach regularly alongside other readers and boys would be given opportunities to read aloud to small groups and the class;
- (v) future actions for boys reading in general included boys to be given more access to non-fiction in the library, budget to be allocated to resourcing non-fiction books in classrooms, increased numbers of graphic novels to be made available for boys and girls to access and increased opportunities to visit the local library and choose books that interested them;
- (vi) the library was being relocated to become a creative hub and offer more creative opportunities for the children. Governors thought this was an excellent idea.

NOTED that the Headteacher asked Governors to ensure they read her report prior to the meeting and to have relevant questions ready for the meeting.

ACCOUNTABILITY AND COMPLIANCE

135. BUDGET

RECEIVED the 1st Quarterly Return, a copy of which is included in the Minute Book.

REPORTED that Governors reviewed the budget and the following matters arose as a result of their discussions.

- (a) Izlem Balci guided Governors through the report and explained that there had been no changes since the budget had been set;
- (b) Governors considered IO3 high needs top up funding and IO5 Pupil premium (PP). Izlem Balci explained that PP monies were based on the previous census and as there were now less PP children in the School the LA might clawback some of this budget. High Needs Top up was received for SEND children. This was estimated to be £5,430 at present but once the exact figure was known the figures would be updated in the 2nd quarter;
- (c) Izlem Balci drew Governors attention to E12- building maintenance and improvement and explained that the difference in figures was due to the fact the School had been unsuccessful this year in its bid for new toilets. A further attempt to receive funding would be made next year;

- (d) In E20 – ICT a further £3,000 had been added to fund MAC book upgrades;
- (e) Izlem Balci explained that if the School spent its entire budget the carry forward would be £74,000 as highlighted in H on page 2;
- (f) the balance of the PE Grant would be received in November.

RESOLVED to agree the 1st quarterly return

- (g) Photocopiers – Izlem Balci guided Governors through the photocopier lease agreement 2019 and explained the framework agreements in order to obtain reliable contracts. She had contacted Canon, Ricoh and XMA. In response to Governors questions she explained that the lease cost was fixed whether the copier was used or not and that the costs had worked out less than previously. She had negotiated hard and costs had reduced from around £700 to £400 which included maintenance and toners. The cost per copy was compared to the last quarter but costs varied from term to term. Governors discussed the fact that savings could be made by sending reports and other documents electronically and the fact that copies could be produced back to back. The Headteacher clarified the School was moving towards working in this way. Izlem Balci explained that she had undertaken a great deal of research into the machines each company offered and she was not happy with those available from XMA. Overall Canon was the best value and their machines were more compact than the others which suited the School’s needs. They also offered good customer service. All lease agreements were for five years.

RESOLVED to lease the School photocopiers from Canon.

ACTION: IZLEM BALCI

136. **SCHOOLS FINANCIAL VALUE STANDARD 2019/20 AND THE LBE SCHOOLS’ RISK ASSESSMENT AND FINANCIAL CONTROL CHECKLIST**

REPORTED that

- (a) Izlem Balci guided Governors through the new format of the electronic SFVS on the whiteboard and explained that there was no longer a need to provide a risk assessment. She explained that the reasons for the SFVS was to ensure controls were in place to make sure that public money was being spent well and to ensure relevant safeguarding was in place;
- (b) Izlem Balci explained the decisions she had made when completing the form such as the fact she had said no to the private funds audit as the School did not have a Private Funds account. The raw data from was completed from the budget spreadsheet and the Dashboard calculated and benchmarked the 17/18 data to show where the School stood in comparison to other schools with similar characteristics. The process used a traffic light system to show whether there were any concerns;

- (c) if the School did not have a carry forward their total expenditure would be more than their total income so it was imperative to keep a carry forward in the budget. A medium risk had been recorded as the process did not take into account the carry forward figure;
- (d) Governors reviewed the data on average teaching costs and noted that although there might be less pupils a teacher was required for each class, however many children there were in that class. Izlem Balci explained the difficulties in predicting pupil number changes over the next five years but when calculated on a spreadsheet the School came out as low risk;
- (e) outcomes showed that the Schools Ofsted meant that this category was green along with progress for writing, reading and maths. Any red indicators could be explained on the front sheet of the new SFVS.

RESOLVED to agree the SFVS 2019/20 and send it to the LA.

ACTION: IZLEM BALCI

137. DATA PROTECTION OFFICER ANNUAL REPORT

RECEIVED the Data Protection Officer Annual Report, a copy of which is included in the Minute Book.

NOTED the contents and the fact that Governors should complete GDPR training if they had not already done so.

ACTION: GOVERNORS

138. GOVERNORS' DATES AND AGENDAS FOR NEXT ACADEMIC YEAR

NOTED these were available to view on GovernorHub.

GOVERNANCE AND EVALUATION

139. GOVERNORS' REPORTS

NOTED that there had been no urgent action taken by the Chair or any other delegated responsibility by a Governor.

REPORTED that

140. GOVERNORS' VISITS

NOTED that

- (a) there had not been a Governors’ afternoon prior to this meeting and this had taken place on 9 May;
- (b) no visits had taken place since the last meeting of the Governing Body,
- (c) the Headteacher reminded Governors of the importance of Governor of the Month and visiting the School on a regular basis.

RESOLVED that the Headteacher upload a visitor form to GovernorHub for Governors to download and complete on each visit to the School.

ACTION: HEADTEACHER

141. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

NOTED that courses and bespoke training were available from the LA and the LDBS also offered valuable training opportunities for Governors. LA training details were available on GovernorHub and Governors should inform Izlem Balci if they wished to book any of these. The Chair suggested that all Governors should complete at least one course each academic year.

142. LA REFERRALS

NOTED that this terms’ referrals had been considered at the meeting on 9 May 2019.

CLOSE OF MEETING

143. DATES OF FUTURE MEETINGS

NOTED the following Governing Body meeting dates
All meetings to commence at 4.30pm

AUTUMN TERM

- September 5th 2019
- October 3rd 2019
- November 14th 2019

SPRING TERM

- January 9th 2020
- February 6th 2020

March 5th 2020
April 2nd 2020

SUMMER TERM

April 2nd 2020
May 21st 2020
July 2nd 2020

144. ITEMS TO REMAIN CONFIDENTIAL

RESOLVED that none of the above be considered confidential.

The meeting closed with a prayer led by Fr Engin.