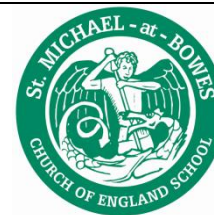


**GOVERNING BODY OF
ST MICHAEL AT BOWES CE JUNIOR SCHOOL**
Tottenham Road, London. N13 6JB



5th September 2019

MEMBERS

LA Governor	Mr Bambos Charalambous MP	18.9.2018	17.9.2022
Parent Governors x 2	Ms Daniela Saveska-Tsang	16.10.2015	15.10.2019
	Ms Lauren Harris	5. 11.2018	4.11.2022
Staff Governor	Mrs Mary Gavriel	9.10.2016	8.10.2020
Foundation Governors x 7	Fr Engin	Ex-offico	
	Mrs Jean Jakobson (Vice Chair)	18.9.2017	17.9.2021
	Revd. Mark Jones Parry	Ex-offico	
	Ms Kate MacDonald-Boyle (Chair)	1.9.2018	31.8 2022
	Vacancy (East Haringey) Deanery Synod		
	Vacancy (PCC)		
	Vacancy		
Headteacher	Mrs Maria Jay		

Also attending

Mrs Debbie Butcher – Deputy Headteacher
Mrs Mandy Newell - Minute and Advisory Clerk

MINUTES – PART 1

An opening prayer was led by Revd. Mark Jones Parry.

1. APOLOGIES FOR ABSENCE

NOTED the absence of Bambos Charalambous and Fr Engin.

RESOLVED to consent these absences.

2. 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.

3. **ELECTION OF CHAIR AND VICE-CHAIR**

(a) Term of Office

RESOLVED that the Chair and Vice-Chair have a term of office of two years.

(b) Election of Vice-Chair

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

4. **MEMBERSHIP AND CONSTITUTION**

(a) Parent Governor

NOTED that Daniela Saveska-Tsang's term of office would end on 15 October 2019. Lauren Harris would speak to parents to ascertain if anyone would be interested in standing for election.

RESOLVED that a Parent Governor election be arranged.

ACTION: :LAUREN HARRIS/HEADTEACHER

(b) Foundation Governors

NOTED the current vacancies

RESOLVED

- (i) to appoint Lawrence Desouza as a Foundation Governor once formal agreement had been received from the Deanery Synod in October 2019;
- (ii) the Headteacher speak to Fr Engin regarding Daniela Saveska becoming a Foundation Governor (PCC) with effect from 16 October 2019.

5. GOVERNANCE ARRANGEMENTS

(a) Code of Conduct

RECEIVED the Governing Body's Code of Conduct and the 2018 NGA model Code of Conduct, copies of which are included in the Minute Book.

RESOLVED to agree the Code of Conduct.

(b) Governance Annual Statement

RESOLVED that this item be deferred to the next meeting on October 3rd 2019.

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.

RESOLVED that all Governors sign the Register of Business Interests.

ACTION: ALL GOVERNORS

(e) GovernorHub

RESOLVED to ensure that all information on Governor Hub 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.

(c) Skill Sets

NOTED that Governors discussed the current skill sets and reviewed them carefully. They were happy with them overall but considered it would be beneficial to have someone with more financial expertise on the Governing Body.

7. **MINUTES**

The Minutes of the meeting held on 4 July 2019 were confirmed and signed by the Chair as a correct record.

8. **MATTERS ARISING**

NOTED that there were no matters arising.

9. **SCHOOL IMPROVEMENT PLAN (SIP)**

RECEIVED the School Improvement Plan 2019-20, a copy of which is included in the Minute Book.

REPORTED that the Headteacher guided Governors through the SIP and the following matters were highlighted.

- (a) Governors reviewed the SIP priorities highlighted on page 10 and the Headteacher explained that these were based on the last Ofsted report and the last Statutory Inspection of Anglican and Methodist Schools (SIAMS) inspection;
- (b) It was planned to implement the adapted curriculum and ensure a clear focus was put on key scientific skills in lessons through the use of Science Ninjas. Six schools in the Borough were taking part in this project including Tottenham. Training would commence next Wednesday;
- (c) It was planned to raise attainment and accelerate the progress of all children across KS2 focussing on maths. Following Governors queries it was explained that this was a weaker area lower down the School. Debbie Butcher explained that data was reviewed regularly with three major data drops each year. Early in Year 6 pupil progress meetings would be held to help ensure the children met Age Expectation (AE) by the end of the academic year and to ensure that the appropriate support was given where necessary. A Governor considered that Year 6 was too late for support if a child was struggling and the Headteacher and Debbie Butcher explained that was why maths was now a whole school focus. She was assured that strategies were in place along with intense support for those needing it;
- (d) plans were in place to develop the role and impact of the RRS Council and pupil teams;
- (e) the School was working towards achieving the Sandwell Charter Mark for work with mental health and a meeting regarding this was to be held next week. An Educational Psychologist would work with the School;

- (f) it was planned to further develop the PSHCE/RSE curriculum. Whilst sex education had been taught for a while at the School the Headteacher explained that some of the materials used, ie videos were out of date and this was reviewed. In response to a Governor’s query, the Headteacher clarified that a small number of parents did withdraw their children from sex education classes;
- (g) the roles of middle and senior leaders would be developed to ensure they were impacting on the quality of teaching and learning and the quality of Continuous Professional Development for all staff would continue to be improved.
- (h) Governors reviewed the details of the actions being put in place on page 11 and noted that the salmon coloured pages explained plans for the whole school in more detail. These took the form of a RAG system (red, amber, green).
- (i) Information on staffing, governors and term dates was available at the back of the SIP.

NOTED that the Chair considered the SIP to be a very thorough piece of work.

RESOLVED to agree the SIP for 2019/20

9. **AIMS, VISION AND VALUES**

NOTED that the Governing Body had recently reviewed the School’s Aims, Vision and Values to ensure they continued to reflect the ethos of the School. The Headteacher reminded Governors that the School was “An inclusive Christian Community building on firm foundations for successful lives”. The Aims Visions and Values were available on the School website.

11. **REPORT OF THE HEADTEACHER**

RECEIVED a verbal report from the Headteacher Maria Jay.

(a) SATS Results

REPORTED that the SATS results for Summer 2019 were excellent and these were now available on the website. The children had achieved better than national in all areas. The data remained unvalidated.

End of KS2 standards – Scaled score = 100 points to pass and meet age related expectations (ARE) 110 to achieve greater depth.

Writing and science were based only on teacher assessment (TA)

Key Stage 2: 2019 – Year 6 (Cohort 2015 – 84 pupils)

KS2: Based on 84 pupils	Working at Expected Standard					
	Combined	Reading	Writing	Mathematics	GPS	Science
School	80%	83%	86%	85%	88%	82%
National	65%	73%	78%	79%	78%	-
Difference	+15	+10	+8	+6	+10	-
KS2	Working at Greater Depth					
	Combined	Reading	Writing	Mathematics	GPS	Science
School	12%	26%	27%	38%	55%	23%
National	11%	27%	20%	27%	36%	N/A
Difference	+1%	-1%	+7%	+11%	19%	
Average Progress		+3.9 (2.5 to 5.3)	+4.7 (3.4 to 6.0)	+5.0 (3.8 to 6.2)		
Scaled score		105		107	110	

Key Stage 2: 2018 – Year 6 (Cohort 2014 – 83 pupils)

KS2: Based on 79 pupils	Working at Expected Standard					
	Combined	Reading	Writing	Mathematics	GPS	Science
School	70%	78%	85%	82%	90%	84%
National	64%	75%	78%	76%	78%	-
Difference	+7	+3	+7	+6	+12	-
KS2	Working at Greater Depth					
	Combined	Reading	Writing	Mathematics	GPS	Science
School	11%	32%	20%	29%	44%	36%
National	10%	28%	24%	24%	34%	
Difference	+1	+4	-4	+5	+10	
Average Progress		+1.0 (-0.5 to 2.3)	+1.8 (0.5 to 3.1)	+2.0 (0.8 to 3.2)		
Scaled score		105		106	109	

(b) School Targets

RECEIVED the whole school overview, updated 5th September 2019, a copy of which is included in the Minute Book.

REPORTED that

- (i) pupil numbers remained low. Forty children had not yet returned from holiday and some had come in for a couple of days before leaving to start at a new school. The roll number today had been 316 when the standard number was 360. Governors expressed concern that each available place equated to £3500 lost to the School. Five new pupils had joined the School today and six were due to start on Monday. The lowest numbers were in years 4 and 6. A Governor asked about numbers at Tottenhall and the Headteacher explained that whilst she was unsure of exact numbers she did know that reception was full. Governors discussed the school numbers in depth;
- (ii) Governors were pleased to learn that the changes to the School day had not affected attainment and thus the education of the children;

NOTED that the yellow areas indicated updated information.

(c) Staffing

REPORTED that two new Assistant Headteachers had joined the School along with an NQT and a graduate TA. Linda Stone remained the School Improvement Advisor. The School remained as category 1 as there were no risk factors identified.

(d) HEP

REPORTED that the School had joined the Haringey Education Partnership. The core membership offer included:

- External challenge and support from Improvement Partners;
- Networked learning communities – supported or facilitated peer to peer challenge – set up for your group of schools;
- Data analysis: school profile, additional school and contextual data analysis for each individual school;
- Annual website compliance checks and safeguarding audits;
- Regular Headteacher and Governor briefings;
- Access to our Teaching Schools offer for ITT, SLE and NLE support;
- Hotline phone support;
- Recruitment, access to NQT pool and advertising teacher vacancies - £100 per advert in the Guardian;
- Access to discounts and group purchasing, eg the Key, PUMA/PIRA Education Support Partnership, Votes of Schools;
- Participation in research hub with UCL/loE;
- Access to and participation in innovation projects – curriculum development with Christine Counsell, research, subject leader hubs;
- Strategic support – safeguarding, SEND, STEM, BAM Achievement.

(e) Building Works

REPORTED that the library had been relocated to create book stations around the School and a creative hub had been created. The stage area had been repaired and the alarm system had been upgraded along with the installation of a lockdown system. In response to a Governor's query, it was explained that the alarm for the lockdown was different to that to the fire alarm. Fire drill/lock down practices would take place next week.

(f) ELC

NOTED that the school remained part of the Enfield Learning Community and that another School had now joined taking the number up to 17.

12. GOVERNOR VISITS

NOTED that no visits had taken place since the last meeting.

Governor of the Month 2019-20

RESOLVED that the Governors of the month would be:

September	-	Mary Gavriel
October	-	Lauren Harris
November	-	Kate MacDonald-Boyle
December	-	Revd. Mark Jones Parry
January	-	Jean Jakobson
February	-	Lauren Harris
March	-	Bambos Charalambous
April	-	Fr Engin
May	-	Daniela Saveska-Tsang
June	-	Lawrence Desouza
July	-	Revd. Mark Jones Parry

13. POLICIES

RECEIVED the following policies, copies of which are included in the minute book.

- Staff Handbook and Rubrics;
- Staff Discipline, Conduct and Grievance Procedures;
- Whistle Blowing Policy (LA version).

NOTED that

(a) the SIP and Achievement report were discussed earlier in the meeting;

- (b) The Teachers Appraisal Policy and Pay Policy were awaiting updates from the LA and were likely to be incorporated into one document. The School was currently working with the versions produced last year.

RESOLVED to agree the above policies

14. **GOVERNOR REPORTS**

REPORTED that the Chair had agreed a cheque for £360 written by the Site Manager, whose limit was £300.

10. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

- (a) Governor Training to be booked via
<https://www.enfieldpdonline.org.uk/cpd/portal.asp>

The Chair informed Governors about the Chair's Development programme that she had already completed. Two places had been made available for each Governing Body.

The Headteacher reminded Governors that the LDBS offered training as well as the LA and that Izlem Balci was the School booker.

- (b) Member Governor Forum

NOTED that the next meeting was on 29 October 2019 at 7pm at the Civic Centre.

16. **NEW SAFEGUARING BRIEFING**

NOTED the Governors Pack would be available on GovernorHub shortly.

RESOLVED to discuss the Safeguarding briefing at the next meeting.

17. **DATES OF FUTURE MEETINGS**

NOTED the following meeting dates for the rest of the Autumn term as

- Thursday October 3 at 4.30pm
- Thursday 14 November at 4.30pm
- Thursday 12 December at 4.30pm

An apology for absence from the meeting scheduled for 3 October was received from Jean Jakobson.

RESOLVED to consent to this absence.

18. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that none of the above be considered confidential.

Confirmed and signed at a
meeting of the Governing
Body held on the day
of 2019/20

**GOVERNING BODY OF ST MICHAEL AT BOWES CE JUNIOR SCHOOL
PANEL MEMBERSHIP 2019-20**

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 and Mary Gavriel
- Training and Development Governor – Mary Gavriel
- English Governor - Daniela Savevska-Tsang
- Maths Governor – Lauren Harris/Lawrence De Souza (once formally appointed)
- Creative Arts – Bambos Charalambous
- Science Governor – Kate Macdonald-Boyle
- PE – Kate MacDonald-Boyle
- Health and Safety Governor – Mary Gavriel
- RE including PSHCE and Rights Respecting School Council (RRS) – Revd Mark Jones Parry and Fr Engin
- ICT Governor – Lawrence Desouza (once formally appointed)
- Curriculum/Humanities - Revd Mark Jones Parry
- Member Governor Forum representative – Chair
- GDPR – Kate MacDonald-Boyle.

Building Fund Working Party

Regular reports to be made to the Governing Body
Rev Mark Jones Parry – lead Governor

Staff representative – Mrs Helen Chimonas

