

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



**12 January 2022**

**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	
	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 2		
Headteacher	Debbie Butcher		

**Also attending**

Bridget Lennon Deputy Headteacher)(Associate)  
Mary Gavriel – (Associate)  
Izlem Balci – SBM  
Julie Eyland - Bursar  
Mandy Newell - Minute and Advisory Clerk

\* Denotes absence

An opening prayer was led by Mark Jones Parry.

**1. APOLOGIES FOR ABSENCE**

**NOTED** the absence of Michelle Broomes and Fr. Engin.

**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 vacancies and that endeavours would continue to fill these vacancies

(b) Parent Governor

**REPORTED** that initially three parents had shown an interest in becoming a parent governor but one candidate had now dropped out. Two year 4 parents remained interested and had completed their resumes. These had been issued in last week's newsletter and would be included in the one being sent this week too. The election would open on Monday 17<sup>th</sup> January and close on Friday 21<sup>st</sup> January and parents would be able to vote for their chosen candidate virtually by using the link provided.

**RESOLVED** that the elected parent Governor be invited to the next Governing Body meeting and that the Headteacher send their details to the Clerk.

**ACTION: HEADTEACHER**

(c) DBS Checks

**NOTED** that the Governing Body must apply for a DBS certificate within 21 days of a Governor's appointment or election.

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

**RECEIVED** the minutes of the meeting held on 9<sup>th</sup> December 2021 which were agreed as a correct record and signed by the Chair on GovernorHub.

**NOTED** that there were no matters arising.

5. **BUDGET**

(a) Third Quarterly Return

**RECEIVED** the Third Quarterly Return, a copy of which is available to view on GovernorHub and in the Minute Book.

**REPORTED** that Julie Eyland guided Governors through the figures and the following matters were highlighted

- (i) the carry forward was £109,471. Julia Eyland explained that the LA allowed Schools to carry over 5% of their budget which in this case was £100,000. Any monies over this figure were liable to be clawed back by the LA;

- (ii)** Julie Eyland explained that they had carefully looked at any areas where savings could be made. Governors reviewed E25 – catering and discussed the fact that children were taking up the meal options again following Covid. It had to be assumed for budgetary purposes that numbers off due to Covid would not be significant between now and the end of March;
- (iii)** Governors looked at E27 – Bought in Professional Services, Curriculum. The budget for Agency TAs had risen from £98,212 to £120,532 and all this would probably need to be spent. In response to a query from Bambos Charalambous, Julie Eyland explained that the areas covered in E27 were for Agency TA’s PE Services, Sports for Schools and additional curriculum support, lunchtime supervision staff, school improvement services and the Haringey Education Partnership. Bridget Lennon asked if the agency supply figures included provision for those children with Educational Healthcare Plans and was informed that it did. Following further questions she explained how the income budget was apportioned across all of the headings in the quarterly returns;
- (iv)** Julie Eyland highlighted I18 - Additional Grant for Schools and explained that this had risen from £47,140 to £73,172 due to the additional Covid grant, Universal School meal grant and PE grant. To date the School had received £67,000 of this grant allocation;
- (v)** the pay award for support staff had to be backdated to April and Julie Eyland said she very much hoped the School would be able to carry forward the maximum amount allowed and avoid clawback. Bambos Charalambous asked if the other £9,000 could be used in this financial year and was informed that the School was trying to spend as much as possible before the end of March. The Headteacher explained that there were plans to erect a permanent canopy in the quiet area and the quotes received were around £9,000;
- (vi)** Governors discussed E19 -Learning Resources and it was explained that the School had spent £53,000 already but that the remainder had to be spent by the end of March. To this end staff were buying items for the next school year and stockpiling them. The Headteacher expressed her frustration about the fact they were unable to carry over monies into next year and Governors agreed;
- (vii)** I03 – High Needs top up funding was highlighted and Governors noted the increase from £19,289 to £50,804;
- (viii)** Julie Eyland informed Governors that the total revenue funds available for this year were £2,176,251 and to date they had spent £2,066,834. Governors discussed the fact that anything could happen between now and the end of March and very much hoped that there would not be any significant sickness. The Headteacher explained that a benefit of having so many staff on roll was that they were able to manage staff absence better than other schools. The falling roll meant that some classes could be combined if it became necessary. Julie Eyland informed Governors that although there were concerns around

the budget for next year, the School was in a fortunate position compared to others who had predicted deficit budgets by the end of quarter 3. Mark Jones Parry asked if this was due to falling pupil numbers and was informed it was and that unfortunately this would be a problem for SMAB next year. She also explained that to meet the likely teacher pay increases schools would need to receive grants in order to fund these.

**RESOLVED** to agree the third quarterly return.

Governors thanked Julie Eyland for her work on the budget and she left the meeting.

(c) Expenditure:

**REPORTED** that

- the Headteacher had purchased nine desktop machines for the offices and SLT and the cost of these had been over the Headteacher's Delegated Limit. The expenditure was £16,268.36;
- there had been no urgent expenditure previously approved via Chair's action;
- there were no Waiver of Contract Procedure Rules (prepared in exceptional circumstances only) to consider.
- there were no proposed virements;

(d) Financial Benchmarking data

**REPORTED** that the SBM showed Governors the financial benchmarking website and explained how this could be used to benchmark SMAB against other similar schools in a variety of different areas, and was not dissimilar to the work done for the Schools Financial Values Standard (SFVS) each year. The data was not current however, and was currently provided for the 2020/21 financial year. She also explained that Junior Schools were not that common so it was quite difficult to find suitable comparisons. The SBM explained in detail how the expenditure was judged and the fact that LFR codes could influence this. She added that if a very big difference was noted in any area contact could be made with the other School to discuss it. Governors were encouraged to look in more detail at website.

6. **SERVICE LEVEL AGREEMENTS (SLAs)**

**REPORTED** by the SBM that

- (a) she had not yet received any information on SLAs for next year and once she had a spreadsheet would be produced containing this year's spend and quotes for next year;
- (b) three quotes had been received for the cleaning contract from April 2022. The SBM was currently liaising with these companies and arranging for the site manager to take them round the school and explain the requirements of the job. The SBM was speaking to the Headteacher about the quotes and Governors would be informed in due course.

**RESOLVED** that the SLAs be an agenda item in March.

**ACTION: SBM/CLERK**

Governors thanked the SBM for her hard work and she left the meeting.

7. **REPORT OF THE HEADTEACHER**

**RECEIVED** a verbal report from the Headteacher, Ms Debbie Butcher and an Inclusion Report, a copy of which is available to view in the Minute Book and on GovernorHub.

**REPORTED** that

- (a) there had not been a great deal of time spent at School since the last meeting in December due to the Christmas holidays but the Headteacher reminded Governors that since September attendance had been on average 94.7% which was brilliant when compared to the national figure of around 87-88%. Persistent absence was low at 6.89% which was excellent and this was around the normal figure and not affected by Covid;
- (b) a data checkpoint had been held with teachers and those children needing intense support had been identified. School based tutoring was due to commence next week offering one hour a week for 15 weeks for reading and maths. Following Governors' queries the Headteacher explained that writing tutoring once a week was not as effective and reading would support the improvement of writing moving forward. Other measures would also be put in place to help children with their writing skills;
- (c) the Teaching and Learning Assistant Headteacher had produced a report on teaching and learning and this would be uploaded to GovernorHub for Governors to read at their leisure.

**RESOLVED** that the Headteacher upload the Teaching and Learning Report to GovernorHub.

**ACTION: HEADTEACHER**

- (d) a Pupil Premium (PP) lead teacher was now in place but was not class based. They had conducted observations on all PP children and spoken to teachers about the provision for these pupils. They were working closely with PP pupils with additional needs. This area had its own budget and enrichment for all pupils was being put in place, such as taking some PP children to a local bookshop and purchasing a book with them;
- (e) Governors were delighted with the work being done around reading and PP and the Headteacher explained that they had identified the lowest 20% of readers across the School who had all been allocated an adult to read with them every day on a 1:1 basis. All adults in the School had been allocated at least one pupil and progress of the

- children would be monitored carefully to ensure they were helped to learn to read for pleasure and develop a love of reading if this was not already the case;
- (f) small group teaching was in place across year 6 to help build on English and maths knowledge;
  - (g) baseline data was now secure and had been moderated across all year groups. The data had demonstrated a loss of progress for a significant number of children at all levels but there were some success stories too and some children had benefitted from the home learning experience;
  - (h) work was continuing with the teaching walkthrus.
  - (i) Bridget Lennon guided Governors through the Inclusion Report in detail. She explained that the proportion of whole school population which had special educational needs or disabilities (SEND) was 41 (14%). The proportion of whole school population which had an education, health and care plan (EHCP) was 10 (3%) and there was one pending decision from Barnet LA which was expected around 20 January. Governors noted the figures for those children with communication and interaction, cognition and learning social, emotional and mental health difficulties and sensory and/or physical needs and were informed that some children might have more than one of these needs;
  - (j) Bridget Lennon explained the process of identifying pupils with SEND and the nature of the interventions in place. Governors reviewed the targeted intervention analysis (EHCP) for Autumn 2 2021 and the figures for the impact of these that had been successful in enabling pupils with SEND/new to English/PP to progress. They were guided through the attainment for these pupils compared to those without;
  - (k) the School were targeting support for SEND/new to English/PP by using
    - Quality first teaching;
    - Differentiation/Scaffolding activities;
    - Targeted Interventions;
    - WAVE one, two and three;
    - Teaching;
    - Targeted Intervention Programmes;
    - Outside agencies.
  - (l) staff had received on line training on
    - FGM;
    - Mental, emotional, and wellbeing;
    - Autism;
    - Annual child protection refresher;
    - Asthma and anaphylaxis;
    - Understanding autism;
    - In house training on a wide range of targeted interventions(TAs)
    - Approach refresher training was booked for the Spring for the Inclusion Manager, Learning Mentor and TA responsible for lunchtime provision;

- (m) work was being conducted with a number of external specialist support services such as the Educational Psychologist, CAMHS, Parent Support Services, Physiotherapist, Occupational Psychologist, Social Care, Speech & Language Therapist, Education Welfare Officer, Visually Impaired Services (Joseph Clarke) and GOSH;
- (n) progress had been made by SEND pupils and was demonstrated by the fact that there had been a reduction in playground incidents with zero children attending Thinking Club, feedback from staff stated that there was an improved attitude to learning in class and conflict resolution between/with children had allowed them to resolve issues between themselves . A Little Bit of Me box had proved to be effective and there was good communication between Tottenhall Infant and SMAB through the use of the Worry Box. New to English children had returned to their classrooms as they were able to access the curriculum. In response to a query from Mark Jones Parry regarding the Thinking Club, the Headteacher explained that this was no longer in place and whilst it had served a purpose she now wanted to have measures in place to help children to reflect and be offered support. She agreed strongly that the measure should not be a negative experience for a child and that it should not be seen as a disciplinary measure.
- (o) Governors reviewed the whole school intervention provision map and the Chair commented that he understood that the five minute box was only used for maths. Bridget Lennon confirmed it could also be used for English
- (p) the Senco was due to book an appointment with the SEND Governor (Lawrence De Souza) in the Spring Term and Daniella Atamnia offered her help if required.

## 8. **ENGAGEMENT WITH STAKEHOLDERS**

**NOTED** that this would be discussed at the March meeting.

## 9. **HEALTH AND SAFETY**

**NOTED** there were no urgent health and safety issues to consider.

## 10. **PREMISES WORK PLAN**

**REPORTED** that

- (a) the hot tap that provided boiling water in the staff room had broken as too many chemicals had been used to clean it. This had now been replaced and the site manager made responsible for its maintenance;
- (b) the radiator in a year 3 classroom had leaked. This had now been removed and the pipes capped. Quotes had been obtained from Reams for a replacement;
- (c) faults with the year 4 girls' toilets had been rectified;
- (d) some repainting was required in various areas around the School. A decorator had been booked to paint the stairways in the Summer and to repoint the Site Manager's house;

- (e) the sensory room was nearly complete and Governors were invited to view it when they came to the next face to face meeting in March. The room would be a very valuable asset for both staff and children. Bridget Lennon explained that a parent had very kindly donated £300 to the project as she was keen for it to be finished as soon as possible. She had been thanked but the Chair considered the Governors should also thank her and that some flowers should be sent on their behalf.

**RESOLVED** that flowers be sent on behalf of the Governors to thank the parent for her £300 contribution to the sensory room

**ACTION: HEADTEACHER**

**11. HEADTEACHER RECRUITMENT**

**REPORTED** that an advert had been placed and potential candidates had been invited to visit the School this week. To date only one had visited. The closing date for applications was the 24 January with shortlisting due to take place on 27 January. Interview invitations would be sent out on 31<sup>st</sup> January and interviews would be held on 7 February.

**12. POLICIES**

**RECEIVED** the following policies

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

**RESOLVED** to ratify the above policies upload them to the School website.

**ACTION: HEADTEACHER**

**13. TRAINING/ GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

**REPORTED** that the Headteacher had attended a Change of Management and Restructuring Course yesterday which she had found very useful.

**RESOLVED** that the Headteacher feedback more detail to the Chair on this course outside of the meeting.

**ACTION: HEADTEACHER**

**NOTED** that there was an introduction to finance session on the 2 Feb 2022 4pm-5pm.14.

**14. LA REFERRALS/POLICIES**

- (a) Appraisal Policy

**NOTED** that the LA had produced a model Appraisal Policy version 2021.



**RESOLVED** to ratify the model Appraisal Policy.

(b) Pay Policy

**NOTED** that the LA had produced a model Pay Policy version 2021.

**RESOLVED** to ratify the model Pay Policy.

(c) Governors' Conference

**NOTED** that the Governors' Conference would be held on Saturday 26th March 2022 9am- 12 noon at Highlands School, 148 Worlds End Lane, London N21 1QQ. This would be subject to any Covid Regulations.

(b) Climate Change

**NOTED** the Enfield Climate Action Network

**NOTED** the NGA environmental sustainability document.

<https://www.nga.org.uk/Knowledge-Centre/Vision-ethos-and-strategic-direction/Environmental-sustainability-a-whole-school-approa.aspx>

**RESOLVED** that Governors would consider this matter in more detail at the Governor Away Day in May.

**ACTION: HEADTEACHER/GOVERNORS**

15. **DATES OF FUTURE MEETINGS**

**NOTED** the dates of future meetings as

10<sup>th</sup> February 2022

17<sup>th</sup> March 2022

18 May 2022

13<sup>th</sup> July 2022

Red text = face to face meetings.

16. **ITEMS TO REMAIN CONFIDENTIAL**

**RESOLVED** that no items needed to be dealt with on a confidential basis.

A Closing prayer was led by Mark Jones Parry.