

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



**4 February 2021**

**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	Kate McDonald Boyle *	9.10.2020	8.10.2024
Foundation Governors x 7	Fr Engin	Ex-officio	
	Jean Jakobson (Vice Chair)	18.9.2017	17.9.2021
	Revd. Mark Jones Parry	Ex-officio	
	Michelle Broomes (PCC)	3.10.2019	2.10.2023
	Lawrence DeSouza (East Haringey) Deanery Synod (Chair)	14.11.2019	13.11.2023
	Rebecca Christy	5. 03.2020	4.03.2024
	Vacancy x 1		
Headteacher	Maria Jay		

**Also attending**

Debbie Butcher – Deputy Headteacher (Associate Member)

Izlem Balci – SBM (part time, agenda items 1-5 only)

Mary Gavriel – (Associate)

Mandy Newell - Minute and Advisory Clerk

\* Denotes absence

**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Mark Jones Parry.

**NOTED** the absence of Lauren Harris and Kate McDonald Boyle.

**RESOLVED** to consent to the absence of Mark Jones Parry and Kate McDonald Boyle but not to the absence of Lauren Harris.

2. **DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

Governors were given the opportunity to declare any interests. None were made.

3. **MEMBERSHIP AND CONSTITUTION**

Foundation Governor

**NOTED** the vacancy.

4. **MINUTES/MATTERS ARISING FROM THE MINUTES**

**RECEIVED** the minutes of the meeting held on 7 January 2021 which were agreed as correct record subject an amendment in Apologies for absence. The wording should be **RESOLVED** to consent to the absences of Fr Engin and Mary Gavriel but not to the absence of Lauren Harris. There were no matters arising.

5. **BUDGET**

Budgets 2020/21

(a) **RECEIVED** the third Quarterly Return, a copy of which is included in the Minute Book.

**REPORTED** that Izlem Balci guided Governors through the third quarterly return and the following matters were highlighted;

Income

- (i) I08 – Income from facilities and services – this had increased by 126% due to monies received from fleece sales. The School had subsidised these but had asked for a £5 contribution per fleece during the Autumn term. This order had not been expected when the budget had been set;
- (ii) I09 – Catering – the School had only received 30% of its expected income due to the School closures in the Summer Term. However, although the income was lower than expected, the expenditure was less too.

Expenditure

- (i) The expenditure varied from what had been predicted in April, with more expenses in some areas but less in others;
- (ii) E12 – Building Maintenance and Improvement – PPE had been ordered and costs for this in the Autumn term had not yet been able to be claimed back. Claims for the Summer term in this area had been made and monies received;

- (iii) E19A – School Journeys/Trips/Visits – refunds had been made to parents and insurance had covered the costs of refunding the School journey;
- (iv) E20 – ICT – I Pads and devices for children who required these had been made plus an order for Chrome Books had been completed. Expenditure had been greater than predicted due to lockdown and the fact so many children did not have devices at home in order to access on line learning;
- (v) (H) -the carry forward allowable this year was 6.5% and currently stood at 6% (108,177). The School had written to the LA to inform them that the balances might be over the 6.5% threshold at the end of this academic year due to the fact the Chrome books order had not been invoiced and was not likely to be before May, ie in the next financial year;
- (vi) in response to a query from Daniella Atamnia, Izlem Balci explained that she had spoken to the Dfe about the provision of internet access for those children who did not currently have it. As the SIM cards originally provided did not work in the school's devices, she had ordered 10 dongles which had arrived today. These would be handed out to families who had limited or no access to the internet and she hoped to order some more. Governors discussed the fact that the BT wifi pilot scheme had not proved to be successful so Dongles were the best option at present. The Chair mentioned that EE were also looking at providing internet access for families in need and suggested the School could look into this. Governors discussed the number of options that were starting to be made available and the possible use of mobile phones acting as a router.

**RESOLVED** that Izlem Balci investigate the EE provision for internet access.

**ACTION: IZLEM BALCI**

(b) Expenditure:

- **REPORTED** that 180 chrome books had been purchased and the cost of these was over the Headteacher's Delegated Limit. The Chair had agreed to this purchase following discussion with the SLT and ICT team;
- **NOTED** there was no any urgent expenditure previously approved via Chair's action;
- **NOTED** there were no Waiver of Contract Procedure Rules (prepared in exceptional circumstances only) to consider;
- **NOTED** there were no proposed virements.

(c) ICT Chrome books

**REPORTED** that the Chrome books had been purchased for two-year groups at a cost of £33,928.20. It was planned that each child who received one would keep it at home during their time at the School. Once a device was over four years old it would be out of date and therefore the child would have the option of keeping it once they

left for a small charge. An initial minimal charge for having the devices had been considered acceptable and the Headteacher had determined that around £20 was appropriate to cover admin and repair costs. These would be rolled out in September to Years 3 and 4 and dependent on the budget others might be purchased for Year 5 next year as part of a rolling programme. Governors discussed the potential charges and the fact that care had to be taken that any costs involved did not become an obstacle to a child having access to a device. The Headteacher assured them this would not be the case and consideration was being given to providing them free to children receiving free school meals. She determined that any costs incurred to parents would be manageable. Pupil premium monies could be allocated where appropriate. The cost of the Chrome Books included the provision of a bag to keep them in. There would also be around a £10 cost for installation of programmes into the Chrome books.

(d) Service Level Agreements (SLAs)

**RECEIVED** the SLAs for 2021/22, a copy of which is included in the Minute Book.

**REPORTED** that the following SLAs were highlighted and it was noted that some costs for next year had yet to be received.

- (i) insurance costs with RPA and LDBS had increased slightly to £19 per pupil but were very affordable;
  - (ii) energy management costs had increased slightly;
  - (iii) legal costs remained the same;
  - (iv) £5,000 was allocated for CPD which was bought from a number of providers. The Headteacher explained that in previous years Schools had bought into a School Improvement SLA but did not necessarily want to use all that was on offer. Primary School Heads had met and determined that next year they would have a de-delegated budget of £250,000 in order to buy only what they required. Five Boroughs would be presenting to Headteachers over the course of next week and had all been given 45 minutes to showcase their provision. These were Enfield, Hackney, Camden, Haringey Education Partnership (HEP) and Herts. If Schools chose to opt out they would receive a £5,000-£10,000 refund depending on the size of the school. Being able to choose what services within School Improvement they wished to purchase was a big change;
  - (v) the cost of the Swimming SLA was still awaited. Swimming provision this year had been cancelled due to the pandemic;
  - (vi) payroll had a three-year SLA and the costs were £3.86 per payslip;
  - (vii) GDPR was de-delegated;
  - (viii) Occupational health was a pay as you go service so costs for this could vary;
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- (ix) The SLAs for waste collections and CLC support were still awaited;
- (x) Gym maintenance costs were £210. Debbie Butcher questioned the increase and was informed that this cost now included playground inspections and Universal had offered a very good price for both;
- (xi) the School had a two-year agreement with LDBS The Key for £528;
- (xii) the School had not yet signed up to Grow Partnership, Beech package but wished to keep it on the SLA list for now;
- (xiii) the renewal of the SLA for Count On had been discussed in January;
- (xiv) quotes were awaited from Target Tracker and RM Integris;
- (xv) costs for the services provided by REAM were getting less each year as the School was also using other companies. This agreement would be reviewed this year as REAM did not seem to be very efficient in terms of administration and the regular contact that had been made by the owners previously was no longer in place;
- (xvi) the cleaning quote from PSS remained the same as last year at £28,433.
- (xvii) the photocopying contract was in place until 2024 and the School were happy with the service they received;
- (xviii) the cost of the School Improvement service from HEP remained at £6,137;
- (xix) Enfield Headteacher membership was unchanged at £850. The Headteacher explained that due to the pandemic no conferences had been held this year;

**RESOLVED**

- (A) that Izlem Balci update Governors once missing quotes were received;
- (B) to agree the SLAs to date.

**ACTION: IZLEM BALCI**

**6. REPORT OF THE HEADTEACHER**

**REPORTED** that

- (a) Staffing
  - (i) a new Cover Supervisor had been made permanent;
  - (ii) two internal adverts had been placed in the hope that the Schools Direct teacher and another covering a maternity leave could be made permanent;

- (iii) the teacher currently on the Schools Direct programme was no longer doing her placement elsewhere but was remaining at SMAB due to the pandemic situation;
  - (iv) 1 graduate TA was in place;
- (b) Reports
- The Children's reports would be sent out in the Summer term this year.
- (c) Admission
- The Headteacher and Debbie Butcher had held admission meetings for Year 3 last week and virtual tours had been conducted. Only two parents had attended the first meeting but sixteen had been at the second one. Following Governor's queries, the Headteacher confirmed that normally they had a good turn out in person and it was disappointing more parents had not taken advantage of the virtual meetings this year. A question and answer session had been arranged and six parents had submitted queries which had been addressed. The closing date for applications was tomorrow and there had been thirty applications to date from Tottenham. Following Governor's queries, the Headteacher clarified that numbers at Tottenham were low. Currently SMAB had low numbers in Years 3 and 5 and it was recognised the School needed more pupils in order to manage the budget. The School was liaising with Tottenham about application forms;
- (d) Remote Learning
- (i) thirty-nine children (12%) were in School with an average of 30 on a daily basis. It was clarified these were either vulnerable or children of key workers. They were accommodated in four bubbles with two adults in each, a TA and a teacher. One live lesson was being monitored daily to check engagement which was good with 89% engaging in Year 3, 94% in Year 4, 96% in Year 5 and 95% in Year 6. Work was not always quick to be returned but children were keen to log on and 100% in Year 6 had returned their work last week. Governors were pleased that there was positive engagement overall. Where children were not engaging the SENCO and Learning Mentor had conducted home visits. It was known that some children who were abroad did not have access to online learning;
  - (ii) thirty-five laptops had been received from the Dfe and the School had purchased another 20. Liaison had taken place with Tottenham regarding siblings and home access to a device. A few paper packs were being issued but overall children were working online;
  - (iii) it was recognised that children spent a great deal of time looking at a screen and plans were in place for screen free Fridays commencing after half term. Debbie Butcher explained that work books had been purchased from Collins
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for Maths and English and each child would receive one of these. Year 5 had also been provided with two science books. Sketch books and crayons would also be included in the packs along with a small treat of a lollypop. TAs had been working hard to produce these and information for each year group on when and how to pick them up had been sent on Class Dojo. Governors were impressed with the measures in place. Following queries, Debbie Butcher explained that once the children had completed their 15 minutes in the morning on Fridays they would be allocated activities linked to a weekly theme. She explained that the first Screen Free Friday would involve books, reading, producing a family portrait, other art-based activities and writing poems. The children would be encouraged to complete as many as they could and to support staff workload a different year group would create a theme each week and produce the format for everyone;

- (iv) surveys had been sent out to parents/pupils and staff as well as intervention groups. These had been collated and feedback given. Parents had wanted more detail on the length of live lessons and an indication of how long tasks might take to complete. Timetables now had this information included. It had become apparent that children were missing their friends so from tomorrow they would be able to login at 9am for a 15-minute session with their teacher and to see their friends and have a chat before starting their live lessons. Collective worship was also being conducted. Plans were in place to look at how children could work together on TEAMS moving forward but there was obviously a need to ensure safeguarding in any breakout rooms. The survey had been positive and staff were also conducting the DSE self-assessment questionnaire and were being encouraged to speak to the Headteacher about any concerns they might have;
  - (v) the Senco was working closely with children who had Educational Health Care Plans and targeted TA interventions were in place. In response to Governor's questions it was confirmed that 1:1 sessions were recorded for safeguarding purposes.
  - (vi) Staff were working very hard and the Chair thanked them all for their efforts during the pandemic.
- (e) Update from Bambos Charalambous

Following Governors' queries, Bambos Charalambous explained that the Government would be announcing plans for a route map after half term in respect of a return to School for pupils. He said MPs were pushing for critical workers including teachers to be vaccinated as soon as possible. Enfield were doing well in terms of the numbers vaccinated so far. Governors discussed the potential ways in which children might be able to return to School in the next few weeks.

## 7. PREMISES UPDATE/HEALTH AND SAFETY

**REPORTED** that

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- (a) emergency lights had been replaced;
- (b) new CCTV cameras had been installed;
- (c) Mary Gavriel and the Site Manager had updated the termly Health and Safety report and this would be uploaded to the Hub;
- (d) the risk assessment had been updated again in line with Covid-19 advice and the return to School. Lateral flow tests were in place for staff but only needed to be conducted if they were in School. If they were in full time these were required to be done twice a week, once if part time. The results were logged with NHS Track and Trace and the School also keep a record of whether staff tested positive, negative or void. Some teachers who lived in the areas affected by the new South African strain of the virus had been sent home as a precaution but all had tested negative and there were currently no cases of Covid in the school although there had been reports of some parents testing positive.

**8. POLICIES**

**NOTED** that the Health and Safety Policy had been agreed in November 2020 and did not need to be reviewed again.

**9. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

**REPORTED** that the Headteacher and Chair had completed LDBS training on the Principles of Good Governance during the pandemic. Information on this had been uploaded to the Hub. Governors were encouraged to be proactive about asking relevant questions in meetings.

**NOTED** the following training sessions: (Virtual unless advised otherwise)

09 February 2021 19:00 - 20:00 Member Governor Forum (MGF)

24 February 2021 18:30 - 20:30 Inclusion and Equality: Knocking down barriers, building life chances;

25 February 2021 18:00 - 19:30 Early Years Foundation Stage

15 March 2021 18:00 - 19:30 Governors Roles on Panels

24 March 2021 18:30 - 20:30 Knowing more, doing more

21 April 2021 18:30 - 20:30 Managing Relationships - 'Beyond the Handbook'

05 May 2021 11:00 - 12:30 Governors and Social Media

10 June 2021 18:00 - 19:30 Making Every Penny Count

**10. GOVERNOR SUPPORT SERVICE CLERKING SERVICE LEVEL AGREEMENT (SLA)**

**RESOLVED** to continue with the LA Clerking Service.

**11. ADMISSION NUMBERS 2022-23**



**RESOVLED** that the admission number would remain at 360. .

12. **LA REFERRALS/POLICIES**

(a) Governance Handbook

**NOTED** that the Governance Handbook has been updated, October 2020.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/925104/Governance\\_Handbook\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf)

(b) Brexit Transition

**NOTED** the information to help schools prepare for the end of the transition period on 31 December 2020.

<https://www.gov.uk/government/collections/guidance-for-schools-during-the-transition-period-and-after-1-january-2021>

13. **DATES OF FUTURE MEETINGS**

**NOTED** the date of the next meeting as Thursday 4 March 2021.

14. **ITEMS TO REMAIN CONFIDENTIAL**

**RESOLVED** that no items be regarded as confidential.

