

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



9 September 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)
Mandy Newell - Minute and Advisory Clerk

* Denotes absence

An opening prayer was led by Mark Jones Parry.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Daniella Atamnia 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. **ELECTION OF CHAIR AND VICE-CHAIR**

(a) Term of Office

RESOLVED that the term of office for the Chair and Vice Chair be one year.

(b) Election of Chair (no paid employees to be elected)

RESOLVED that Lawrence DeSouza be elected as Chair of Governors.

(c) Election of Vice-Chair (no paid employees to be elected)

RESOLVED that the position of Vice Chair be agreed at the next meeting.

ACTION:CLERK

4. **MEMBERSHIP AND CONSTITUTION**

(a) Foundation Governor

NOTED the vacancies. The Headteacher explained that she had spoken to an ex Headteacher who might be interested in filling one of the vacancies but they were currently away travelling.

RESOLVED to speak to the potential candidate on their return.

ACTION: HEADTEACHER

(b) Parent Governor

NOTED the vacancy.

RESOLVED to hold a Parent Governor election in October.

(c) Associate Members

RESOLVED that Mary Gavriel and Bridget Lennon be appointed as Associate Members with voting rights.

(d) 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**

(a) Code of Conduct

RECEIVED the Code of Conduct, a copy of which is included in the Minute Book.

RESOLVED to agree the Code of Conduct.

(b) Governance Annual Statement

NOTED that this was recommended but not mandatory.

RESOLVED that the Chair write the annual Governance Statement for approval at the next meeting.

ACTION: CHAIR/CLERK

(c) Register of Business Interests (annual requirement and with change in circumstance)

NOTED that Governors were requested to complete the declarations page on their Governor Hub profile page and confirm they were correct.

ACTION: ALL GOVERNORS

(d) Keeping Children Safe in Education

NOTED the Keeping Children Safe in Education guidance statutory guidance, September 2021 replaces January 2021 edition.

Governors were requested to complete the declarations page on their Governor Hub profile page to confirm they had read the guidance.

ACTION: ALL GOVERNORS

(e) GovernorHub

NOTED that GovernorHub needed to be updated by individuals this included Training details, DBS checks and contact details. Please let the Clerk know if you would like training provided.

ACTION :ALL GOVERNORS

6. **COMMITTEE COMPOSITION AND ORGANISATION**

RESOLVED to agree the Governing Body's Committees and Panels, including the appointment and voting rights of Associate Members to Committees as detailed in the appendix to these minutes.

RECEIVED the Organisational Arrangements document. This document also acts as terms of reference for the Governing Body's Committees.

RESOLVED to agree to defer discussion of the Organisational Arrangements until the next meeting.

ACTION:CLERK

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

RECEIVED the minutes from the meeting held on 1st July which were agreed as a correct record.

NOTED that Mark Jones Parry offered thanks to everyone involved in Maria Jay's leaving do and for their generous contributions to her leaving gifts. Everyone agreed the garden party arranged for her had been an excellent event.

8. **HEADTEACHER UPDATE**

RECEIVED a verbal update from the Headteacher, Debbie Butcher.

REPORTED that

- (a) during the Summer holidays the lighting had been replaced in year 4 and the office area/Assistant Headteacher's room;
- (b) the fence damaged in the car accident during the Summer term had been repaired;
- (c) mosaics depicting the School values had been installed along the ramp area and a welcome sign had been put up. Governors commented how lovely these were and the Headteacher stated that she hoped to use the same artist to produce some work for the front of the School;
- (d) the Headteacher would be speaking to the LDBS about the caretaker's house and work to make it an accessible space. Parent workshops could also then be run there;
- (e) the Headteacher said she would like to put a bid in for work to be done on the downstairs toilet area to make a wet room which could be used by a number of staff who cycled to school. Bridget Lennon pointed out that this would also be very useful for the SEND children who would also value from the use of a shower room;
- (f) everyone had settled back into school well and the children had returned on Monday 6th September. However, pupil numbers were a concern. The School now had 298 on roll, the first time it had ever fallen below 300 . Nine new pupils joined this week but six had left. Four more were leaving tomorrow and it was expected one more would also leave once a place had been found for them to join their twin at a School in Barnet where they had moved to. Following Governors' questions and concerns about numbers, the Headteacher explained that it was a problem in many schools now. Long waiting lists at schools desired by parents had reduced and as such many parents were moving their children as there was more choice as to where to go. In response to a further question, the Headteacher explained that all the children who were leaving were doing so because they had moved out of their area, either to be nearer their desired secondary school, out of London during the pandemic or because of Brexit with foreign families moving home. The Headteacher pointed out that if the trend continued it would be very worrying in terms of staffing and budget setting next year;

- (g) in year 3 there were five children with Educational Health Care Plans (EHCPs) and four of these had significant needs. Two of these four exhibited very challenging behaviour both in the classroom and playground and had very high needs. Governors were informed that the Year 3 staff were doing their best to manage this with SLT support but it was a difficult situation and it was clear the provision at the School did not meet their needs. Bridget Lennon explained that they had come from Tottenhall where the set up was very different. Relevant adjustments were being made where possible and as fast as they could be and staff were speaking to parents. Following Governor queries, Bridget Lennon explained that the children concerned did not have enough hours for full time support within their EHCPs and there were no additional staff available to help. The School was looking at providing professional support and working on how to manage the space for these children to ensure safety for everyone. Three adults within the School were restraint trained but there was a need for more to be offered training which unfortunately had not been possible during Covid;
- (h) a year 3 teacher was due to get married on Saturday and would be taking a long weekend, returning to work on Tuesday. Governors offered their congratulations;
- (i) the Headteacher was pleased to confirm there had been no Covid cases since the return to School but she was aware of several cases amongst both staff and pupils in other local Schools;
- (j) a whole School collective worship had taken place this week but the way collective worship was managed moving forward might have to be rethought in light of increasing Covid cases again. Fr. Engin and Mark Jones Parry were happy to conduct virtual sessions or hold phased meetings rather than whole school;
- (k) a new risk assessment had been produced (version 13) and a contingency plan was in place should Covid become an issue again. The Headteacher explained that guidance was unclear and she had today met with sixteen other Headteachers who all seemed to have a different interpretation of the guidance. The Headteacher said she would be speaking to Sarah Fryer, HR at the LA, and Public Health England if she had any concerns and the School would go further than Government guidelines suggested. Everyone was clear what would be done if it became necessary again;
- (l) a SIAMS inspection was now due and an Inset Day had been held with Sally Moore from the LDBS. Mark Jones Parry and Rebecca Christy had attended and it was understood what was expected from everyone when a inspection took place. The Headteacher was pleased to say that the School was doing everything right and a new schedule had been sent which took into account the last two years. The School would be informed if they were to be part of the Autumn term inspection cohort and the Headteacher assured Governors she would let them know as soon as she could;
- (m) the School had been allocated a new LA School Improvement Advisor, Beatrix Simpson who would be conducting a half day visit on 27 September. Governors were informed that as a “Good” school a half day visit was normal but the Headteacher wanted to confirm if the meeting on the 27th was just an introductory one or a more official visit. She was waiting to find out what the expectations were;

- (n) Governors were introduced to Charlotte Bear, a delightful teddy bear dressed in School uniform who would visit each class over time and was more practical than the larger bear that had been used previously. Mary Gavriel was thanked for making sure a school tie fitted Charlotte and for making her a skirt!. It was noted that a similar bear had been given to Maria Jay as one of her leaving presents.

9 FINANCIAL AUDIT

REPORTED that the School was still awaiting a final copy of the report but the Headteacher explained that they had been very unhappy as to how the audit had been conducted. They felt the communication from the person sent to do the audit was very poor. They had asked for a draft copy so that Maria Jay could respond to it before she left at the end of term and it had been promised for the last Tuesday of the term but had not arrived until the middle of the school holidays. Maria Jay and the SBM had held a Zoom call with the LA regarding amendments they wanted made but there had to date been no response. The SBM was chasing this up and the School had made it clear in writing where they disagreed with the findings.

10. AIMS, VISION AND VALUES

REPORTED that there had been no changes to the aims visions and values and Governors were very happy with them.

11. SCHOOL IMPROVEMENT PLAN 2020-21

RECEIVED the SIP, a copy of which is included in the Minute Book.

REPORTED that there had been a slight error in the printing of the document and the green pages contained out of date data. The Headteacher apologised and explained that she had arranged for new correct copies to be produced.

RESOLVED to upload the correct version to GovernorHub and also send hard copies to Governors to review before agreeing at the next meeting.

ACTION: HEADTEACHER/CLERK

12. SINGLE CENTRAL REGISTER

REPORTED that this had been fully checked in May by the Chair and the SBM and that regular checks were undertaken. Governors were satisfied that it was compliant.

13. POLICIES

RECEIVED the following policy

- Performance Management Policy for Support Staff.

RESOLVED to agree the above policy.

14. **GOVERNOR TRAINING**

NOTED that all training sessions were listed in the Governor Training Brochure 2021-22, available on Governor Hub. Mark Jones Parry had noted that interview training was on offer and suggested this would be valuable for those Governors responsible for the appointment of the Headteacher. Sally Moore had also informed them that the LDBS offered interview training.

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

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

15. **DATES OF FUTURE MEETINGS**

NOTED the dates meetings for the next academic year as

- 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.

16. **ANY OTHER BUSINESS**

Governor of the Month

RESOLVED that the Governor of the Month be as follows

September 2021	Mark Jones Parry
October 2021	Fr. Engin;
November 2021	Rebecca Christy
December 2021	Michelle Broomes
January 2022	Lawrence DeSouza
February 2022	Bambos Charalambous
March 2022	Daniela Atamnia

Governor of the Month for the Summer term would be agreed at a later date.

16. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items should be dealt with on a confidential basis.

A closing prayer was led by Fr. Engin.

**GOVERNING BODY OF ST MICHAEL AT BOWES CE JUNIOR SCHOOL
PANEL MEMBERSHIP 2021-2022**

The Governing Body is required to review its constitution, membership, and any delegated powers and the committees' procedures annually. Listed below are details of the current arrangements previously adopted by your Governing Body.

RESOLVED that

- in the event of a casual vacancy or the unavailability of a specific member of a Panel the Governing Body authorise the Chair to appoint a Governor to join that Panel;
- the membership of the Governors' various Panels with delegated responsibilities be as follows:

Staffing Panels

1. To establish Grievance Panels (Initial and Appeal) when required of 2 or 3 Governors.
2. Headteacher and Deputy Headteacher Appointment Panel.

To **appoint** a Panel of 3 or 5 Governors. The Headteacher would be a member of the Panel for the appointment of a Deputy Headteacher.

NOTED that the Headteacher has been delegated responsibility for all other staff appointments, with Governor representation on request.

3. To establish a Pay Panel and Pay Appeal Panel, if required.
4. Staffing Discipline, Capability: The Governing Body agreed to delegate responsibility for all initial staff disciplinary /capability decisions to the Headteacher up to and including dismissal.

An Appeal Panel (2 or 3 Governors) would be established if required consisting of Bamboo's Charalambous and Jean Jakobson, or if not available any other Governors as available.

5. Headteacher Performance Management Panel

Jean Jakobson and 1 Governor for Appraisal Panel (before December)
Review Officer: To be appointed if required (possibly Deborah Thompson)

Governor Recruitment Panel

Chair
Bridget Lennon (Deputy Headteacher)

Pupil Premium Working Group

Rev.Mark Jones Parry

Mary Gavriel
Michelle Broomes
Bridget Lennon (Deputy Headteacher)
Staff representatives

Complaints against the School or Curriculum

Any 3 Governors as available to establish a Panel to consider adjudicate or resolve complaints in accordance with the School's policy and procedure.

Pupil Discipline Panel

Vice Chair
Lawrence DeSouza
One other Governor as available
To form a Panel to consider a pupil exclusion hearing or if these Governors are not available substitutes to be drawn from the rest of the Governing Body.

Admissions Committee

Lawrence DeSouza - Chair
Headteacher
Mary Gavriel

Governors with Specific Responsibilities

- Inclusion/SEND Governor (including More Able provision)/Race Equality and EMA/Child Protection and Safeguarding – Lawrence DeSouza
- Training and Development Governor – Michelle Broomes
- English Governor - Michelle Broomes
- Maths Governor – Daniella Atamnia
- Creative Arts – Bambos Charalambous /Fr Engin.
- Science Governor – Rebecca Christy
- PE – Rebecca Christy
- Health and Safety Governor – Kate McDonald-Boyle
- RE including PSHCE and Rights Respecting School Council (RRS) – Revd Mark Jones Parry and Fr Engin
- ICT Governor – Lawrence Desouza
- Curriculum/Humanities - Revd Mark Jones Parry
- Member Governor Forum representative – Chair
- GDPR – Lawrence DeSouza

Building Fund Working Party

Regular reports to be made to the Governing Body
Rev Mark Jones Parry – lead Governor
Staff representative –