

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



4 March 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)

Mary Gavriel – (Associate)

Mandy Newell - Minute and Advisory Clerk

* Denotes absence

1. APOLOGIES FOR ABSENCE

Apologies for late arrival were received from Fr Engin and Bambos Charalambous.

NOTED the absence of Lauren Harris.

RESOLVED not to consent to this absence.

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 and that consideration would be given to filling this role once the School returned to normal following the pandemic.

4. MINUTES/MATTERS ARISING FROM THE MINUTES

RECEIVED the minutes of the meeting held on 4 February 2021, a copy of which is included in the Minute Book. There were no matters arising.

5. REPORT OF THE HEADTEACHER

RECIEVED a written report from the Headteacher, Mrs Maria Jay, a copy of which is included in the minute Book.

REPORTED that Governors were guided through the report and the following matters were highlighted as a result of their discussion;

(a) Number on roll

The number on roll had changed since the report was written and was now 316 with 44 vacancies. It was expected to vary between 318-320 approximately moving forward. The Year 3 numbers for September were low in line with the current Year 2s at Tottenham. Governors reviewed the table below and noted that low numbers of pupils had a significant effect on the budget. 21 pupils had joined the School this year with 29 leaving. Some families had remained abroad during lockdown and some had moved out of the area. Governors discussed the fact that anyone returning from abroad would now be subject to having to quarantine but the Headteacher considered some might well return after Easter but they would have to wait and see to establish exact numbers.

CHARACTERISTICS OF THE SCHOOL BY CLASS												
Class	3S	3T	3M	4I	4C	4H	5A	5E	5L	6B	6O	6W
Class size	22	25	28	26	28	28	25	25	26	30	26	29
EAL	21	23	28	20	25	26	18	20	18	21	19	19
Pupil Premium	5	7	7	7	8	8	5	7	3	5	5	5

(b) Staffing and Organisation

- (i) Two teaching assistants left this term, one moved out of London and one retired. They would be replaced once School returned by two agency staff who were coming to visit the School tomorrow. They would be issued with lateral flow kits to use prior to Monday's start date and would be placed in Years 4 and 5. There were more agency staff in place due to class bubbles being in operation. Currently there were five agency TAs but these might not stay for the next academic year.
- (ii) A teaching assistant (agency) joined SMAB just before Christmas and a temporary staff member was made a permanent member of staff, as cover supervisor. Internal adverts would be going out this month for class teachers' posts. A staff member had been successful in being placed on the Apprenticeship Teacher Training Programme which had replaced the School Direct programme. The Headteacher was pleased that the School was well staffed at present and September staffing was being reviewed;
- (iii) Two staff had Covid-19 over the Christmas period and had fully recovered. Since the return in January 2021 there had been no further cases. Most staff had started taking the Lateral Flow Tests weekly/twice a week depending whether they were in school or not and risk assessment was in place;
- (iv) During autumn 2020, 30 pupils took up the option of remaining on the school site for clubs during Friday afternoon when the school closed at 1.00 p.m. During the spring term 2021 lockdown there were no clubs or after school club provisions. On average 39 pupils had been attending School and a few extra had come in today. These pupils were anxious about returning and had been invited into School to try to help ease their anxiety. The Friday club would begin again next week and be comprised of year group bubbles. Tottenham after school club would also commence next week. The School would continue to keep children in their own bubbles and lunches would continue to be served in the classrooms to maintain social distancing in each class bubble. Risk assessments were in place.
- (v) Two virtual new admissions meetings took place at the beginning of February. The turnout was poor with only two parents attending the first meeting and sixteen the second one. Application forms were now being received.
- (vi) The Headteacher and Debbie Butcher had held a virtual coffee morning this week but attendance had been zero. They hoped this meant that parents were happy with everything that was in place.
- (vii) The School continued to work towards the Sandwell Charter for Mental Health. Pupils, parents and staff had been asked to complete a questionnaire. The information would be collated by the Sandwell team and a final assessment feedback meeting would take place on 17 March. The Headteacher felt confident they would achieve the Quality Mark.

- (viii) All staff seemed to be happy about the return to School on March 8 with some being more anxious than others. They were keen overall to establish the School routine again. Daniella Atamnia asked if the children would be tested regularly but the Headteacher explained there was no requirement to do this in primary schools. Parents would be able to go online and obtain home testing kits for themselves but Debbie Butcher pointed out that these were not suitable for use by children. Most teachers were conducting lateral flow tests twice a week and risk assessments would continue to be followed carefully. If a lateral flow test was positive, there was then a requirement to follow this up with a more accurate PCR test. Following Governors' queries, it was established that class bubbles would be in place up until Easter and then the School would move to year group bubbles. It was hoped that in June things might be able to revert to normal with collective worship taking place all together in the hall again and normal mixing resuming but this was dependent on Government advice.
- (c) Lockdown report
- (i) An updated risk assessment (no. 11) had been completed to reflect government changes and Staff had been asked to carry out a DSE (Display screen equipment) self-assessment questionnaire. The School would pay for eye check-ups if staff required them. A School video recording risk assessment had been written so all staff were clear about when and how to store recorded sessions with pupils. Parents and pupils had been provided with a presentation on safeguarding and use of internet. Safer internet day took place 9th February. Lessons were specifically delivered to highlight internet safety.
- (ii) Resources had been made available for parents, pupils and staff to support with wellbeing and these had been shared with parents via Class Dojo. Daily collective worship was in place for everyone. St Cuthbert's and St Michael at Bowes churches also provided collective worship to be shared with all the School community. A Weekly newsletter and communication with the School community was being produced and a weekly chat-up session with all staff had been instigated to check in on their wellbeing. In response to a query from Daniella Atamnia it was confirmed that all laptops had been issued to anyone who requested one and 65 had been distributed. Chrome books had been ordered and would be arriving in May and given out in September to the new Year 3 and 4. Following a query from the Chair, the Headteacher confirmed that Staff meetings would continue on Zoom until after Easter;
- (iii) Staff working from home used Microsoft Teams to deliver a mixture of live, recorded and resource based remote learning, with a minimum of two daily live lessons. All except a very small minority of pupils logged on to most live lessons. Those that did not attend sessions received phone calls home and if there was no response home visits were arranged. The engagement with remote learning was good with 100% engagement in Year 6 which Governors were delighted about. Packs had also been produced for use at home and the majority of Year 6 had collected theirs.

- (iv) A concern about screen time had been addressed with the introduction of screen free Friday, when, following a 9 o'clock check in, get together and collective worship, all pupils across the school were engaging in 6 activities, based around a central theme, with an explanation and support materials shared with all pupils to carry out off line. A survey has been conducted with staff, pupils and parent/carers regarding remote learning and responses had been positive for the most part.
- (v) Governors discussed the curriculum during lockdown and it was explained that the focus had been on English, Maths, RE and PHSE, but all subjects were being covered across a 3-week cycle. Opportunities for children to talk with teachers after the live sessions was also built in, so that children could wait behind for additional input or explanation or could go away and try an activity and then come back to the teacher if they required further explanation or support. Activities and tasks were being differentiated through a variety of means, including scaffolded materials and TA interventions were ongoing, with children who required additional support and those who need a targeted intervention. Achievement leads were monitoring and reviewing curriculum maps, annotating them to see what was being delivered, what would need revisiting and what would be better taught once pupils returned to school. Achievement leads were also monitoring planning – a different subject every week – to ensure that teachers were supported and adapted planning was appropriate and developmental. Formative assessment, including real time checking of learning and quizzes were being used to check what children had learned and inform next steps for planning. The children received detailed feedback on one piece of writing, one piece of maths and their RE work. Target Tracker was being used to record what was being taught. Summative assessments would be carried out once children returned to school. The Chair asked what would be used to establish a baseline and the Headteacher explained they planned to use Rising Stars after Easter but when they returned next week they would be using Accelerated Reader and comprehension activities. The importance of the children settling back in was recognised before any serious testing took place. Governors recognised the need for everyone to adapt to ways of working when School returned.
- (vi) Support would be in place to reduce the impact of lockdown on disadvantaged pupils. EHCP and IEP children were tracked and monitored by the SENCO who followed up with children to check in and to follow up when they did not submit work or attend classes. She checked in at least once a week to make sure these families had everything, they needed. Where necessary families had been provided with resources, manipulatives, books (reading/exercise) and devices in order to be able to access what was being delivered. Additional intervention and 1-1/small group support was being run by experienced TAs and English as an Additional Language groups were also being run by TAs.

(d) Staff Development and Inset

- (i) From all primary schools in Enfield's de-delegated budget of £250,000 EPHA schools reviewed offers for School Improvement Services from other providers other than Enfield. Five presentations were held during the week of 8th

February and were received from Enfield, HEP, Camden, Hackney and Herts. A final decision would be made by the end of the term.

- (ii) The School had decided to continue with HEP for School Improvement and CPD. Mid-term appraisal reviews would be taking place during the spring term but targets might need to be adjusted to take account of the current situation, as the lockdown had prevented certain aspects of individual targets to be carried out effectively.
 - (iii) The School would continue to receive core services from the LA as well as the LDBS. Governors would also be able to access online courses. Linda Stone LA and Sally Moore, LDBS advisers would continue to support the school. A virtual meeting was held with both of them in February to discuss remote learning. Sally Moore also offered support in preparation of the SIAMS inspection, which had been deferred and was likely to take place in autumn term 2021;
 - (iv) School based INSET continued to be provided though a rolling programme at weekly staff meetings and whole day sessions. All meetings continued to run via Teams. The focus was mainly on training delivered by school and HEP regarding remote learning. Barbara Breed, the new HEP school improvement partner was continuing with the coaching programme for the DHT and AHTs and ALs to support them in developing their leadership skills. Debbie Butcher was very impressed with the sessions she had offered to date and pleased how well they had worked online. They would continue to be held in the Summer Term to consider plans for September. The core SLT were continuing to hold regular meeting with Tottenham core SLT once every half term to support each other and to ensure continuity between the two schools.
- (e) Outcome for Pupils

Due to the limited number of pupils in school during lockdown all pupil reports would be going out in the summer term, previously Year 3, 4 and 5 reports went home at the end of the spring term. The report format would be adapted to take account of the lockdown. A virtual parents' consultation was planned to place in March. This would be conducted over a week during the day using Teams and now that people were familiar with using the system should be easier to manage than the Autumn term parents evenings. The teacher would come out of class for the consultation leaving the TA in charge for this time. The booking system would link to the teachers on line calendar to avoid any clashes. In the future it was planned to offer face to face consultations, along with virtual and phone calls. The days of having to stay at school until late into the evening appeared to be over.

(f) Budget

Last academic year, the changes to the school day had led to savings of approximately £33,000 by covering absences internally, not needing cover teachers for PPA and income generated from clubs on Friday afternoon. The invoice for the building fund was £8,667.00 for 2020/21 and the money was coming in well from Year 3 parents/carers. The most recent cheque was sent to the LDBS for £5,500 in November 2020. Following the completion of the 3rd Quarterly return it was projected that 94% of the budget would be spent by 31st March 2021. The remaining 6% (£108,177) would be carried forward to the new financial year. The Chrome Books would not be invoiced until after this financial year and as such the School had written to the LA to explain why the carry forward was so large. Pupil Premium money had been identified as £94,494 and a detailed report of the spending had been produced for Governors information. Information for parents was also available on the School website. The School had received £15,027 catch up funding and £9800 from Greg Trust during the Autumn and Spring term. A further £10,733 would be received in the Summer term. In response to a query from the Chair, the Headteacher confirmed they were not planning to use the Tutoring Programme but might revisit another option later on.

NOTED that further discussion of the budget would take place at the May meeting.

(g) Premises

The general maintenance of the School was good. Emergency lighting around the school had been replaced and two CCTV cameras had been replaced. Sections of Year 3 classrooms where interactive screens were replaced were painted. The health and safety report had been updated by the lead Governor and Site Manager. The School had to close on Tuesday 9th February when there was a leakage in a Year 3 classroom. The main water supply had to be turned off until repairs took place. The school was able to reopen the following day. Debbie Butcher's husband had been appointed to paint some artwork on the wall in the playground and a mosaic had been commissioned of St Michael and the Dragon for the front of the School.

(h) Cohort Profile Sheet 2020-21

NOTED the contents.

(i) Safeguarding and pastoral update for the last Term

- No complaints;
- No Children Looked After;
- no Child Protection (Safeguarding) referrals to social care;
- no allegations against staff reported to the Lead Officer for Child Protection;
- no reported racial or homophobic Incidents;
- no reported serious bullying Incidents;
- no significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- no exclusions.

6. **SCHOOL TERM AND HOLIDAY DATES**

REPORTED that Debbie Butcher informed Governors that she planned to hold Inset Days on Wednesday 1st – Friday 3rd September. Although three in a row might not align with the plans of the Head of Tottenham she felt it was necessary to help her in her new role leading the School and to develop School priorities for the coming year. The Headteacher at Tottenham had yet to confirm her plans but both Schools would consult in order to ensure other Inset Days in the year were arranged on the same days and it was likely that at least one or two of the September days would be the same. The children would therefore return to School on Monday 6th February.

RESOLVED to discuss this matter further at the next meeting when confirmation of dates had been received from Tottenham..

ACTION: CLERK/DEBBIE BUTCHER

7. **POLICIES**

RECEIVED the following policies, copies of which are included in the Minute Book.

- RE Policy
- Collective Worship Policy

REPORTED that the Headteacher drew Governor’s attention to the changes in the policies which were clearly highlighted. She drew attention to the addition of the Big Books in the RE policy which documented learning in RE and other areas of the curriculum and was displayed in every classroom very proudly. She hoped Governors would come and view these once restrictions were lifted. She thanked Fr Engin and Mark Jones Parry for their work in conducting on line worship during the pandemic and explained that collective worship evaluation forms had been completed each week.

RESOLVED to ratify the above policies

8. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

NOTED

(a) that Governor training should be booked via the School based booker, Izlem Balci

(b) the following training sessions: (Virtual unless advised otherwise)

- 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

9. **ANY OTHER BUSINESS**

REPORTED that the Chair thanked the Headteacher and Debbie Butcher for their hard work and effort during the pandemic and explained the importance of Governors wanting to support the School community. Their individual roles reviewed at the September meeting were reconsidered and the Chair suggested everyone contact their relevant staff member via Zoom initially to offer their support and to have a catch up. Michelle Broomes commented that she did feel the pandemic had meant she had not been able to fulfil her role to date. Daniella Atamnia agreed to share the maths responsibility with the Chair in light of the continued absence of Lauren Harris.

RESOLVED that Governors contact the teaching staff linked to their responsibility and that they feedback at the next meeting.

ACTION: ALL GOVERNORS/CLERK

9. **DATES OF FUTURE MEETINGS**

NOTED the date of the next meeting as Thursday 22 April 2021.

10. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items be regarded as confidential.