

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



1 JULY 2021

MEMBERS

LA Governor	Bambos Charalambous MP *	18.9.2018	17.9.2022
Parent Governors x 2	Daniela Atamnia	19.11.2019	18.11.2023
	Vacancy		
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 (agenda items 1-5 only)

Mary Gavriel – (Associate)

Mandy Newell - Minute and Advisory Clerk

* Denotes absence

An opening prayer was led by Fr Engin.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Kate MacDonald Boyle and Bambos Charalambous.

RESOLVED to agree to these absences.

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

Members were invited to declare in interests in respect of the agenda. No declarations were made.

3. **MEMBERSHIP AND CONSTITUTION**

(a) Foundation Governor

NOTED the vacancy.

(b) Parent Governor

NOTED that a Parent Governor election be held in the Autumn Term.

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

RECEIVED the minutes of the meeting held on 6 May 2021 which were agreed as a correct record.

The following matter arising was discussed

Governors Briefing – Newsletter (agenda item 10)

REPORTED that the Chair confirmed that work was ongoing to produce a newsletter by the end of July. He explained that he was writing one section and asked for three other Governors to volunteer to complete the remaining sections before it could be sent to the Headteacher to approve it and send it out in the last week of term.

RESOLVED that the Chair complete his section by July 5 and that Daniella Atamnia, Jean Jakobson and Mark Jones Parry complete the other sections and send them as soon as possible to the Chair.

ACTION: CHAIR/DANIELLA ATAMNIA/JEAN JAKSOBSON/MARK JONES PARRY/HEADTEACHER

5. **BUDGET**

1st quarterly Return

RECEIVED the 1st quarterly return, a copy of which is included in the Minute Book.

REPORTED that Izlem Balci guided Governors through the document and the following matters were highlighted.

(a) Izlem Balci explained that there were very few changes since the out-turn budget which had been agreed in May.

- (b) I05 – pupil premium – the adjustment for this was still awaited from the LA. A loss of £13,000 had been factored into the budget but it was hoped the figure might be less. Izlem Balci stated she would update Governors further next term;
- (c) I18 – Additional Grant for Schools – the School would be receiving the PE grant for next year but the LA were still to confirm details. Governors would be updated at the October meeting;
- (d) E03 – Educational Support Staff – a 2% pay award from April had been factored into the budget but it was not yet confirmed whether this would be happening. Teachers pay had been frozen but Union reps were still negotiating the pay situation for support staff;
- (e) Izlem Balci explained that the red sections within the report were accruals at the end of the year and invoices were expected for these areas;
- (f) the contingency was £72,626 – around 4% of the budget which was allowable as a carry forward. This year the limit for carry forward was 5% of the budget, a reduction from 6.5% last year. Following Governors’ queries, Izlem Balci explained that it was very early in the year to fully understand what might happen within the budget but there would be clearer idea by the October meeting;
- (g) Mark Jones Parry raised a question around the trajectory of the carry forward and Izlem Balci explained that the main concern was around pupil numbers which were decreasing. In October last year the School had 323 pupils but they now had 309. Governors questioned why this was and it was explained that it was a Borough wide problem. Izlem Balci pointed out that if pupil numbers had not increased to around 315-320 by October the following year would see a reduction in their budget and thus the carryover would reduce, Governors were assured that the School was working closely with Admissions at the LA to try and increase numbers before the next Census took place. The situation would be clearer by October;
- (h) Governors discussed the fact that Tottenhall’s Year 2 was smaller than the current Year 6 at SMAB and the Chair asked what could be done to entice parents/carers to choose SMAB over other local schools. The Headteacher clarified that it wasn’t that people weren’t choosing the School, it was all down to there being less children in the area. Following further queries, Debbie Butcher explained that the reasons for this included families moving out of the area during the pandemic as there was a trend for people to be moving out of London and the fact that Brexit meant many families had returned to their native countries. 43 children had left since September 2020 and only 26 had joined. The Headteacher stated that the numbers at the School were the lowest since she became Headteacher eighteen years ago. Role numbers for September were currently expected to be 299 but it was hoped this would increase;
- (i) Governors discussed at length the issues around the budget if numbers did not increase and it was clarified that the budget allocation was based on per pupil so it was vital to have as many children in the School as possible. Following further queries from Governors it was confirmed that there was a cap on the budget threshold as it was recognised any School needed to function even if numbers were

low and Izlem Balci explained that there was a formula in place to work this out. Governors discussed the staffing structure and the Headteacher and Deputy Headteacher confirmed this would be taken into consideration in terms of budget and pupil numbers. They recognised that the School was reliant on Tottenham numbers and it was difficult to predict at present what the situation might be in 3-4 years' time. Debbie Butcher determined there would be a need to review the situation regularly and this would include staffing;

- (j) In response to a further query, Izlem Balci explained that the LA were working on projections for future numbers. Governors discussed the fact that a number of primary schools in the Borough had expanded in recent years only to find they could not fill the extra places. Governors discussed the Census again and the fact that this would give a better idea of the situation. It was explained that the LA did have plans to support schools with dwindling numbers and recognised the problem was across the London area;
- (k) Izlem Balci informed Governors that an internal audit had taken place this week and that two people had attended to conduct this over one day. The system of reporting back had changed and an exit interview was now conducted but this could be two weeks after the visit so she would be able to report back to Governors in September. The Headteacher thanked Izlem Balci for all the hard work she had undertaken in terms of the audit. Governors also recognised the amount of work involved.

RESOLVED to agree the 1st quarterly return.

Clerks Note – Izlem Balci left the meeting.

6. SCHOOLS FINANCIAL VALUE STANDARD 2021/22

NOTED that this would be discussed at the October meeting.

7. REPORT OF THE HEADTEACHER

RECEIVED a written report from the Headteacher, Mrs Maria Jay, a copy of which is included in the Minute book.

(a) Staffing

- (i) The Headteacher reiterated the fact that there were concerns around the numbers of pupils at the School and staffing levels had to be considered. She determined that natural wastage would take place over time and staff who left would not always need to be replaced. There had been five agency TAs in place this year and there would be five children joining the School with an Educational Health Care Plan (EHCP) and all TAs would be helping these children. In total there were seven EHCPs in place.
- (ii) Staff changes were highlighted. After 18 years at SMAB the Headteacher would be retiring at the end of this academic year, August 2021. For the next

academic year, September 2021 to July 2022, Debbie Butcher would be acting headteacher. Bridget Lennon would be acting Deputy Headteacher. Two supply agency teaching assistants who had been on a one-year contract would be leaving at the end of this academic year and two others would continue for another year through their agency. Additional TAs were employed to support class bubbles but it was hoped that from September classes would be able to mix pre-pandemic, therefore requiring less. The graduate TA would be starting the Teachers Apprenticeship Training Programme in September to train as a teacher with SMAB and another person would also be joining SMAB as an unsalaried trainee (SCITT programme) to also train as a teacher. A teacher would be returning from maternity leave on 12th July. Congratulations were given to the School Direct trainee, who gained her Qualified Teacher Status and would be a class teacher (Early Career Teacher – ECT, previously known as an NQT) from September 2021. In September the School would be fully staffed. The Headteacher explained that all staff had been amazing and adapted well to what the year had thrown at them. At the same time, they had worked around their own emotional needs, the school community and the emotional needs of their own families and she explained how proud she was of all of them. Governors recognised the hard work that had been going on and the difficulties faced by the pandemic for everyone at the School.

- (iii) Debbie Butcher was interviewing for the Kick Start programme and was considering employing an Assistant for ICT and PE and a TA. She explained that it was likely they would take on someone for the ICT role but she was unsure about the other two positions at present and only one candidate had applied for the PE role. Following Governor's queries, Debbie Butcher explained that this was government funded training. The Chair considered it to be an excellent scheme and explained how it was working in his school. Debbie Butcher added that it was likely that the scheme would begin in October and be supported by training from HEP.
- (iv) In response to a query, it was confirmed that there had been no resignations since half term.

(b) Mobility

26 pupils had joined the School since September 2020.
43 pupils had left since September 2020.

(c) Action Plans

Governors reviewed the action plans and were reminded about meeting with their subject leads and to read the relevant section of these plans to help them ask pertinent questions during their meetings.

(d) Phase Reports/Data

Governors reviewed the phase reports and Spring term data. The Headteacher explained that the Summer data was being analysed next week and would be ready for Governors in September.

(e) 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;
- one reported serious bullying incident;
- no significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- no exclusions.

8. STAFFING

(a) Staffing Structure for the next academic year.

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

REPORTED that Governors reviewed the Staffing Structure from September onwards and noted that it could be subject to review to take account of any new developments. Any significant changes would be the subject of consultation with staff and their representatives, as considered appropriate. The Headteacher explained that there was one Headteacher, one Deputy Headteacher and two Assistant Headteachers (reduced from three) in place. There might be a need for a SENCO role when the current SENCO retired but this could possibly be filled by an AHT. Although this was not an immediate problem, the Chair asked if they had anyone in mind for the role when the time came and Debbie Butcher confirmed she did but they would need to gain a SENCO qualification and shadow the current SENCO before she left. Following further discussion around TLR responsibilities, the Headteacher clarified that some roles could be eliminated if the budget became an issue. There were currently nine class teachers with TLRs and long term members of the SLT might need to become class based again. It was determined that the staffing structure was sustainable for the short term (2 years) at least.

RESOLVED to agree the Staffing Structure.

(b) Early Career Framework

REPORTED that Debbie Butcher explained that from September there would no longer be NQTs (Newly Qualified Teachers) and they would now be known as ECTs (Early Career Teachers) and a new early career framework was in place. This had been introduced in the hope to try and stop so many teachers leaving the profession in the early years of their careers. The new framework was in place for two years, rather than the previous one year and CPD would be offered. Assessment would be done

using Teacher Standards but there was only one opportunity to complete the induction with assessments at the end of Years 1 and 2. PPA time would be provided and additional time out of the classroom would be made available for training. A Mentor and Induction Tutor would be in place for all ECTs. They would be based in one class and supported by one teacher. Debbie Butcher explained that the changes were not very different to how the School had run the previous NQT programme as they had always offered additional support time over two years. It was recognised that the new system was a lot of work for teachers and concern over workload did not seem to have been taken into consideration but the School would be fully aware and monitor the situation carefully. In response to Governor's queries, it was explained that the AHTS would take the role of mentor and Induction Tutor. Debbie Butcher explained that the School had not been keen to take the training on offer from the local teaching hub, Wembley Tech and were pleased that HEP were being allowed to run this at SMAB.

NOTED that the Governor's newsletter, Summer 2, available to view on GovernorHub, contained detailed information on the Early Career Framework.

9. GOVERNOR REVIEW

REPORTED that the Chair explained that Governor action plans would help Governors to support the School and record how they were doing this. He had a template of a plan which was shared on screen. It showed ideas of what a plan should look like, activities and the success criteria. He explained it could also be rag rated. Governors discussed the timeline for producing these and the Chair agreed to send the draft action plan to Governors by 5th July so they could add their comments. This would form part of the School Improvement Plan but following further debate it was determined that discussion of this would fit well with agenda items in the September meeting and as such work on this should not be rushed and it could form a separate document linked to the SIP rather than having be included prior to the printing of the SIP by the end of term. It could be presented to staff so that they were fully aware of the commitments being made by the Governing Body.

RESOLVED that

- (a) the Chair send the draft action plan to all Governors.
- (b) the action plans be considered at the September Governing Body meeting.

ACTION: CHAIR/CLERK/GOVERNORS

10. CONGESTION AND POLLUTION - LOCAL AREA (ESPECIALLY GRENOBLE GARDENS)

REPORTED that the following the message received below by Bambos Charalambous from one of his constituents was considered.

I am a resident of this road and also attended this very school along with yourself. My son is slowly becoming unwell. One child has died from pollution related illness. The road has suffered for years and to allow more congestion and pollution to be displaced into this road is negligent. Can you please tell what you are doing to stop residents outside the LTNs from being poisoned with more pollution and congestion?

The Headteacher explained that she had contacted the LA regarding the Safer Streets scheme and spoken to Bambos Charalambous about it. The LA had explained that the Scheme was being re-opened and that due to the car crash that had occurred at the School recently there were high up on the list to be considered as participants. However, Debbie Butcher had then met with the LA and explained the issues around the entrances and exits to the School and the impact road closures would have on the local area bearing in mind the one-way systems that were in place. For this reason, it was not feasible to move ahead with the scheme in its current format as local residents would be severely inconvenienced and road blockages and traffic jams would be a major problem. However, the School would be interested in possibly installing cameras to slow traffic and to stop parking in unsuitable areas. Extra signage could also help and consideration could be given to the Walking Bus concept used by other schools.

RESOLVED that the issue be considered further in September.

ACTION: DEBBIE BUTCHER

11. **POLICIES**

RECEIVED the amended School Admissions Policy, a copy of which is included in the Minute Book.

REPORTED by the Headteacher that there had been a change to the policy and Looked after Children or children adopted abroad now had priority in terms of admissions.

RESOLVED to ratify the amended policy.

12. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

REPORTED that Mark Jones Parry had attended SIAMS training run by the LDBS. He had found this very useful and explained to Governors that the expectations of Governors' understanding in some areas had been raised. He considered that the production of a briefing document for Governors would be very valuable to help them be ready for an inspection. The Chair considered that Sally Moore would be very happy to deliver a training session on what they could expect during a SIAMS visit. The Headteacher reminded Governors a visit was due around September 2021. Governors considered that a meeting should be held with the clergy and any other Governors who knew they would be available, once a date for an inspection was agreed. A week's notice was usually given so this would give ample time for everyone involved to meet and prepare. Debbie Butcher informed Governors that SIAMS had a new Director and Deputy Director so they would want to make their mark but the criteria for who would be chosen for a visit and when was not clear. The Headteacher explained that Sally Moore would be presenting to staff on the Inset Day on 3rd September and she considered it would be valuable to Governors to attend. They agreed. Governors were also invited to attend the church service at St Michael at Bowes at 1.00 p.m. to mark the beginning of the new academic year.

RESOLVED that Governors attend SIAMS training and the service at St Michael at Bowes Church on 3rd September.

ACTION: ALL GOVERNORS

NOTED that Governor training could be booked via the School based booker, Izlem Balci
<https://www.enfieldpdonline.org.uk/cpd/portal.asp>

Governors were reminded to complete their training details on the Hub and the Chair showed everyone how to do this on screen.

13. **LA REFERRALS/POLICIES**

GDPR

RECEIVED the following policies which had been updated, copies of which were included in the Minute Book.

- Acceptable Use Policy;
- Bring your own device Policy;
- Freedom of Information Policy;
- Data Protection Policy;
- Privacy Notice;
- Cyber and Information Security Policy

RESOLVED to ratify the Model Policies.

14. **GOVERNORS BRIEFING**

NOTED the information in the Governors Newsletter, available on Governor Hub.

15. **DATES OF FUTURE MEETINGS**

RECEIVED the School Governor's Planner, 2021-22, a copy of which is included in the Minute Book.

REPORTED that there was one less meeting scheduled for next year as Debbie Butcher considered the contents of this could be included in the meetings either side of this. She explained that it had become apparent that many schools liked the way virtual meetings worked and was suggesting that this continue for some meetings, whilst at least one a term be held face to face. For next year it was suggested that the September, October (Governor Day), March, May (Governor Day tbc) and July be face to face with all other meetings continuing to be held via Zoom. Governors agreed with these proposals.

NOTED the meeting dates for the next academic year which were as follows. All meetings would commence at 4.30pm

9th September 2021

13th October 2021

11th November 2021

9th December 2021

12th January 2022

10th February 2022

17th March 2022

18 May 2022
13th July 2022

Red text = face to face meetings.

RESOLVED to agree the Planner

As this was the last meeting for Jean Jakobson, who had decided to step down from the Governing Body after twenty years, the Headteacher thanked her for all her dedication to the School and the hard work she had put in over the years.

The Chair in turn thanked Maria Jay for eighteen years as Headteacher and for all the hard work she had done to make SMAB so successful. Maria said it had been an honour and a privilege to do the job and thanked Governors for all their support over the years. She wished Debbie Butcher well in taking over from her.

A closing prayer was led by Mark Jones Parry.