

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



3rd October 2019

MEMBERS

LA Governor	* Bambos Charalambous MP	18.9.2018	17.9.2022
Parent Governors x 2	Daniela Saveska-Tsang	16.10.2015	15.10.2019
	Lauren Harris	5. 11.2018	4.11.2022
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
	Vacancy (East Haringey) Deanery Synod		
	Michelle Broomes (PCC)	3.10. 2019	2.10. 2023
	Vacancy		
Headteacher	Maria Jay		
* denotes absence			

Also attending

Debbie Butcher – Deputy Headteacher
Lawrence Desouza – potential Governor (East Haringey) Deanery Synod
Izlem Balci – Office Manager (agenda item 4 only)
Julie Byland – Bursar (agenda item 4 only)
Mandy Newell - Minute and Advisory Clerk

MINUTES – PART 1

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Jean Jakboson, Bambos Charalambous and Mark Jones Parry.

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

- (i) it was hoped to formalise the appointment of Lawrence Desouza as a Foundation Governor at the next meeting of the Governing Body;
- (ii) there was no further update on the appointment of Daniella Saveska-Tsang as a Foundation Governor when her term of office as a Parent Governor came to an end on 16 October 2019;
- (iii) Fr Engin had received interest from Michelle Broomes about becoming a Foundation Governor at the School. Michelle Broomes had visited the School and met the Headteacher who had given her a tour of the School and explained what was required to be a Governor. Michelle introduced herself to the other Governors.

RESOLVED

- (A) that the Chair speak to Revd. Mark Jones Parry about Daniella Saveska-Tsang becoming a Foundation Governor.

ACTION: CHAIR

- (B) to appoint Michelle Broomes as a Foundation Governor with effect from 3 October 2019. She was welcomed to the Governing Body.
- (C) That Michelle would take on the role of English Governor alongside Daniella Saveska-Tsang.

(b) Parent Governor

NOTED that Daniela Saveska-Tsang's term of office would end on 15 October 2019. The Headteacher would arrange for an election to be held. Governors thanked Daniella for her contribution to the Governing Body over the last four years.

RESOLVED that a Parent Governor election be arranged.

4. BUDGET

(a) Second Quarterly Return

RECEIVED the second quarterly return, a copy of which is included in the Minute Book.

REPORTED that Julie Byland guided Governors through the report and the following matters were highlighted as a result of Governor's discussion.

- (i) based on the current information a carry forward of £68,000 was predicted but it was hoped that this figure would increase as savings were made across the rest of the year but it was too early as yet to predict where these might be;
- (ii) the income figures included money estimated to be received from the Dfe teacher grants and information was expected from the Dfe this week but to date their website had been down. The amount was estimated based on pupil numbers and would be given as an amount per pupil;
- (iii) the School was owed money from the LA for a child with ABA supervision. Following Governors' questions it was explained that this was specialist provision for a statemented child. The person dealing with the matter at the LA was currently on long term sick leave and to date the School had spent £16,000 on this provision. Governors were assured this money should be given back to the School in due course but the matter would be chased up if the money had still not been received by the end of October as the School still required confirmation as to why they actually had to provide this provision;
- (iv) Governors reviewed the budget carefully and Julie Eyland explained that there were no major surprises in it at present. The Chair commented that the agency fees (E26) seemed high but Julie Eyland explained this was linked to the ABA supervision issues, discussed in (iii) above);
- (v) the LA had determined that Schools could carry over 8% of their budget this year but any amount over that could be clawed back. Next year the figure would reduce to 5% in line with secondary schools. Governors questioned the reasoning behind this when Schools were trying to save money in light of budgetary issues but were then being penalised for it. They considered it to be illogical. The Headteacher informed Governors that the LA had clawed back £173,000 across the Borough last year from Schools who had tried to carry over an amount over 8%;

- (vi) a Governor questioned the figure in E18 – other occupation costs and Julie Eyland confirmed this should read £4,171 and would be rectified before the quarterly review was submitted;
- (vii) following queries regarding E27, Bought in Professional Services, Curriculum, Julie Eyland explained that this covered SLAs relating to the Curriculum. The School had been billed for most of these already and payments had been made.

RESOLVED to agree the Second Quarterly Return.

(b) Scheme of Financial Delegation

RECEIVED the Scheme of Financial Delegation, a copy of which is included in the Minute Book.

REPORTED that Izlem Balci explained to Governors that the document defined the roles and responsibilities within the Finance Department and was used for reference purposes. The limits for authorisation remained the same but the new Assistant Headteacher had been added to the list of staff able to give authorisation. There were no other changes to the document this year but in due course BACS would be added as this was now being used and replacing the use of cheques. The system of using cheques would cease once it was confirmed that the BACS system was working effectively. Izlem Balci explained that the School was one of the first to introduce the new system but others would now follow.

5. **MINUTES**

The Minutes of the meeting held on 3 September 2019 2 were confirmed and signed by the Chair as a correct record.

6. **MATTERS ARISING**

Governance Annual Statement (Minute No 5 (b))

RECEIVED the Governance Annual Statement 2018-19, a copy of which is included in the Minute Book.

NOTED that Governors reviewed the document.

RESOLVED to

- (a) agree the Annual Governance Statement;
- (b) upload the Governance Annual Statement to the School website.

ACTION: HEADTEACHER

7. PUPIL ACHIEVEMENT

(a) Achievement Report

RECEIVED Analyse School Performance figures for KS2, a copy of which is included in the Minute Book.

NOTED that achievement had been discussed at the last meeting but Governors reviewed the latest provisional data. The following matters were highlighted;

- (i) any amendments to the data would be reflected when the data was re-published in a few months. National and local authority benchmarks might also change;
- (ii) the Headteacher drew Governor's attention to the fact that progress was well above average for reading, writing and maths. The attainment figures did not include the discounted pupils as yet. It was expected that three children would be discounted as they were new to the British education system;
- (iii) in response to a Governor's query, the Headteacher explained that progress figures would not change. Governors were delighted with the figures.

(b) Pupil Premium

REPORTED that

- (i) the School would be receiving £117,000 for pupil premium this year. This had reduced from last year when £184,000 was received. This was due to only 56 children being eligible as opposed to 77 last year;
- (ii) currently in Year 3 only those receiving Free School Meals were known to the School. The Headteacher explained it was possible to look of the Dfe site to establish if a child was pupil premium – they were eligible if their parents were on benefit or had been within the last six years. Following Governors' questions, the Headteacher explained that it took time for the system to adjust and as such pupil premium numbers might increase. Final figures should be known by the end of the month. The money was now based on the previous academic year's census. £14,000 was clawed back last year;

- (iii) the School had budgeted how they would spend the pupil premium budget and the focus remained on reducing the gap between non pupil premium and pupil premium. The gap had narrowed and Governors were delighted to learn this;
- (iv) the Headteacher guided Governors through the strategies in place and explained that if a child had problems with language or vocabulary or had English as an additional language (EAL) there was a push on “cultural capital” to assist the children to live life and have experiences they might not otherwise be able to whilst ensuring they achieved success academically. Information as to how the money was spent was required to be available on the School website and Ofsted would wish to know how the funding was being used;
- (v) following Governors questions the Headteacher confirmed that EAL classes were made available to children new to English. Small group sessions were held three times a week in the morning with the children returning to their classes in the afternoon. The need to differentiate in order to help children access the curriculum was clearly recognised. The Headteacher assured Governors that these children did make progress. An assessment was often done in their home language to establish their fluency in reading and writing and to gain an idea of how confident they were.

8. REPORT OF THE HEADTEACHER

NOTED that there were no major updates and a written report would be available for Governors at the next meeting in November.

9. GOVERNOR VISITS

NOTED that

- (a) Mary Gavriel had been Governor of the Month for September. She had completed a Health and Safety Check of the School with the Site Manager;
- (b) the Bishop of Edmonton had attended the School and conducted a question and answer session with the children. A community breakfast had taken place on the day of his visit which had been very well received but the fire alarm went off at the end due to smoke from a toaster. A successful evacuation had taken place;
- (c) the children had visited the church for a Prayer Day and Mary Gavriel had been very impressed with the activities they undertook. These included praying, embroidery and colouring the Lords Prayer. She was delighted at the harmonious atmosphere of the day and to see how much the children benefited from it. Governors were reminded that the School had various prayer stations situated in locations around the School;

(d) Lauren Harris was Governor of the month for October.

RESOLVED that Lauren Harris arrange a time to conduct a Maths Learning Walk during October and to report back at the next meeting.

ACTION: LAUREN HARRIS

(e) Governor of the Month 2019-20

NOTED the Governors of the month as

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

10. POLICIES

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

(a) Safeguarding Policy (including E- Safety)

REPORTED

- (i) by the Headteacher that this policy needed to be updated in light of the new Keeping Children Safe in Education policy;
- (ii) that Governors undertook a Safeguarding quiz and the Headteacher guided them through the correct answers;
- (iii) that Governors were recommended to read the Safeguarding section of the Termly Pack to ensure they fully understood issues they should be looking out for. Contact details for any concerns were listed in the policy and on line training was available.

RESOLVED to review and ratify the policy at the next meeting of the Governing Body.

ACTION: HEADTEACHER/CLERK

(b) Safer Recruitment Policy (LA Version)

RECEIVED the Safer Recruitment Policy, a copy of which is included in the Minute Book.

REPORTED that

- (i) the Chair had reviewed the Single Central Register and ensured it was accurate and up to date;
- (ii) Governors discussed the importance of having someone trained in safer recruitment when interviewing staff. Currently the Headteacher, Debbie Butcher and Jean Jakobson were fully trained.

RESOLVED

- (A) that Governors inform the Headteacher if they would be interested in completing Safer Recruitment training.

ACTION: GOVERNORS

- (B) to ratify the Safer Recruitment Policy.

(c) Punctuality and Attendance Policy

NOTED that there were no changes to this policy and that it included expectations and arrival and departure at the School

RESOLVED to ratify this policy and to review every two years;

(d) Child Protection Policy

NOTED that this would be incorporated into the Safeguarding Policy

11. **GOVERNOR REPORTS**

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

12. **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. The LDBS also offered valuable training opportunities.

(b) Member Governor Forum

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

(c) LDBS Training

REPORTED that the Chair and Headteacher had completed Leading in Partnership Training at the LDBS. The Chair told Governors that the leader of the course had been very knowledgeable and pointed out the necessity for Governors to be impactful and ask relevant questions in meetings and when visiting the School at other times.

(d) Website details

NOTED that all Governors should update their details on the website and include a short paragraph about themselves.

ACTION: GOVERNORS

13. **NEW SAFEGUARING BRIEFING**

NOTED that the Safeguarding won't be graded specifically in the new Ofsted Education Inspection Framework for September 2018 but it will be referenced in the Leadership and Management section of the report. Details were available in the briefing in the Report to Governors Autumn Term.

14. **DATES OF FUTURE MEETINGS**

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

- Thursday 14 November at 4.30pm (Governors Day 1-4pm prior to meeting)
- Thursday 12 December at 4.30pm

Apologies for absence from the Governors Day were received from the Chair and Lawrence Desouza.

RESOLVED to consent to these absences.

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 Fr. Engin.