

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



9th January 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

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

MINUTES – PART 1

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Bambos Charalambous and Lawrence De Souza.

NOTED the absence of Mark Jones Parry and Lauren Harris.

RESOLVED to consent to these absences but the Chair would contact Bambos Charalambous to ascertain his interest in remaining a Governor due to his lack of attendance in recent months.

ACTION: CHAIR

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 the Headteacher had left a message for Daniella Saveska-Tsang but had not had a response to date.

NOTED that in the absence of Mark Jones Parry there was no update on whether he had been successful in finding a suitable candidate for the position.

4. **MINUTES**

The Minutes of the meeting held on 12 December 2019 were confirmed and signed by the Chair as a correct record.

5. **MATTERS ARISING**

(a) Website Details - Minute No. 5 (a))

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

RESOLVED that Governors provide Izlem Balci with a short personal profile for inclusion on the website if they had not already done so.

ACTION: 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 read and sign the documents that had been emailed by the Clerk in December.

ACTION: BAMBOS CHARALAMBOUS

6. **ICE PACK**

RECEIVED the updated Ice Pack and the 2017 version, copies of which are included in the Minute Book.

REPORTED that the Headteacher asked Governors to review the new version and complete the relevant sections where possible prior to the Governors Day on 21 May.

RESOLVED

- (a) to complete the ICE Pack at the Governors Day on 21 May 2020;
- (b) that if a Governor is unable to attend on the day they email the completed ICE Pack.

ACTION: ALL GOVERNORS

7. **REPORT OF THE HEADTEACHER**

RECEIVED a verbal report from Headteacher, Mrs Maria Jay, the Whole School Pupil Premium and Non pupil premium total progress figures and the Whole School Provision breakdown, copies of which are included in the Minute Book. The following matters were highlighted as a result of Governors' discussion and questions.

- (a) Whole School Provision Breakdown

REPORTED

- (i) that 15% of children were on the SEND register, this equated to 46 pupils. All parents had been informed of targeted interventions that their children were on and also the duration of these. Staff had reviewed the progress that the children had made and some pupils had moved on to other interventions or discontinued. Parents of all children with an individual Educational Plan had been given copies and appropriate changes made. Teachers, TAs and parents worked to follow the targets. All outside agencies had been into the School to meet with the Inclusion Manager, observing children in class, meeting with class teachers and trained TAs and had assessed individual children. Six children would be participating in a SEND Boccia Tournament with others in the Borough;
- (ii) Governors reviewed the whole school provision map 2019/20 Spring 1 2020 and were pleased to note the large range of targeted interventions which catered for individuals varying needs and were delivered by highly skilled staff. Interventions normally took place outside of the classroom and usually first thing in the mornings or in the afternoon. Daniela Atamnia offered her assistance with the English as an Additional Language interventions.

RESOLVED the Headteacher ask Mrs Lennon to contact Daneila Atamnia.

ACTION: HEADTEACHER

- (iii) Governors considered the outside agency involvement in place for this academic year. To date 2 children had been seen by the Children Adolescence and Mental Health Services, (CAMHS) and 2 by the Educational Psychologist. To date no children had been seen by early help and 1 had been seen by the Parent Support Services 0 children had been seen by DAZU and 9 had an Educational Health Care Plan (EHCP). 4 were receiving speech and language therapy (SALT) and 2 physio. 1 child was having Occupational Therapy and no one had yet benefitted from Change and Challenge. In response to Governors' queries, the Headteacher assured them that the figures were updated regularly. She also explained that SALT was only available to children with an ECHP.

(b) Pupil Premium (PP)

REPORTED that

- (i) the tables contained data from children's starting points from Summer 2019 to the end of the Autumn term. Pupil premium numbers were 56/321 (17%);
- (ii) Governors reviewed Table 1 – Progress. This showed that PP were making better progress in science (+7%) and were in line with their peers in reading, writing and maths. Non PP children were making slightly better progress than PP in all areas except writing where the gap was -7% In response to a Governor's query, the Headteacher clarified this was at Greater Depth;
- (iii) table 2 covered attainment and showed that PP children were attaining broadly in line with their peers in all subjects except maths, where the gap was -7%.
- (iv) Governors questioned the science data and it was explained that the reason this was low was due to the fact that the School was introducing the Science Ninja Scheme and the data had not yet been updated until more lessons had been taught. Future data drops would show progress in this area as teaching became more secure.

(c) Performance Table

REPORTED that the Headteacher and Debbie Butcher were delighted to inform Governors that the School had performed extremely well in the overall performance table of 95 schools in the Borough. Debbie Butcher showed Governors the data on the interactive whiteboard. The Headteacher added that they had been placed number 1 for reading, 2 for writing and number 3 for maths.

Detailed information contained on the Dfe website could be accessed via the School website and showed that the school was well above average in all areas. Governors were very impressed and commented that they considered the staff to be amazing. They thanked them for all the hard work over recent years to achieve these wonderful results.

(d) Teaching and Learning

REPORTED that

- (i) staff continued to use Rubrics and four key areas were linked to teachers' standards. A staff meeting last week had been held on contributing to culture, ie what this looked like in School and how you would know it was happening;
- (ii) Learning Walks were ongoing and it was planned that a member of the SLT would conduct learning walks with staff members and visit other classes to obtain positive and constructive feedback. This would commence on Monday;
- (iii) An AHT had spoken to other Schools about how they conducted their Learning Walks. She had been surprised that one had asked for payment to share information;
- (iv) Year 3 had started their Harringey Education Partnership (HEP) training on the teaching of the curriculum. They were currently looking at Ancient Egypt and Volcanoes. Work would commence with Years 4 and 5 in the Summer Term and Year 6 next academic year. Following Governors' questions, the Headteacher confirmed that a great deal of training was being done for staff on the new curriculum and to also help them prepare of Ofsted "deep dives". Reading was very important and Ofsted would focus on the bottom 20% of children. The School was currently focussing on this and working to close any gaps that were found. Focus on "deep diving" other areas of the curriculum would begin next year.

(e) Staffing

REPORTED that

- (i) an HLTA had left to teach English in China. A potential replacement had been interviewed yesterday but had not proven to be suitable. A temporary TA would be sought via agency. Following a Governor's question, the Headteacher explained that this was the most advisable thing to do until more was known about the budget in April;
- (ii) Natasha Kamara, a Graduate TA would be commencing the Schools Direct programme in September 2020 and would be training at Oakthorpe;

(iii) Governors discussed the value of the Schools Direct programme and the fact that most teachers now came to the School via this route; at present 50% of teachers were appointed through this route. The Headteacher considered that it helped the School to run smoothly and gave consistency which was resulting in the achievements discussed earlier in the meeting. By September 2020 8/12 staff would be “homegrown”, two of which were senior staff. The Headteacher explained that promotion was encouraged in the School which obviously helped with retention of staff.

(f) SERVICE LEVEL AGREEMENTS

REPORTED that these were starting to come through now and the one for Count On had already been received. The cost was £10,700. The Chair agreed to sign this off.

RESOLVED to agree a waiver for the Count On SLA.

(g) School Improvement

REPORTED that the LA offered three levels of support, green, amber and red. The School was receiving green support and as such received a two day visit which focussed on the curriculum and school priorities.

(h) SFVS

RECEIVED changes to the SFVS, a copy of which is included in the Minute Book.

NOTED that the SFVS had originally been compared to the South East of England but the LA had asked that it be compared to Outer London Schools. As such the staff ratio had changed and was in line with national rather than above.

8 **GOVERNOR VISITS**

NOTED that no visits had yet taken place this term.

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

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

9 **POLICIES**

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

- Inclusion and SEND Policy;
- Equality Information;
- Physical Restraint Policy.

NOTED that there had been no changes to the Equality Information and Physical Restraint Policies and that up skirting information had been added to the Inclusion and SEND policy.

RESOLVED to ratify the above policies.

10. **GOVERNOR'S REPORTS**

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

11. **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.

12. **ADMISSION NUMBERS 2020-21**

REPORTED that Admission numbers for 2020-21 would be set at 90. Meetings would be held in February for September entry. A flyer would be sent out and the excellent results promoted. In response to a Governor's question the Headteacher explained that two forms had to be completed by parents/carers, one as it was a church school and the other, the LA form. It was not automatic that a child at Tottenhall would gain a place at the School.

13. **LA REFERRALS**

NOTED

- (a) Engagement with Stakeholders

- (i) the need to **consider** strategies for effective communication between parents/carers and the pupil voice;

(ii) that the questions on Ofsted Parent View were amended on 2 September 2019 to support the introduction of the new education inspection framework.

(b) Excellence in Education Awards

Date to be confirmed.

14. **DATES OF FUTURE MEETINGS**

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

- Thursday 6th February at 4.30pm
- 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