

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



‘An inclusive Christian community building on firm foundations for successful lives’
‘You will enjoy what you work for and you will be blessed with good things’ Psalm 128:2

We are committed, as a governing Body, to driving forward the distinctively Christian vision of our school. Through this we aim, in line with the LDBS 2030 vision for schools, for our school to be:

- A place where all can flourish
- A place which enables transformational futures
- A place which is deeply Christian, committed to serving the common good with the invitation of Jesus to ‘live life in all its fullness’ at their heart (John 10:10)

18 MAY 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
	Camille Anderson	14.1.2022	13.1. 2026
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

Mary Gavriel – (Associate)
Izlem Balci – SBM
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 Bambos Charalambous and Bridget Lennon.

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

REPORTED that the Headteacher informed Governors that the potential Foundation Governor was no longer interested in joining the Governing Body as she was leaving education altogether. The Headteacher had sourced a number of websites where she could advertise the vacancies and she had a couple of people who were looking out for anyone suitable.

NOTED the vacancies.

(b) DBS Checks

NOTED that the Governing Body must apply for a DBS certificate within 21 days of a Governor's appointment or election. All Governors' DBS were up to date.

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

RECEIVED the minutes of the meeting on 17th March 2022 which were agreed as a correct record and signed by the Chair on GovernorHub There were no matters arising.

5. **BUDGET**

(a) Out turn budget

RECEIVED the out-turn budget and carry forward for 22/23, a copy of which is included in the Minute Book and on GovernorHub.

REPORTED that SBM explained that the carry forward was £117,533 which was above the 5% allowable by the LA. The LA had written to the School to say they could keep the monies over the 5% but they had now asked for further information as to how this would be spent and the projects planned by the School. The SBM was putting some

information together for them. A further update would be given to Governors in the July meeting. There was an £8,000 difference from the prediction at the end of Quarter 3 and Governors were assured the School had a number of ways in which they wanted to spend the money.

RESOLVED to agree the out-turn budget.

(b) Budget for 2022/23.

RECEIVED the budget for 2022/23 a copy of which is included in the Minute Book and on GovernorHub.

REPORTED that

- (i) 3% had been allocated towards the pay award for teachers and support staff as had been advised by the School's Personnel Service, but amount had not yet been agreed;
- (ii) the supplementary grant had been added to I18 – Additional Grants for Schools and was 114% more than last year;
- (iii) there had been no confirmation as to whether the PE Grant would be received this year but it was hoped that it would;
- (iv) E16 – Energy was considered carefully. The Budget had been increased by 80% to allow for the expected increases in gas and electricity prices. The prices were capped until the end of September as the School bought into the LA provision but after October it was unclear what the situation would be;
- (v) I09 – Catering was reviewed. This budget was being monitored constantly. The figures were based on the current uptake but this would be monitored when the new intake arrived in September;
- (vi) the contingency fund showed a figure of £51,000 but the SBM explained that in reality this was £46,000 as the School had to return half of the tutoring grant (£5,000) as they had not used it all. The SBM explained that whilst the School was lucky to have this contingency, it was the lowest it had ever been;
- (vii) the SBM explained that staffing costs made up the majority of the budget and could change if any further resignations were received before the end of May. There would be a further update at the July meeting. In response to a query from Mark Jones Parry, the SBM confirmed that the grant was earmarked for staffing costs;
- (viii) Governors discussed rising inflation and the fact that products such as cleaning supplies now cost around £400 more for the same items as this time last year. Paper costs had doubled. The Headteacher assured Governors that the budget costings had been spread across all areas to allow for increases and that a large purchase of resource materials had been made to avoid any further carry over monies;
- (ix) the SBM had attended a Business Managers meeting at the Haringey Education Partnership (HEP). HEP planned to undertake a survey to establish what individual schools spent in particular area to see if more savings could be made by joint purchasing around some areas;
- (x) The SBM highlighted O.P and Q on page 2 and she pointed out the importance of having a carry forward but she added that the buffer for this was shrinking each year;

- (xi) In response to a query from Fr. Engin, the SBM confirmed that Education Support Staff were TA's. It was explained that at present the School had agency TAs who worked with children with Educational Health Care Plans (EHCPs) until they left the School. It was difficult to predict the what the position would be in three years' time. Agency TAs were not included in the budget for the next 2-3 years as the School did not know what its needs might be;
- (xii) Fr Engin asked about E12 – Building Maintenance and Improvement and the fact there was a £10,000 saving in 2023/24. The SBM explained that the School had made an insurance claim last year so this accounted for the variance. The claim was around £19,000 to cover the repair costs when a car crashed into the fence. The insurers would have paid back the money but it came out of the building budget. There was also a cost for the canopy of around £9,500 last year. Less expenditure on building maintenance in the next few years was expected;
- (xiii) the budget assumed a three form entry.

NOTED that Governors thanked the SBM for all her hard work on the budget.

RESOLVED to agree the 2022/23 budget and the three year budget plan.

(c) Expenditure:

REPORTED that

- there had been 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;

(d) School Business Card

REPORTED that the school business card still had Maria Jay's details on. The SBM was speaking to the bank to change these to Debbie Butcher's details. She asked Governors to formally approve this change.

RESOLVED that the SBM arrange for Maria Jay's details on the business card to be replaced with those of Debbie Butcher.

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

REPORTED that Governors were reminded that the SLAs had been discussed at the last meeting but there were two items outstanding. The electrical maintenance LA remained the same at £2,964 and the core services from the LBDS had reduced to £3,419.

RESOLVED to agree the final SLA's and contracts for 2022/23

6. REPORT OF THE HEADTEACHER

RECEIVED a verbal report from the Headteacher.

REPORTED that

- (a) from September 2022 the School would run a five full days School week. Parents had been informed. Staff had not yet been consulted about the internal timings of the School Day. School hours would be from 8.15am-3.20pm each day. These had been slightly adjusted from the time before when the School ran five full days to help with drop off and pick up for parents with children at Tottenhall. In response to a query from Mary Gavriel it was confirmed that the after school club timings would remain the same. Breakfast club would also run at the same time as it did presently;
- (b) a new substantive Deputy Headteacher had been appointed last Tuesday. Governors congratulated Cory Cook on his appointment. The Chair explained that he and representatives from the LA and LDBS had interviewed the two candidates who had been asked to undertake a number of tasks during the course of the day. Both had done very well but in the end it was felt that Cory Cook was the most suitable candidate for the role;
- (c) Staffing – the Year 5 and RE lead had resigned as she had been promoted to an AHT position at Prince of Wales School. The Headteacher said this was well deserved but she was very sorry to be losing her. A replacement would be needed as a SIAMS inspection was imminent but it was still not clear when and the Headteacher had received interest from one candidate who would fit the roll well.. In the meantime the Headteacher would take the lead on RE and conduct a handover to the new lead slowly and steadily. The deadline for any further resignations was 31 May. There was one internal vacancy for an Achievement Lead and the Headteacher planned to advertise this after half term. The Headteacher estimated there could potentially be three leavers. Two potential vacancies could be filled internally and if a leadership position became vacant she would look outside of the School to fill this. One teacher would be going on maternity leave but cover would not be needed due to the planned move from three to two classes in her year group;
- (d) in response to Governor’s questions, the Headteacher stated much as they hoped to have three classes in Year 3 realistically this would not be possible. Parents would be informed at the end of June and decisions made as to how to split the classes. It was planned to run a reception model and in many areas children would still be working together and children would be able to still be with their friends for certain lessons;
- (e) Governors were invited to attend a SIAMS briefing either on 14 June from 12-1pm or on 20 October from 1pm-2pm. Both these would be on Zoom and could be booked via the SBM. Governors were encouraged to attend on 14 June as an inspection could well have taken place by October;
- (f) a peer review had taken place on 28 April and a focus had been on the provision for the bottom 20% in reading. The experience had been a positive one as had the outcomes which were deemed to be fair. Valuable links had been made with other

- primaries and the support across schools was excellent. The Headteacher would be leading a peer review at Garfield and Cory Cook had represented her at a recent peer review at De Bohun. The reviews were also excellent professional development for the SLT. It was a busy term in respect of undertaking reviews as some had needed to be rearranged from the Spring term;
- (g) there had been one positive Covid case since Easter but the School had virtually returned to its normal way of running now;
 - (h) some building works had taken place. A ramp to the house had been redone to enable disabled access and the final works to this had been completed last Friday. The top gate and fencing area now had privacy screening in light of some concerns that had been raised about people looking in to the playground. Nothing of note could be proved but parents were happy that the screening was now in place. The Headteacher said it also meant that parents had to come into the School now for pick-up which was good for the school community. The damaged Astroturf had now been repaired;
 - (i) SATS week had gone well for all concerned. A SATS security check had been undertaken by a representative from the LA which the Headteacher was pleased about. Governors agreed it was reassuring to have confirmation that staff were doing everything correctly;
 - (j) the School had been selected for a KS2 writing moderation. 25% of schools in the LA would be part of this and the Headteacher was not surprised SMAB had been selected, bearing in mind she was a new Headteacher.

7. SCHOOL IMPROVEMENT PLAN

NOTED that the School strategy to inform the SIP priorities had not been discussed at the Away Day due to time constraints so the Headteacher guided Governors through these in this meeting. The priorities were based on the Ofsted headings and the following was highlighted.

- (a) Quality of Education
 - (i) Writing was coming up across the School as a concern following Covid-19. This was a nationwide issue as it had been very difficult to teach writing during the pandemic. Maths had been easier to teach virtually and the School had been able to use accelerated reader to help children get up to date with their reading since their return to School. Children also had 1:1 daily reading and as such this and maths were not a SIP priority but writing was;
 - (ii) a priority was to look at how the curriculum met the needs of the learners. A review of SEND from the Government was imminent so there was a need to ensure that every level of need was scaffolded and supported to enable each child to be able to access the right curriculum for them. There were three key ethnic groups where children were underachieving, Greek, Turkish and Black African and work was needed with these children to look at how the

curriculum met their needs and to work out how progress could be made. Following queries from Michelle Broomes around the underachieving groups, the Headteacher explained that there were in general more issues around reading and writing rather than maths but overall the issues were across the board. Following further queries, the Headteacher said she would not have expected black African children to under achieve. In the past it had been Turkish and black Caribbean. Mark Jones Parry asked about sample sizes and was informed that they were much larger than the five required to make the results significant. The Headteacher pointed out the changes to the intake in the School over the years which had affected the achievement levels as different ethnic groups achieved in different ways. Moving forward there was a need to ensure families were involved in helping their children and to help them understand the importance of good achievement. In response to further queries, the Headteacher said they did not have an Turkish staff any more but she planned to try and engage the help of some Turkish parents to assist with the running of workshops. The School did have black African children with ECHPs and this could sometimes skew the data;

(b) Behaviour

It was a priority to embed the behaviour policy and systems. This was being reviewed with staff and children and there was a need for consistency across the School;

(c) Personal Development

Attendance was a priority and an emphasis for the new Secretary of State for Education. The School did have some persistent absentees but not as high as many other Schools. Some children had some ad hoc attendance issues. At the moment attendance was 94.9%, well above the national average but below the average of 96% prior to Covid. The Headteacher stated they wanted to ensure the system was tightened to help improve attendance. Fr Engin asked if the reasons for persistent absences were known and the Headteacher confirmed they were. She explained that the Attendance Officer kept meticulous records to ensure that the right measures were put in place. The Educational Welfare Officer (EWO) came into School regularly but she could not do anything until a child had been absent for ten consecutive days and that was not necessarily the issue at SMAB. Letters were sent home and meetings held where possible. The Headteacher was attending a Dfe Webinar on attendance tomorrow and would put together an action plan for the School based on the advice given in the webinar. Camille Anderson asked about sustainability and the Headteacher considered this could be included in this section. The Chair agreed.

(d) Leadership and Management

Priorities were to put succession planning in place and to offer induction and support to the new DHT and Achievement Leaders. There was a need to develop all staff as leaders of SEND and to look at the academisation agenda to ensure the School could obtain what it wanted.

8. POLICIES

RECEIVED the following policies, copies of which are included in the Minute Book and available to view on GovernorHub.

- Charging and Remissions Policy;
- Lettings (including Lettings Charges)

REPORTED that

- (a) Governors reviewed the highlighted areas in the Charging and Remissions Policy and noted the changes to the music tuition and classroom materials sections;
- (b) Friday club would now not take place due to changes in the School day;
- (c) Governors were happy with the late collection charges if a parent was over 15 minutes after the pick-up time. Following discussion the Headteacher confirmed that parents who were persistently late would be advised to register their children in the After School Club;
- (d) the Lettings Policy remained the same as before.

NOTED that the Home School Agreement did not need to be discussed at this time. A Parent Pledge was due. This in essence meant that the School would promise to help a child if a parent had a problem about their attainment levels.

RESOLVED to ratify the above policies subject to the amendments in the Charging and Lettings Policy being amended by the Headteacher.

ACTION:HEADTEACHER

9. TRAINING/ GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

NOTED that Governor training could be booked via the School based booker, Izlem Balci.

Please access all latest sessions on <https://traded.enfield.gov.uk/thehub/professional-learning-portal>

Sat 21 May 2022 9am-12noon Highlands School Governors' Conference

Thu 26 May 2022 6.30pm-8pm Civic Centre Health and Safety for Schools

Tues 07 June 2022 6pm-7pm On-line Improving the Education outcomes of Children in Need

Mon 13 June 2022 6-7pm On-line Effective Chairing-Part 2

Wed 15 June 2022 1pm-2pm On-line Prevent Training

Mon 20 June 2022 6.30pm-8.00pm On-line Exclusions Part 1

Tues 28 June 2022 7-9pm tbc Member Governor Forum

Thu 29 June 2022 6.30-7.30pm On-line GDPR

Mon 4 July 2022 6.30pm-8.00pm On-line Complaint Panels for Clerks and Governors.

10. **LOCAL AUTHORITY REFERRALS**

Financial Management Briefing

NOTED the issues highlighted in the Governors Newsletter.

11. **ANY OTHER BUSINESS**

Governor Visit

REPORTED that Daniella Atamnia had come into School today in her role as Governor of the Month. She had visited a maths class and been impressed with what she saw but noted that the teacher needed more face to face contact with the parents. The Chair suggested parent workshops could be set up for maths and the Headteacher agreed this would be valuable. Freckle Maths had also been budgeted for this year and Kate McDonald Boyle explained how much the children enjoyed this and how it could be adapted to each child. The Headteacher also considered that videos could be uploaded to the Utube channel showing methods and scaffolding which would be easy for parents to follow and help them to assist their child at home. The Chair determined this was an excellent idea and would also help to build up a skills share bank for new teachers, The Headteacher informed Governors that Chrome Books would now be available for Year 3 as well as Years 4 and 5. Following discussion Kate McDonald Boyle said she was surprised at the lack of technical skills the children had when using these sometimes and she was often required to help the children with their devices.

12. **DATES OF FUTURE MEETINGS**

NOTED the date of the next meeting as

13th July 2022

This will be held at the School at 4.30pm.

13. **ITEMS TO REMAIN CONFIDENTIAL**

To **indicate** any items which should be dealt with on a confidential basis.

A closing prayer was led by Fr Engin.