

**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)

8 December 2022

**MEMBERS**

LA Governor	Bambos Charalambous MP	18.9.2022	17.9.2026
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 – Vicar of St Michaels Wood Green	Ex-officio	
	Revd. Mark Jones Parry - Vicar of St Cuthberts	Ex-officio	
	Michelle Broomes (PCC)	3.10.2019	2.10.2023
	Vacancy x 1(PCC)		
	Lawrence DeSouza (East Haringey) Deanery Synod (Chair) *	14.11.2019	13.11.2023
	Gerald Gambrah (LDBS)	10.11.2022	9.11.2026
	Isaac Kalonji (LDBS)	9. 12.2022	8.12.2026

Headteacher	Debbie Butcher	Ex officio	
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#### Also attending

Mary Gavriel – (Associate Member)

Corey Cooke (Deputy Headteacher)(Associate Member)

Camilla Iesini (Subject Leader for writing) – agenda item 5 only

Mandy Newell - Minute and Advisory Clerk

### MINUTES PART 1

In the absence of Lawrence DeSouza, the meeting was chaired by Mark Jones Parry.

#### 1. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Lawrence DeSouza.

An apology for late arrival was received from Michelle Broomes.

**NOTED** the absence of Daniela Atamnia

**RESOLVED** to agree to these absences.

*A Governor who is absent from Governing Body meetings for a period of 6 months, without the consent of the Governors, is removed from the Governing Body*

#### 2. **DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

#### 3. **MEMBERSHIP AND CONSTITUTION**

##### (a) Foundation Governor

##### **REPORTED**

- (i) the appointment of Isaac Kalonji as an LDBS Governor with effect from 9 December 2022;
- (ii) that the Headteacher knew of someone who could fill the PCC vacancy from January/February. She had conducted the School's Ofsted inspection in 2010 and supported them during the 2014 inspection. The Headteacher had met with her last week to discuss the PCC vacancy. Governors considered her a suitable candidate as she was also an MFL teacher and a SEND expert.

**RESOLVED** that the Headteacher speak to the LDBS about the above potential appointment.

**ACTION: HEADTEACHER**

(b) DBS Checks

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

(c) Link Governors

**RESOLVED** to amend the Link Governors as detailed in the appendix at the end of these minutes.

4. SUCCESS

**NOTED** that Governors had discussed the importance of their visits and feedback and agreed their responsibilities. The Headteacher said she had good evidence that the Governors asked relevant questions and this had been very beneficial during the SIAMS inspection. She asked that Governors always ensured they read key documents, particularly those pertinent to their areas of responsibility. It was obviously vital that Governors turned attended meetings and had a good understanding of their responsibilities. They should understand data and build a good relationship with their Subject Leads.

5. PRESENTATION

**RECEIVED** a presentation from Camilla Ilesini, Subject Leader for writing, including phonics.

**REPORTED** that

- (a) writing was a priority across the LA and the country as children's ability to write had been affected by the pandemic lockdowns. It was vital to improve stamina for writing and also ensure the children learnt to love it. The School's cycles had moved from 2-3 weeks to enable more time for immersion, experiences, editing and drafting. Staff were ensuring there was a purpose for writing to give children motivation to write, edit and publish their work for their audience. Camilla Ilesini gave an example of how the children had written a biography of Corey Cooke for the newsletter;
- (b) during the School Improvement Advisor's visit she had praised the immersion activities and liked the fact that there were links to other curriculum areas. She was also pleased to note that progress in all books from the beginning of term was evident;

- (c) future priorities were to focus on handwriting across the School and in particular for the lowest 20% and to ensure marking and feedback addressed misconceptions around for example how to use punctuation;
- (d) daily phonics groups were being held during Guided Reading time and this included comprehension. The phonics groups were across the School to ensure the children had the right challenge and support. Regular assessments took place and the most recent assessment showed that 61% had progressed into a new group. Following Governor queries, it was explained that the last group was now full. Corey Cooke said they hoped these children would progress over the next few weeks to be able to move away from the phonics groups. In response to question from Camille Anderson and children with English as an additional language it was explained that any non-English speaker were assessed when they arrived at the School. They started work with a teacher and then moved onto a phonics group and then back into class when they were confident. Gerald Gambrah asked if they had to retake the phonics test if they failed in Year 2. He was told they did not but they were asked to undertake a writing assessment. Camilla Ilesini explained that a School phonics day was planned soon which would involve training with staff, observations and training with the Reading Lead and DHT.

**NOTED** that Governors thanked Camilla Ilesini for her presentation and she left the meeting.

#### 6. **MINUTES/MATTERS ARISING FROM THE MINUTES**

**RECEIVED** the minutes of the meeting held on 10 November 2022, which were agreed as a correct record

**RESOLVED** that these be signed on GovernorHub by the Chair.

**ACTION: CHAIR**

**NOTED** there were no matters arising.

#### 7. **SIAMS INSPECTION FEEDBACK**

**RECEIVED** the SIAMs report, a copy of which is available to view on GovernorHub and in the Minute Book.

**REPORTED** that

- (a) Governors were delighted with the wonderful result and the fact the School had been judged to be outstanding. The Headteacher was delighted to say that the Inspector had been very very impressed with all that he had seen and the feedback had been very positive. She explained that the School was judged in three areas, Church School, quality of Collective Worship and the quality of the RE Curriculum and had been judged excellent in all three. The Inspector had seen the fact they were a junior school as a strength and been very impressed with how they adjusted teaching for year 3. He had viewed a year 3 lesson and deemed it to be incredible and praised

- the bespoke curriculum and the amazing progress the children made. The books were judged to be fabulous and the new RE Lead, Sophia Pascarelle was very strong;
- (b) the Headteacher said that she and Sophia Pascarelle had visited St John and St James primary school to offer their support as they prepared for their imminent inspection. They had shared documentation and undertaken a mock inspection for them. Sophia would be working with their RE Lead and was also going to be working with Meridian Angel who were also due an inspection;
  - (c) Governors were delighted with the comments made by the Inspector in so many areas. He had said that the School was like a stick of rock and that if you broke it open, the vision was everywhere. He had also said that as the Father of 3 children, if he lived nearer, he would choose SMAB for them. He considered the vision of the School to be perfect and was impressed that all the children, parents and staff could quote it. He considered that spirituality was strong across the School and he loved the Reflection Zone. He recognised that vulnerable children were valued and diversity was embraced. He saw that there was a really loving culture in the School and said that he had thoroughly enjoyed spending the day with everyone. Camille Anderson asked if consideration was given to how reflection was used in real life situations and was told it was. An example of a Year 6 child was given and how he had said that due to reflection when he had made an apology he had really meant it.
  - (d) whilst the Inspector was truly delighted with the School, there was a need to highlight some areas of development. The Headteacher had suggested that they should develop the outside space to create a reflection space outside. This could contain items such as windchimes and be a place to undertake mindful activities;
  - (e) the Inspector had been happy with the systems in place for Governors to ensure they held the School and Headteacher to account in terms of the Christian vision. He had looked at the Governor Visits Policy and suggested an addition to the feedback forms asking that they look at "Vision in Action" and explain how they saw this on their visits. Other than that the Inspector said they should continue what they were doing. He had reviewed minutes from several meetings and was happy that the relevant questions were being asked. The Headteacher showed Governors the record she kept of what they should be doing and who had done it to date. She was happy for some visits to be held remotely but considered Governors must come into School to conduct a learning walk once a term. Governor feedback to date had been uploaded to the Hub and this would be continually updated;
  - (f) the Governor review team, Mark Jones Parry, Daniella Atamnia and the Headteacher would collate the information to show the impact of vision in the School. They had met and agreed the focus for the rest of the academic year. The Headteacher asked Governors to sign up for their visit dates in the Spring term and assured them they did not have to be very long. They were also required to attend at least one Collective Worship during the year.

**RESOLVED** that Governors agree their visit dates for the Spring Term with the Headteacher.

**ACTION: GOVERNORS**

- (g) in response to a question from Camille Anderson, the Headteacher said that SIAMS visits took place roughly every five years. She added that a new Head of SIMAS was in place and they had changed the system to simply be a fail or pass (J1 or J2). SIAs and Inspectors were not happy about this. The Headteacher agreed it was unfair on those Schools due for inspection soon. Governors were informed that the Inspector said that SMAB was one of the most excellent excellent schools he had ever seen. This judgement would not be possible under the new system. In response to further Governors' queries, the Headteacher said that this report did feed into Ofsted and as a result of the findings Ofsted would look less at the areas covered within it. Having the Sandwell Quality Charter would also be useful;
- (h) Governors congratulated the Headteacher and all the SLT and staff on the wonderful achievement and Mark Jones Parry gave his experience as a Governor during the inspection. There had been four of them in the room which he had felt helped with providing contextual information and it was helpful that everyone was able to feed off each other's views and comments. The Headteacher agreed there was strength in numbers in situations like this. Mary Gavriel agreed with the comments and said it was the same for the staff and TAs. Mark Jones Parry asked how the School had celebrated the success. The Headteacher said she had provided biscuits and a thank you card in the staff room. Thank yous had also been issued at the Monday morning briefing and in the newsletter. It had been discussed in Collective Worship and the Headteacher had highlighted to the children what an important part they had played in helping the School to achieve such a wonderful result. Everyone had a smile on their face and were truly delighted.

**8. STAFFING**

**REPORTED**

- (a) Staffing update;

There were no leavers at the end of this term. One TA was moving from 5 to 4 days a week.

- (b) Performance management Cycle update;

All targets had been met or partially met with no concerns. The Headteacher said she would upload a more detailed report on Performance Management to the Hub.

**RESOLVED** that the report on Performance Management be uploaded to the Hub.

**ACTION: HEADTEACHER**

(c) Absence report;

Staff absence was high at present but this was also the case in other schools. Overall absence was higher than this time last year but there were a lot of bugs around affecting both adults and children. One staff member was on long term sick leave and this had been extended until 31 January.

(d) CPD update.

- (i) Sally Moore from the LBDS had given staff some training on spirituality;
- (ii) at the Inset on January 3, staff would receive safeguarding training in the morning and in the afternoon from 1.00 – 3.15 a representative from OPAL (outdoor play and learning) would be training all staff and a parent representative. Governors were also invited to attend. The Headteacher explained that she wanted to develop the outside area and utilise the space they had. The School put in a bid yearly to the Greg Trust and usually received around £10,000 which was usually used for ICT, however this year they had decided to ask for money to develop the outdoor space. It was planned to develop this slowly and as more was added, assemblies would be held to discuss the new equipment and areas and how they could be used. The Headteacher said that after the Inset Day she would like a Governor to champion OPAL and feedback to other Governor.

## 9. **ACADEMISATION**

### **REPORTED**

- (a) the Headteacher had attended a day conference re academisation run by the Diocese. The LBDS planned to use the criteria discussed when considering whether to consent to a Church School in the London Diocese joining a MAT or a SAT or a MAT in the London Diocese expanding. Governors were shown the draft criteria which covered Governance, Christian Vision, Standards and Collaboration;
- (b) a consultation on the draft criteria was running from 8 November to 16 December 22 and the Headteacher had met with Church School Heads in Enfield last week and they had completed the consultation together. It consisted of 7 questions. Governors were invited to complete the consultation if they wished to do so and the Headteacher said she would send them the link.

**RESOLVED** that the Headteacher send a link for the consultation to Governors.

### **ACTION: HEADTEACHER**

- (c) the Headteacher guided Governors through the questions and the explained the answers the Heads had given and the justification for these. Governors discussed the School's relationship with Tottenhall and agreed it would be detrimental not to

maintain a strong relationship with them. They liked the idea of being in a Trust that contained primaries, secondaries and Special Schools;

- (d) the Headteacher said the Heads had expressed concern over the use of the word viable in the criteria as this could leave some schools vulnerable bearing in mind some of them were in a deficit budget;
- (e) Governors discussed the White Paper which was no longer a priority but the Headteacher explained to Governors that this would not make any difference to any Government's plans for Schools to academise. It was the way forward. The LDBS were moving slowly towards what they wanted and the Headteacher was listening carefully to what their plans were. Enfield Heads felt there was strength in numbers and were happy to work in a "soft" partnership to prepare for the future.
- (f) in response to a query from Fr.Engin, the Headteacher said that catholic schools would stick together and whilst church schools would be with Church Trusts, in the spirit of inclusivity they would welcome non-church schools to join them. The Headteacher said she was keen to find out what it was like in existing trusts. Fr. Engin considered it could be valuable to bring in expertise and collaborate with like minded schools. Governors discussed the fact many Schools wanted to keep their identities but recognised that many church schools were small and not always financially viable. Joint procurement could save on costs and whilst joining with the right schools could raise standards it would also make financial sense for many. Governors discussed in depth the importance of maintaining autonomy and the School's heritage and the Headteacher assured them that she would want to protect its uniqueness and would only want to join with likeminded schools.
- (g) Governors considered the fact the Tottenhall PFI (Private Finance Initiative) would end in 2029 and it would be important to know how this would work if they kept links with SMAB;
- (h) in response to a query from Gerald Gambrah, the Headteacher said that the Diocese would offer quality assurance and support. They would be able to help with guidance and help to ensure Christian values were upheld and the vulnerable and marginalised were included.

**NOTED** that Governors would be kept informed about the academisation process.

## 10. **POLICIES**

**RECEIVED** the

- Suspension and Permanent Exclusion Policy.

**RESOLVED** to ratify the above policy.



## 11. GOVERNOR TRAINING

**NOTED** that all training sessions are listed in the Governor Training Brochure 2022-23, available on Governor Hub. Governor training could be booked via the School based booker, Izlem Balci

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

The following training sessions were available to Governors.

Thursday 19 Jan 2023	4.30pm-6pm	Ofsted for Governors	Lucy Nutt
Mon 23 Jan 2023	6.30pm-7.30pm Online	Improving the outcomes of SEND pupils	Steve Barker
Wed 25 Jan 2023  Changed from 11 Jan	6.30pm-8.30pm  Highlands School	Induction for New Governors	Matt Miller
Mon 30 Jan 2023	6.30pm-8pm CLC	Investigating a Complaint	Paul Brightly-Jones
Mon 6 Feb 2023	6.30pm-7.30pm Online	Introduction to Finance for Governors Part 2	Steve Barker
Mon 27 <sup>th</sup> Feb 2023	6.30pm-8.00pm  Enfield Civic Centre (tbc)	Pupil Premium for Governors Part 2	Anne Del Greco, Pat Wood
Mon 6 <sup>th</sup> Mar 2023	6.30pm-7.30pm  On-line	Chairing a Committee	Steve Barker
Thurs 16 <sup>th</sup> Mar 2023	1.00pm-2.00pm  On-line	Managing Allegations against staff (for Governors) the role of the LADO	Andreas Kyriacos

Wed 22 <sup>nd</sup> Mar 2023	6.30pm- 8.30pm  Highlands School	Training for New Governors 5 – Strong Governance	Matt Miller
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#### Member Governor Forum

21 February at 7pm

#### 12. **DATES OF FUTURE MEETINGS**

**NOTED** future meeting dates as ;

Wednesday 11th January 2023

Thursday 9<sup>th</sup> February 2023

Thursday 16<sup>th</sup> March 2023

Thursday 18<sup>th</sup> May 2023

Thursday 14<sup>th</sup> July 2023

Meetings would now commence at 5pm.

#### 13. **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 2022-2023**

The Governing Body is required to review its constitution, membership, and any delegated powers or 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 Bambos Charalambous and Lawrence De Souza, or if not available any other Governors as available.

5. Headteacher Performance Management Panel

Lawrence DeSouza, Mark Jones Parry for Appraisal Panel (before December) and the LA SIA (Beatrix Simpson)

### Governor Recruitment Panel

Chair  
Corey Cooke (Deputy Headteacher)

### Pupil Premium Working Group

Rev.Mark Jones Parry  
Mary Gavriel  
Michelle Broomes  
Corey Cooke (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

Co-Chairs

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

Co-Chairs

Headteacher

Mary Gavriel

### Governors with Specific Responsibilities

- Inclusion/SEND Governor (including More Able provision)/Race Equality and EMA/Child Protection and Safeguarding – Camille Anderson
- Training and Development Governor – Michelle Broomes
- English Governor - Michelle Broomes
- Maths Governor – Daniella Atamnia
- Creative Arts – Bambos Charalambous /Fr Engin.
- Science Governor – Gerald Gambrah
- PE – Lawrence DeSouza
- Health and Safety Governor – Kate McDonald-Boyle
- RE including PSHCE and Rights Respecting School Council (RRS) – Fr Engin
- Collective Worship Governor – Mark Jones Parry
- ICT Governor – Isaac Kalonji
- History Governor - Revd Mark Jones Parry
- Member Governor Forum representative – Chair
- GDPR – Lawrence DeSouza
- Wellbeing Governor – Lawrence DeSouza
- Geography Governor – Lawrence DeSouza

### Building Fund Working Party

Regular reports to be made to the Governing Body

Rev Mark Jones Parry – lead Governor

Kate McDonald-Boyle - Staff representative

