

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



6th February 2020

MEMBERS

LA Governor	Bambos Charalambous MP	18.9.2018	17.9.2022
Parent Governors x 2	* Lauren Harris	5. 11.2018	4.11.2022
	Daniela Atamnia	19.11.2019	18.11.2023
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

Julie Byland (Bursar) – agenda item 7 only
Izlem Balci – Office Manager – agenda item 7 only
Mandy Newell - Minute and Advisory Clerk

MINUTES – PART 1

1. APOLOGIES FOR ABSENCE

NOTED the absence of Jean Jakobson and Lauren Harris.

RESOLVED to consent to 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

Foundation Governor

REPORTED that

- (a) Daniella Saveska-Tsang did not wish to become a Foundation Governor.
- (b) Mark Jones Parry had not yet been successful in finding a suitable candidate for the position.

4. MINUTES

The Minutes of the meeting held on 6 January 2020 were confirmed and signed by the Chair as a correct record.

5. MATTERS ARISING

- (a) Ice Pack - Minute No. 6

NOTED that the Headteacher reminded Governors to email their completed ice pack to her if they were unable to attend the Away Day on 21 May.

ACTION: GOVERNORS

6. PRESENTATION

RECEIVED a presentation on French from Michael Quinn, a copy of which is included in the Minute Book.

NOTED the presentation on Humanities would be held at a future meeting.

REPORTED that

- (a) Until recently French had been delivered for 30 minutes per week. Now it was being taught every second week for 45 mins – 1 hour. The sessions covered various topics. Each topic supported the next in that common nouns, adjectives and expressions were repeated throughout. The children became familiar with these and their listening skills were good. Word recognition was strong but phonetical understanding was lacking so the School was keen to introduce more progression of skills and application of the skills/knowledge they already had into other areas of language learning such as writing and interpreting written French;

- (b) to address the areas for development the School had purchased the iLanguages French scheme which provided progressive coverage from Years 3-6.
- (c) lessons had input from a native French speaker and Governors were shown on screen how this linked to visual images and words. Governors reviewed some Year 6 book examples;
- (d) the children were reacting positively to the lessons and resource materials were stuck into their books. The children took part in colourful, useful activities that helped to address relevant skills. As part of the SIP French dictionaries had been purchased. Governors viewed these and were impressed with their quality;
- (e) to date most teachers had only conducted 1 or 2 lessons using the new scheme but DB Primary contained everything they would need to produce successful lessons. Teachers were being encouraged to choose what they considered to be appropriate for their classes. Michael Quinn explained that he would also be happy to help with lesson delivery in required. Language progress should become clearly visible using the new system. In response to a Governor's question, it was determined that ideally lessons would be shorter but more regular as it was proven with language the more you studied it the easier it became;
- (f) a Governor asked about rapid progress and whether there was scope for an after school club. It was clarified that a French Club was available for the children but parents had to pay for this. Consideration could be given to the provision of lunchtime clubs in the future;
- (g) more fast feedback in French and extension tasks had been highlighted as a priority in the School Improvement Plan. Teachers were receiving help to ensure this happened. A French home learning task had not yet been issued but there were plans to do this. In response to a Governor's question it was confirmed that there were a few French speakers amongst the staff and it was believed one child with it as a first language. Consideration was being given to holding a French Day in the summer which could link into other school topics;
- (h) each term a foreign language was selected that was spoken by some of the children currently in the School. This would be introduced during part of an assembly by those children whose first/second language it was. Recently the countries where the language originated had been celebrated by sharing interesting facts about them. Common expressions were being used during day to day exchanges around the School and timetable permitting the efforts of the term were celebrated during an afternoon session. Last term the language was Rumanian. It had become clear that the children were proud of their language and culture and study of the different countries helped with geography too;
- (i) Governors reviewed the Y3-Y6 iLanguages French Scheme of Work Overview for each half term. The languages curriculum followed the 2014 MFL National Curriculum.

NOTED that Governors thanked Michael Quinn for his very thorough and interesting presentation.

7. **BUDGET 2019-20**

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

REPORTED that Governors reviewed the figures carefully and Julie Byland guided them through the document. The following matters were highlighted;

- (a) it was hoped that the balances would come in under the 8% threshold for this year. Any monies over the 8% could be clawed back by the LA. The predicted carry forward was 7.2% and this was being monitored carefully. Governors debated the fact the School was in fact being penalised for trying to save money in order to avoid going into deficit in the future. Julie Byland explained that the threshold figure was reducing further and that next year it would be 6.5% and 5% the following year;
- (b) it was not clear at present whether subsidies for National Insurance and pension contributions would continue;
- (c) Governors discussed the fact that from 2021 the Government had determined that every NQT would earn £30,000 regardless of the area they taught in. The Headteacher explained that the M1-M6 progression would therefore be smaller and those teachers living and working in London would not feel the same benefit as in other parts of the country. The bulk of the extra money would be received at the beginning and the figure was due to rise to £33,000 in 2022. Bambos Charalambous explained that the Government recognised the problems that were being faced by Schools in terms of recruitment and retention of teachers and hoped that by increasing NQT pay it might make the profession more appealing. The additional costs for NI and pension contributions needed be considered and he determined that this could be brought up in the Parliamentary budget debate on 11 March;
- (d) Governors were informed that the School had not yet received its budget for next year from the LA but it was due shortly. Governors discussed the fact that the bulge years were now at secondary school and as such more money was likely to be put into this area rather than primary.

RESOLVED to agree the third quarterly return

(b) Expenditure

- (i) **REPORTED** that a member of staff's reimbursement had gone over the £300 limit by £50 as she has made several claims in go. The Staff member had

been asked to provide receipts each time she had expenses in future to avoid this happening again;

- (ii) there had been no urgent expenditure previously approved via chairs action;
- (iii) there were no waivers to consider;
- (iv) there were no proposed virements.

(c) SERVICE LEVEL AGREEMENTS (SLAs)

RECEIVED the SLAs for 2020/21, a copy of which is included in the Minute Book.

REPORTED that

- (i) the School would be changing its Insurance provider from the LA to the LBDS as the LA premiums had increased dramatically this year. They had risen from £10,000 to £17,000. In response to a query from the Chair, it was confirmed that the cover offered by the LBDS was the same as that from the LA;
- (ii) the pest control cover from the LA had been broken down into different categories and it had been decided to buy into the cover for mice only at a cost of £235 rather than £911 for complete cover. Governors were assured that if any other pest issues arose they could contact the LA for help and/or add cover if necessary;
- (iii) CPD had previously been bought from the LA but it had been decided to use several providers this year, the LBDS, Haringey Educational Partnership (HEP) and the LA in order that the School could have access to a variety of training on offer. This would be reviewed next year;
- (iv) the cost of the Swimming SLA remained the same as last year at £3,600 per class with transport. In response to Governors' questions it was confirmed that the provision of transport was necessary;
- (v) the RM Integris – MIS system SLA was being shared with Tottenhall making a saving of £600;
- (vi) HEP were offering a new SLA for School Improvement which was considered to be better than that offered by the LA;

RESOLVED to agree the SLAs for 2020/21.

(d) Site Manager

REPORTED that consideration had been given to salary scales for the Site Manager. He was currently on Band C – 46-50 hours per week. Thought was being given to changing this to Band B – 41-45 hours per week. This would be a saving to the School and should be enough hours for the Site Manager to complete his work. The proposal had been discussed with the Site Manager and he was happy with it as his salary would remain the same. He would be able to claim overtime if the maximum hours of work (45) were exceeded but this had not happened to date on Band C (max hours 50).

RESOLVED that the Site Manager’s salary scale be changed to Band B and to review the situation if necessary.

ACTION: IZLEM BALCI

(e) Changes to the School hours

REPORTED that changes to the School hours, closing early on a Friday afternoon, had resulted in some savings being made. Less supply was being used with internal cover in place wherever possible. PPA cover on a Friday afternoon had cost £20,000 for two teachers but this was no longer needed. Graduate TA’s and Playleaders were working less hours, 33 rather than 35 resulting in further savings. The school was receiving £9,000 per annum from the Friday After School Club and as a result of the savings and extra income no redundancies had been necessary. £29,500 had been saved due to staff changes and with the £9,000 income this equated to the School being £38,000 better off in the 2018/19 academic year. Governors were delighted to learn this. The change has not had a negative impact on standards as the school is in the top 3% of the country for progress.

8. **PREMISES**

RECEIVED the Health and Safety Report – February 2020, a copy of which is included in the Minute Book.

REPORTED that Mary Gavriel and the Site Manager had completed the annual check list. They had checked the door locks and the lockdown system. The securing of some playground doors during a lockdown still needed to be completed and work was due to take place during half term. Keys were located in associated places. Fire drills were up to date and being conducted within the required timescale. A major clean would be done during half term. Electrics and plumbing maintenance through Reams was due to take place shortly. All paperwork was up to date and thorough checks had been completed around the School. The Site Manager would be attending an asbestos course and a fire warden course shortly and a health and safety course in the Summer. The Assistant site Manager would also be attending the health and safety course. All TA’s were first aid trained.

9. **REPORT OF THE HEADTEACHER**

RECEIVED a verbal report from Headteacher, Mrs Maria Jay, The following matters were highlighted

(a) Nick Gibb Letter

REPORTED that the School had received a letter from Nick Gibb, Minister of State for School Standards, congratulating them on being in the top 3% of primary schools in the country. Banners had been erected outside the School celebrating its success and these had also been on show during the new admissions evening. The turnout at the admissions evening had been very good and compliments about the School had been received;

(b) School Reports

NOTED that these would be sent out at the end of this term. Year 6 reports would be issued following SATS results in the Summer term.

(c) HEP update

REPORTED that 7 schools were joining HEP from the ELC from April 2020. If 10 schools were in the group they would receive £7,500 for project work. The School Improvement service offered was very good and staff coaching was also offered.

(d) External Reviews

REPORTED that Sally Moore, LDBS Advisor visited the School on 21 January to carry out RE lesson observations with the RE Lead. Feedback was given with suggestions for challenging, questioning and resources/ideas to engage the lower ability/N2E pupil. The LDBS/LA review was due to take place on 3 March and Sally Moore would be visiting the School again on 24 March to support the School with the SIAMS preparation. Another Enfield Headteacher would be joining the review and Maria Jay would also be going to another School. In response to a Governor's question the Headteacher explained that the SIAMS inspection was due in the Summer and the School would receive five days' notice.

(e) Staffing

REPORTED that

- (a) sickness and compassionate leave had been high. Cover was becoming a problem;
- (b) an HLTA who had left had been replaced by agency cover until June;
- (c) a member of staff from Worcesters Primary School would be starting her Schools Direct placement at SMAB from w/c 24th February. She would be

working in Year 5. A member of staff from SMAB had already started at Tottenham in Year 2;

- (d) since the tutor left Daniella Atamnia, Parent Governor had kindly started leading the ESOL (English Speakers of another language) course at the School every Tuesday.

10 **GOVERNOR VISITS**

NOTED that no visits had yet taken place this term.

Governors of the month for the remainder of the Academic year were

February	-	Lauren Harris
March	-	Bambos Charalambous
April	-	Fr Engin
May	-	Daniela Saveska-Tsang
June	-	Lawrence Desouza
July	-	Revd. Mark Jones Parry

11. **POLICIES**

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

- Health and Safety Policy;
- Accessibility Policy

NOTED that there had been no changes.

RESOLVED to ratify the above policies.

12. **GOVERNOR'S REPORTS**

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

13. **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.

- (b) LDBS Training

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

14. **LA REFERRALS**

- (a) Financial Management Briefing

NOTED the issues highlighted in the Financial Management briefing.

- (a) Clerking

RESOLVED to remain with the LA Clerking Services.

15. **DATES OF FUTURE MEETINGS**

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

- Thursday 5th March at 4.30pm
- Thursday 2nd April at 4.30pm
- Thursday 21 May at 4.30pm
- Thursday 2nd July at 4.30pm

15. **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