

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



**14<sup>th</sup> November 2019**

**MEMBERS**

LA Governor	* Bambos Charalambous MP	18.9.2018	17.9.2022
Parent Governors x 2	Lauren Harris	5. 11.2018	4.11.2022
	Vacancy x 1		
Staff Governor	Mary Gavriel	9.10.2016	8.10.2020
Foundation Governors x 7	*Fr Engin	Ex-offico	
	Jean Jakobson (Vice Chair)	18.9.2017	17.9.2021
	Revd. Mark Jones Parry	Ex-offico	
	*Kate MacDonald-Boyle (Chair)	1.9.2018	31.8 2022
	Lawrence Desouza (East Haringey) Deanery Synod	14.11.19	13.11.2023
	Michelle Broomes (PCC)	3.10. 2019	2.10. 2023
	Vacancy		
Headteacher	Maria Jay		
* denotes absence			

Also attending

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

***Clerks Note: Jean Jakobson chaired the meeting***

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

MINUTES – PART 1

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Kate MacDonald-Boyle and Fr Engin.

**NOTED** the absence of Lauren Harris, Bambos Charalambous

An apology for late arrival was received from Lawrence Desouza.

**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. **MEMBERSHIP AND CONSTITUTION**

(a) Foundation Governors

**REPORTED** that Revd. Mark Jones Parry had two members of his congregation who might be interested in the vacancy and he would be speaking to them shortly. If they were not interested it was determined that Daniella Saveska-Tsang could remain as a valuable member of the Governing Body by moving from Parent to Foundation Governor, if she wished to do so.

**RESOLVED** to

- (i) to appoint Lawrence DeSouza as Foundation Governor for the East Haringey Deanery Synod with effect from 14 November 2019;
- (ii) that Revd. Mark Jones Parry inform the Headteacher/Clerk if either of the potential Governors were interested in the role as soon as possible.

**ACTION: REVD.MARK JONES PARRY**

(b) Parent Governor

**NOTED** that the Headteacher had advertised the vacancy in the newsletter but no interest had been shown to date.

**RESOLVED** that the Headteacher would speak to a number of parents face to face to ascertain whether they might be interested in becoming a parent Governor.

**ACTION: HEADTEACHER**

4. **MINUTES**

The Minutes of the meeting held on 3 October 2019 were confirmed and signed by the Chair as a correct record subject to the amendment of the date from 5<sup>th</sup> September 2019.

5. **MATTERS ARISING**

- (a) Website Details - Minute No. 12 O(d)

**NOTED** that Governors still needed to provide information about themselves for inclusion on the School Website.

**RESOLVED** that all Governors add their information to the website as soon as possible.

**ACTION: ALL GOVERNORS**

- (b) Code of Conduct/Register of Business Interests.

**NOTED** that some Governors had yet to sign the Code of Conduct or the Register of Business Interests.

**RESOLVED** that Bambos Charalambous, Fr. Engin and Lawrence De Souza sign the documents as soon as possible.

**ACTION: BAMBOS CHARALAMBOUS, FR. ENGIN AND LAWRENCE DE SOUZA**

6. **REPORT OF THE HEADTEACHER**

**RECEIVED** the written report of the Headteacher, Mrs Maria Jay, a copy of which is included in the Minute Book. The following matters were highlighted as a result of Governors' discussion.

- (a) Haringey Partnership (HEP)/Excellence in Learning Community (ELC)

**REPORTED** that the School continued to remain in the ELC partnership and the group had paid for half termly educational updates from HEP. The School was one of two who had paid for the full package from HEP and was receiving support to maintain and improve standard at the School. The collaborations were working well.

- (b) Sandwell Charter

**REPORTED** that the School was part of a few selected by the LA to undertake the Sandwell Charter for Mental Health. Staff, pupil and parent surveys had been completed and the Educational Psychologists had visited the School yesterday to analyse the surveys and produce actions based on the feedback. Results had been very positive and further details would be shared with Governors soon. The report was currently in draft. Debbie Butcher explained that the School had achieved some of the highest scores seen. The Educational Psychologists would touch base with the School again in the Summer Term and then follow up a year later to compare data before awarding the Quality Mark to the School. In response to a

Governor's question, the Headteacher explained that six other Schools in the Borough were involved in the project. The Chair asked which areas were covered in the survey and was told that it considered areas such as environment, CPD, leadership, workload, referrals and communication but it was recognised that some of the data received was a little skewed. Revd. Mark Jones Parry determined this was an excellent piece of work to be undertaking and Governors agreed.

(c) Staffing

**REPORTED** that

- (i) the transition to Year 3 was going well and teachers had instilled a positive behaviour for learning culture. Behaviour systems had been put in place for some children in the year group. Children in Year 4 were settling well and building on the foundations of the previous year;
- (ii) Year 3 had three full time dedicated teachers and four additional support staff;
- (iii) Year 4 had four dedicated teachers – two of whom shared responsibility for one class at a ration of 4:1 days teaching. There were two Teaching Assistants in Year 4;
- (iv) Year 5 had 5 teaching staff (one trainee) and to sharing responsibility for 5L at a ratio of 3:2 teaching days each. There were two Teaching Assistants in Year 5;
- (v) Year 6 comprised of three class teachers and two Teaching Assistants;
- (vi) one Team Leader had been made permanent whilst another was on a fixed term contract;
- (vii) Subject leaders and SLT would continue to deliver Inset sessions to further develop the pedagogy of staff that would help to make more an even richer, more purposeful learning environment at the School.

(c) Ofsted

**REPORTED** that

- (i) the focus for the new inspections was on “deep dives”, ie a focus on around 4-6 subjects depending on the size of the School. There would be a more intense focus on Curriculum (Subject) Leaders. Initially the Inspector would speak to the Headteacher/SLT on the phone for around 90 minutes after which the focus would switch to Governors and staff on the actual visit;

- (ii) subject leaders were being released to find out as much as possible about their subjects and further training and Insets were in place. HEP was helping with this;
- (iii) the School was not currently in the Ofsted window for an inspection so Governors were reassured that the staff would be fully prepared when the time for an inspection came. Lawrence De Souza explained what his School was currently doing to prepare and it was agreed that it could be beneficial to share knowledge where relevant. All teachers were now required to be experts in their subject and to be fully aware of what the children had learnt in their previous year group and what they would be learning the following year too. The new model was more academic than before and much more like the secondary way of conducting teaching. Governors discussed the matter in depth and recognised the system was new to everyone. The Headteacher explained that to achieve an Outstanding grade you had to hit all the required points of the inspection perfectly;

(d) Data

**REPORTED** that Governors reviewed the data section of the report in depth. The SATS data was unvalidated. The figures for reading and writing were well above average. If Ofsted found the data to be good they would not focus on this anymore during an inspection but they are more than likely to carry out a ‘deep dive’ for reading and, ask to view book bags. Children were now required to read books within their phonics levels. Governors expressed concern about children not being able to choose books for reading for pleasure and the Headteacher assured them that she would continue to encourage children to visit the library and to read for the enjoyment of it. Revd. Mark Jones Parry commented on how good the data was. In response to a Governor’s query, the Headteacher assured them that it was available to view on the website and had been highlighted in the newsletter. The Open Day on 20<sup>th</sup> November would also showcase the data and highlight the fact the School’s results were in the Top 20% of the country;

(e) Curriculum

**NOTED** that Governors reviewed the plans for the teaching of Maths and English on pages 31 and 33 of the report and recognised that there would also be focus on the whole curriculum due to the Ofsted changes. The Headteacher had met with the ELC regarding the curriculum and information was being shared. HEP were also assisting and had the services of an Ofsted trainer for Inspectors who was producing a training document for Schools to use. Governors were pleased to note that staff would be receiving high quality training in order for them to deliver the new curriculum framework which was now much more knowledge based.

(f) Pupil Pastoral Information

**REPORTED** that during the Summer term 2019 there had been:

- (i) no complaints;
- (ii) no child protection (Safeguarding) referrals to social care;
- (iii) no allegations against staff reported to the Lead Officer for Child Protection;
- (iv) one reported racial incidents;
- (v) one homophobic incident;
- (v) no *reported* serious bullying incidents;
- (vi) no significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people; E Safety Incidents;
- (vi) one fixed term exclusion.

**7. GOVERNOR VISITS**

**NOTED**

- (a) that the Governor of the month for October had not visited the School.
- (b) Governors of the month for the remainder of the Academic year were

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

**8 POLICIES**

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

- Appraisal Policy
- Pay Policy

**REPORTED** that

- (a) teachers were given one target for their performance management which was linked to the School Improvement Plan;
- (b) the salary increases for teachers on main scale = 7 and no one was eligible this year for the threshold. The Headteacher explained this could be applied for once a teacher was on M6. Two teachers would be eligible next year, one of which would be applying.

**NOTED** that

- (a) the policies were now on the School website;
- (b) they had been received later than normal due to the pay rise changes;
- (c) the policies were produced by the Borough;
- (d) changes were marked in red.

**RESOLVED** to adopt the Appraisal and Pay Policy.

9. **GOVERNOR'S REPORTS**

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

10. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

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

Izlem Balci was the School based booker.

The termly pack included details of courses on pages 19/20 and it was recommended that new Governors considered completing the induction course. All Governors would benefit from GAP training, available from the LA

**REPORTED** that Michelle Broomes was starting her GAP level 1 training in March 2020.

- (b) LDBS Training

**NOTED** that Governors were reminded to book training through the LDBS website.

**ACTION: GOVERNORS**

11. **ANY OTHER BUSINESS**

Governors Day

**REPORTED** that a Governor’s Day had taken place prior to this meeting. Attendees had been the Headteacher, Debbie Butcher, Michelle Broomes, Mary Gavriel, Jean Jakobson, Fr Engin and Revd. Mark Jones Parry. Apologies for non-attendance had been received from Kate MacDonald Boyle, Lauren Harris and Lawrence DeSouza. Governors had conducted a learning walk for RE and done lesson drop ins and conducted “Big Book” looks as well as viewing displays around the School. They had interviewed pupils and considered the Case for Excellence for SIAMS. They had looked at the anti-bullying policy using the “Valuing All Gods Children” document and a template was in place to produce the final policy.

11. **DATES OF FUTURE MEETINGS**

**NOTED** the following meeting dates for the rest of the Academic year as

- Thursday 12 December at 4.30pm
- Thursday 9<sup>th</sup> January at 4.30pm
- Thursday 6<sup>th</sup> February at 4.30pm
- Thursday 5<sup>th</sup> March at 4.30pm
- Thursday 2<sup>nd</sup> April at 4.30pm
- Thursday 21 May at 4.30pm
- Thursday 2<sup>nd</sup> July at 4.30pm

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

A closing prayer was led by Revd. Mark Jones Parry.