

**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)

13 JULY 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 Member)  
Bridget Lennon (Deputy Headteacher)(Associate Member)  
Izlem Balci – SBM  
Mandy Newell - Minute and Advisory Clerk

\* Denotes absence

**Clerks Note : Bambos Charalambous joined the meeting virtually.**

An opening prayer was led by Mark Jones Parry.

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Daniella Atamnia.

**RESOLVED** to agree to this absence.

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. The Headteacher stated she would be speaking to a potential candidate this weekend. She had been involved with helping the School with School Improvement after the 2014 Ofsted inspection and had been a Deputy Headteacher in a secondary school in Enfield. The Headteacher said there were a number of Headteacher's retiring this year who might be interested in becoming a Governor in due course.

(b) 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 18<sup>th</sup> May 2022 which were agreed as a correct record and signed on GovernorHub by the Chair

**NOTED** there were no matters arising.

5. **BUDGET**

(a) 1<sup>st</sup> Quarterly Return

**RECEIVED** the 1<sup>st</sup> quarterly return, a copy of which is included in the Minute Book and available to view on GovernorHub.

**REPORTED** that the SBM guided Governors through the return and the following matters were highlighted

- (a) there were very few changes since the out-turn budget was agreed. There were changes around staffing in I01 – Teaching Staff. The original budget was £999,176 and the latest budget was £958,709. The difference was due to two teachers leaving who had been M5 and M6. They had been replaced by teachers on M1 which meant a saving of around £40,000 had been made;
- (b) there had been an increase in E03 – Education Support Staff. The original budget was £217,507. The latest budget was £227,996. This was due to the fact that an agency TA was now on the School payroll., Money had been moved from E27 – E03. Some agency TAs would continue to work at the School next term;
- (c) the area in red in E16 – Energy, was due to an outstanding invoice from the last financial year;
- (d) E98 – Future Planned Developments and E99 - Revenue Contingencies were highlighted. The extra £40-£50,000 was due to savings made on staffing. In response to Governor’s queries, the SBM and Headteacher assured them that plans had been made for this extra money and it would be utilised for some projects next year that the School had wanted to do but to date had not been able to afford. The SBM explained that the School could only carry over a maximum of £100,000. At present the amount was around £98,000 if all planned expenditure happened. Governors were assured the budget was on track.

**RESOLVED** to agree the 1<sup>st</sup> quarterly return.

- (b) 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;

**NOTED** that Governors thanked the SBM for her report and she left the meeting.

## 6. **REPORT OF THE HEADTEACHER**

**RECEIVED** the written report from the Headteacher Mrs Debbie Butcher, a copy of which is available to view on GovernorHub and in the Minute Book

**REPORTED** that the Headteacher apologised that the document was so large and informed Governors she had asked colleagues contributing to it to try and reduce the content. She

recognised that the Action reports needed to be shorter and more concise. The following were highlighted

(a) Successes:

- the school underwent a successful Peer Review Day, led by the Headteacher of Meridian Angel Primary school. The focus of the day was reading and phonics. Based on the outcomes of the day, the reading action plan had been updated and all actions had been implemented;
- the school was fully functioning after Covid disruption, with only one confirmed case amongst pupils and one amongst staff. Families were now invited into school regularly and year groups were going out on educational visits;
- attendance was improving steadily across the school, with attendance for the year now standing at 95.07%. Measures were in place to address persistent absenteeism and the Headteacher was regularly meeting with parents of children where attendance was low or had dropped;
- the sensory room was complete and was being used by children and staff alike to promote well-being. It was used primarily as a 'breakout' space for children with Educational Health Care Plans (EHCPs) for whom a full day or session in the classroom was too challenging;
- Corey Cooke was successfully appointed to the Deputy Headship of SMAB in April. He would take up the post in September 2022. The Headteacher thanked Bridget Lennon, who had been Acting Deputy this academic year. She would return to her previous role as Assistant Headteacher in September.

(b) Challenges:

- Levels of lateness were a concern in several classes – changes of timings to the school day should help from September. The Headteacher was meeting with the families of children who were persistently late to offer support;
- requests for leave from families was at an all-time high. This was partly because of rising costs of flights during school holidays (and media reports of disruption in airports). It was also partly as a result of NHS waiting lists. Families were returning home for medical treatment;
- Bridget Lennon explained it had been extremely difficult to recruit high quality TAs this year. The School only has two permanent TAs. Three TAs had been recruited on a one-year fixed term contract (two of whom were currently working in school on day to day from local supply agencies);
- falling roll continued to be a big concern. Year 3 would be comprised of 2 classes, from September with three teachers until one teacher went on maternity leave in October. This meant a temporary reduction in the school PAN (admission numbers);
- Covid cases had risen significantly in the last couple of weeks, especially amongst staff.

(c) Other Information:

- The school was still waiting for its SIAMS inspection and everyone was ready for this to happen;

- A science ninja review had taken place;
- behaviour procedures across the school had been reviewed with staff and pupils and a new system finalised for the next academic year. It was based around the current system with some key changes/adaptations;
- the school was unsuccessful in recruiting a class teacher for Year 4. An AHT would be the class teacher and a Cover Supervisor who was a trained teacher would release him to carry out his leadership duties;

(d) Safeguarding and pastoral update for the last Term

There had been

- 0 complaints;
- 0 number of Children Looked After;
- 4 pupils with a child protection plan.
- 0 Child Protection (Safeguarding) referrals to social care;
- 0 allegations against staff reported to the Lead Officer for Child Protection;
- 1 reported racial Incidents;
- 0 reported serious bullying Incidents;
- 0 safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- 0 exclusions.
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(e) SATS Results

Governors were delighted at the KS2 results and the Headteacher guided them through the table provided. The Headteacher said they were excellent when taking into account the disruption caused by the pandemic. The Headteacher explained that the progress made from September until the SATS was phenomenal. Normal steps of progress were around 6. Some children had made 10, 12 or 14 steps of progress. The Headteacher explained how hard the staff and pupils had worked to obtain this wonderful result. Combined figures were 61% for School compared to 59% at national. The reading results were excellent. Those working at Age Expected (ARE) were 79% compared to 74% at national. Writing was 65% for the School compared to 69% national. The Headteacher explained that writing had been the hardest subject to teach virtually. The figures for maths were 72% for the School versus 71% national. GPS (formerly known as SPAG) figures were 69% for the School, 72% national. The Headteacher explained that they were very pleased with the figures for children working at Greater Depth (GD). This was 10% for combined, 25% for reading, 10% for writing, 28% for maths and 28% for GPS. The Chair commented how well the School had done compared to others in the Borough and told the Headteacher she should be very proud of herself and her staff. Governors wanted to thank the Year 6 team in person and they were invited into the meeting and congratulated on their hard work.

7. **SCHOOL UNIFORM**

**REPORTED** that Governors reviewed the cost of school uniform requirements in light of the rising cost of living and the following matters were highlighted.

- (a) the Headteacher explained that green skirts were quite hard to find so she was keen to change the uniform to include grey or black as well;
- (b) trousers have always been dark grey but it had been noted that a number of children were wearing black so the Headteacher wanted to change the rules to grey or black trousers;
- (c) shorts should be grey or black and the Headteacher said she was happy now if children wore the ones with pockets. Michelle Broomes asked if shorts for PE had to be proper PE ones and was told they did. These shorts should not have logos and should be plain. Cycle shorts or leggings were not acceptable and pupils had to have PE shorts or tracksuit bottoms for PE;
- (d) pupils did not have to have a logoed T-shirt for PE and could have black or green shorts. They would still be required to have logoed cardigans and jumpers and wear a tie if they were wearing a shirt (not polo shirt);
- (e) the Headteacher said she wanted to give the Year 2 parents coming to visit on Friday, a revised PE list and asked Governors to approve her proposed changes.

**RESOLVED** to agree the proposed changes to the School uniform.

## 7. GOVERNOR REVIEW

### REPORTED

#### (a) Governor's roles over the last year

**NOTED** that Governors had visited the School in their roles as Governor of the Month and attended other events during the year. Michelle Broomes had attended recently and reviewed English, the School Improvement Plan and projections for the coming year. She had considered with staff what was working and what could be improved.

**RESOLVED** that Governors complete a Governor Visit report on each visit and that this be sent to the Headteacher and be uploaded to GovernorHub.

**ACTION: GOVERNORS/HEADTEACHER/CLERK**

#### (b) Review of the school's Christian vision

The Headteacher explained that she was keen to set up a working group of around three Governors to work with her and the SLT to review the vision at key points during the year, once every half term. Sally Moore from the LDBS had given the Headteacher a list of the areas Governors should be aware of over the year and the things they should discuss with parents and pupils.

**RESOLVED** that the three Governors would be Camille Anderson, Daniela Atamnia and Mark Jones Parry.

(c) Revision review group

**NOTED** this was item was covered in agenda item (b) above.

**8. SIAMS FEEDBACK RE GOVERNOR TRAINING**

**RECEIVED** SIAMS information, copies of which are included in the Minute Book and available to view on GovernorHub.

**NOTED** that Governors had not attended this training.

**9. RE CURRICULUM CHANGE**

**REPORTED** that the Headteacher wished to remove Understanding Faith in Palmers Green and add a unit around Islam into the RE curriculum. In response to Governor's queries and slight concerns she explained that this did not affect the 2/3 Christian content within the curriculum as the three RE days during the year covered this adequately and in fact covered more than the 2/3 required.

**RESOLVED** to agree with the proposals from the Headteacher to amend the RE Curriculum

**ACTION: HEADTEACHER**

**10 STAFFING STRUCTURE**

**REPORTED** that

- (a) one staff member was leaving to work at Grange Park, one was leaving to move to Prince of Wales as an AHT, one was relocating to Norwich and one was moving to an Infant School in Romford, closer to where they lived;
- (b) there would be 2 classes in Year 3 this September and in response to Governors' queries, it was confirmed that this was a temporary change of admission numbers from 90-60 due to a falling roll. A teacher in Year 3 was due to go on maternity leave in October so would not need to be replaced;
- (c) it had proved difficult to recruit to a teaching post in Year 4 so an AHT would be covering this role with the help of a Cover Supervisor with good teaching experience;
- (d) a trainee at the School had been appointed as a ELT in Year 1 and other trainee had been appointed in Year 4;
- (e) there was a lack of permanent TA's in the School and Year 3 had a supply in place. This staff member would be on a one year contract from September. Year 4 had another staff member on contract for one year who had originally come through an agency but

they would not officially be on the School roll until after Easter due to their contract with the agency. Year 4 also had a TA in place for a term but they were hoping to go travelling so it was unclear how long they might stay. Recruitment was ongoing for a TA in Year 6. A staff member in Year 3 was on contract for a year with the prospect that this role would be made permanent. One other TA was in place and worked a 4 day week;

- (f) Camille Anderson asked about the financial implications of reducing pupil numbers in Year 3. It was explained that next year's budget would be based on the October census so there would be less money coming in. This was why a large as possible carry forward was needed. Governors discussed admissions in future years and the fact that this was only a temporary change. Following a query from Michelle Broomes the Headteacher said that the School would remain a three form entry but for now was two form only. Other schools such as Oakthorpe had reduced their admission numbers as well. The Headteacher explained that there was a falling roll across the country but it was worst in London and particularly bad in Enfield;
- (g) Camille Anderson asked what the spare Year 3 classroom would be used for and was informed it would be a flow through and creative space;
- (h) Mark Jones Parry expressed concern about the loss of some excellent staff this year. The Headteacher assured him that they were gaining some super new staff and the Achievement Leads in place were very experienced. Staff had been promoted at lower levels to ensure they did not feel the need to leave the school due to lack of career progression. The Headteacher was to be RE Lead for at least a year to cover a maternity leave and careful consideration had been given to other roles across the School. She felt it was beneficial for senior leads to have subject responsibilities too. Mark Jones Parry commented that he felt CDP was being managed well. Following further discussion, the Headteacher said she was aware that many staff were young but older and more experienced staff had also been appointed;
- (i) Camille Anderson asked if staff turnover was higher than normal and was informed it was not. Bridget Lennon explained that a number of staff who had joined the School as TAs and had undertaken Schools Direct to become teachers were now ready to move on to the next stage of their careers. The Headteacher assured Governors that they had a stable SLT in place and staffing stability across the year groups too. Mark Jones Parry asked about the relationships between staff and was assured there were no concerns around bonding. The Headteacher stated that social groups were good and the School community built strong bonds. The Chair commented that the succession planning was strong and recruitment was always well thought out. Staff leaving were doing so because they had learnt all they could at the School and it was the right time for them to move on.

**RESOLVED** to agree the staffing structure for next year.

## 11 POLICIES

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



- Freedom of Information;
- Data Protection;
- Complaints;
- Debt Recovery;
- RSE Policy.

**RESOLVED** to ratify the above policies with the exception of the RSE Policy. This would need to be revisited at the September meeting.

**ACTION: HEADTEACHER/CLERK**

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

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

<https://www.enfieldpdonline.org.uk/cpd/portal.asp>

**13. DATES OF FUTURE MEETINGS**

**RESOLVED** that the dates of the first two meetings of the Autumn term be

- Thursday 22<sup>nd</sup> October at 4.30pm
- Thursday 13<sup>th</sup> October at 4.30pm

The Headteacher would amend the meeting planner for 2022/23 which would then be added to GovernorHub.

**ACTION: HEADTEACHER/CLERK**

**14. ANY OTHER BUSINESS**

**REPORTED** that

- the Headteacher informed Governors that she would be having an operation during the Summer holidays which would delay her return to School in the Autumn term but she would be working from home and the DHT would be covering her roll in School whilst she was away;
- the Chair felt that whilst he wished to remain on the Governing Body, he could not continue with his Chair duties from September due to other commitments. Governors discussed the need to replace him and consideration was given to having Co-Chairs from September. Governors were asked to think about whether they would be prepared to stand as Chair or a Co-Chair and it was agreed this could then be discussed further at the September meeting.

**15. ITEMS TO REMAIN CONFIDENTIAL**

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

