

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



13 October 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	
	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)
Julie Eyland (Agenda items 1-8 only)
Izlem Balci -SBM (Agenda items 1-9 only)
Mandy Newell - Minute and Advisory Clerk

* Denotes absence

An opening prayer was led by Mark Jones Parry.

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Michelle Broomes.

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. **ELECTION OF VICE CHAIR**

NOTED that Governors discussed the vacancy for a vice Chair of Governors.

RESOLVED that the potential new Foundation Governor or possibly a new Parent Governor might make a suitable candidate for Vice Chair and thus if no other Governor wished to take on the role at present this could be reviewed at a later date.

4. **MEMBERSHIP AND CONSTITUTION**

(a) Foundation Governor

REPORTED that the potential Foundation Governor discussed at the last meeting had returned from her travels earlier than planned and as such the Headteacher would be contacting her shortly to ascertain her interest in joining the Governing Body.

RESOLVED that the Headteacher contact the potential candidate.

ACTION: HEADTEACHER

(b) Parent Governor

NOTED that a Parent Governor election would be held after half term.

(c) DBS Checks

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

5. **GOVERNANCE ARRANGEMENTS**

Governance Annual Statement

NOTED that this had not yet been completed

RESOLVED to defer this item to the next meeting.

ACTION: CHAIR/CLERK

6. **COMMITTEE COMPOSITION AND ORGANISATION**

RESOLVED to agree the Organisational Arrangements document and upload to GovernorHub.

ACTION : CLERK

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

RECEIVED the minutes from the meeting held on 9th September 2021 which were agreed as a correct record. There were no matters arising.

8. **BUDGET**

(a) Second Quarterly Return.

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

REPORTED that

- (i) the carry forward was 5% of the budget. This or £100,000 was the maximum allowed;
- (ii) the falling roll was a major concern with numbers being down this year to 293, thirty less than at the last census. The Headteacher emphasised the struggle the school would face financially over the next three years unless they had an influx of pupils. Following Governors' questions it was clarified that numbers were lower than ideal at Tottenham too. The Headteacher explained that the low numbers were due to a number of factors including families moving out of London during the pandemic and families moving home after Brexit. She hoped that they might have some Afghan refugees move into the area and considered that the School would be an excellent environment for them to start their new lives in the UK. Governors discussed pupil numbers in depth and Mark Jones Parry considered the worst possible scenario would be that the School had to become a two form entry for a year. The Headteacher pointed out this did not affect the number of staff that would be needed and Governors hoped very much that this did not have to happen;
- (iii) staff also got more expensive and as the School was such a good place to work were not leaving which, whilst being great for the School, was not good for the budget. The Headteacher explained how staff had been nurtured to become part of the desired culture of the School but they were developing Middle Leaders to become Senior Leaders and doing all they could to help them with professional development but if they remained happy at the School they could not be forced to move on. She also informed Governors about two trainees who were excellent and who she would love to employ at the end of the year if the budget allowed but it had to be recognised it might not be possible;
- (iv) energy costs were a concern bearing in mind the current situation at present across the country. Governors considered they needed every penny in the budget and would like to spend this on staff but recognised the system meant they might have to spend it in other ways to ensure they did not go over the carry over limit.

- (v) Julie Eyland assured Governors that the budget was currently fine but it was very difficult to plan a three year budget in the current circumstances;
- (vi) the Headteacher informed Governors that she would be forwarding ideas for a future staffing structure in December;

Expenditure:

REPORTED that

- there were no potential purchases over the Headteacher's Delegated Limit;
- there was 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.

(b) Scheme of Financial Delegation

RECEIVED the Scheme of Financial Delegation, a copy of which is included in the Minute Book.

NOTED there were no changes apart from the names of the Headteacher and Deputy Headteacher. Bambos Charalambous pointed out that it should include remuneration by BACS as well as by cheque. It was also pointed out that it needed to be clear that the Governing Body monitored the budget quarterly.

RESOLVED to ratify the Scheme of Financial Delegation once the above had been added into the document.

ACTION: SBM

(c) Financial Audit

RECEIVED the financial audit, a copy of which is in the minute book.

REPORTED that

- (i) the SBM reiterated the problems faced with receiving the report as discussed at the last meeting. The Head of Audit had phoned the School to apologise for the problems at the end of term and for the fact there had been a delay in the School receiving it. Maria Jay and the SBM had finally been able to discuss it in August but a response to their comments was not obtained until the end of September despite the SBM chasing via email;
- (ii) the SBM explained that there had been a few areas that had needed to be actioned;
- (iii) the date on the Data Protection Policy was wrong but Governors had approved the most recent policy in July. The SBM had proved this to Audit and the

website had now been updated. There was no Accessibility Statement on the website but a plan was in place. This had never been picked up before so was useful to know. There were many areas around the website that audit could pick up on and they went straight there to look for policies rather than ask for them when they visited the School. A website development meeting was being held tomorrow to ensure compliance. Following a query, the SBM explained that a website audit was expensive, around £1,000 and assured Governors that the Accessibility Statement would be up by the end of term and internal audit informed it had been done. All documents on the website were being checked to ensure they were up to date;

- (iv) an issue arose over an IR35. The SBM explained that if a cheque or BACS transfer was sent to a company this tax query had to be raised. The grounds maintenance was undertaken by a company and the School paid them but the company was in fact only one person so there was a requirement to do an IR35 assessment which the School had not realised;
- (v) starter and leaver procedures had been picked up on and there had been an issue over a staff member with a double barrelled name who at one point had only been referred to by part of that name;
- (vi) there had been an issue raised over staff reimbursement. Staff had used a credit card and claimed back their expenses which they were not supposed to do and should have in fact only used cash or debit card. This would be made clear in the budget guidance and all staff would have to sign to say they had read it in the future. Mark Jones Parry was concerned that staff might be left out of pocket by doing this and was assured that usually staff were encouraged to order through the School but for some items this was not always possible but BACS payments were made weekly once the SBM received any receipts and if necessary a cheque would be issued. Mary Gavriel considered the system worked well;
- (vii) the SBM was pleased to inform Governors that Audit had given reasonable assurance and they had no critical or high risk areas. There were two medium risk areas around the policies and the IR35 and the credit card and starters and leavers process was deemed to be low risk. Overall the audit had gone well. By the end of this term all areas highlighted would be actioned and addressed.

9. THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS) 2021-2022

RECEIVED the Schools Financial Value Standard, a copy of which is included in the Minute Book

REPORTED that the yellow and red areas indicated the reduction in pupils from 321 last year to 293. Izlem Balci explained that the School could actually accommodate 360 pupils. The areas in Section D were highlighted as the ratio of adults to children had increased. Section B showed that teaching staff had more experience and thus expenditure was high. Izlem Balci explained that they were a junior school but were benchmarked against primaries as there was only one other junior school in the Borough where a comparison could be made. She

explained the tabs on the SFVS and how it populated automatically. One section had not been changed at all so this had not been printed out for Governors to review. They were assured it had been audited and checked.

RESOLVED to ratify the SFVS.

Governors thanked the SBM for all her hard work

10. **HEADTEACHER UPDATE**

RECEIVED a verbal update from the Headteacher, Ms Debbie Butcher.

REPORTED that

- (a) it had been confirmed that the SIAMS inspection would take place this academic year but there were no details as to exactly when. Everyone was preparing for the visit;
- (b) staff training had been held on Collective Worship and RE;
- (c) Sally Moore from the LDBS had been into School to help rewrite the SIAMS SEF as the bar had been raised for everyone including Governors in terms of their knowledge and understanding. The School still had a core for excellence but it had to be recognised that it could be hard to keep this although everyone would do all they could to try and retain it. A document would be made available for Governors to help them during an inspection;
- (d) baseline testing had been undertaken for all groups and the data was due at the end of this week. The Headteacher would be working with the Assessment Lead to analyse this data and obtain a solid baseline for all. Relevant interventions and support would then be put in place. The Headteacher explained that it was not possible to rely on in year data obtained during Covid;
- (e) Beatrix Simpson, the new LA School Improvement Advisor, had visited the School for the half day visit that was required if you were a Good School. She had been very supportive and was an ex Headteacher. She had agreed with the SEF and that the Ofsted judgments were correct. The Headteacher explained that as Maria Jay had left she had changed the Leadership and Management to Good rather than Outstanding even though she considered there was an excellent team in place, they had to prove themselves moving forward;
- (f) pupil progress meetings had been held with year group except year 6 which would be happening tomorrow;
- (g) a new full time TA was in place in Year 3 to support a child with an Educational Health Care Plan (EHCP) and new TA was helping a child with an EHCP in Year 5 but this could be short term as the child might not remain at the School. A TA in year 6 would be retiring at half term after around 17 years at the School and would sorely missed. She would need an exit interview and the Headteacher asked that a Governor help conduct this. The Chair agreed he could do this via Zoom

RESOLVED that the Chair assist with an exit interview via Zoom

ACTION: CHAIR

- (h) a year 3 child with an EHCP had moved from one class to another to receive different support in a calmer environment;
- (i) successful meet the teacher sessions and a secondary transfer meeting for year 6 had been held in the hall. The Headteacher said how good it had been to see people in person but due to Covid in the School they were now back to holding meetings on line. There had been seven cases, six in one year 3 class. The agreed plan was to trigger action after five cases but additional measures had been taken after three were confirmed. The class was undertaking remote learning for 10 days to break the chain of infection in the one class. Parents had been supportive in terms of testing etc and the class was due back next week. Bridget Lennon explained that the TA had conducted remote learning interventions and children with EHCPs had received additional support on line. Three Free School Meal children had been offered food packages and one had taken this up. A class teacher in Year 4 had Covid but was not seriously ill and was due back next week as long as he felt well enough. Parent consultations were now all virtual with the hope that face to face meetings could be reinstated later in the academic year;
- (j) a year 3 transition meeting had been held but this was difficult as due to Covid they could not do all they would have liked. Despite this Mary Gavriel said there had been positive feedback;
- (k) an Eco team was now in place;

NOTED that the Chair thanked the staff and Headteacher for all their hard work and efforts managing the current challenges. Fr Engin agreed and asked that staff contact Governors if they felt they could be of assistance to them. The Headteacher thanked them for their support.

11. **SCHOOL IMPROVEMENT PLAN 2020-21**

RECEIVED the School Improvement Plan, a copy of which is included in the Minute Book.

NOTED the contents.

RESOLVED to agree the School Improvement Plan.

12. **PUPIL ACHIEVEMENT**

RECEIVED the Achievement Report, a copy of which is included in the Minute Book

RESOLVED that the targets be agreed at the next meeting.

ACTION: CLERK

13. **SKILLS AUDIT**

RESOLVED that Governors complete the skills audit available on GovernorHub as discussed at the Governors' Day held prior to this meeting. They should then upload it to the Hub. The analysis would be completed by a LDBS representative and relevant support and training put in place.

14. **POLICIES**

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

- Menopause support policy;
- Behaviour Policy

RESOLVED to review and agree at next meeting.

ACTION: CLERK

15. **GOVERNOR TRAINING**

NOTED that all training sessions were listed in the Governor Training Brochure 2021-22, available on Governor Hub.

Please book Governor training via your School based booker, Izlem Balci

<https://traded.enfield.gov.uk/professionallearning>.

16. **DATES OF FUTURE MEETINGS**

NOTED the dates meetings for the next academic year as

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.

17. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items be regarded as confidential

A closing prayer was led by Mark Jones Parry.