

**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<sup>th</sup> July 2023

**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
	Janev Mehmet (PCC)	9.02.2023	8.02.2023
	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	

\*=absence

Also attending

Mary Gavriel – (Associate Member)

Izlem Balci – SBM – (agenda items 1-4 only)

Mandy Newell - Minute and Advisory Clerk

**NOTED** that the Chair and Isaac Kalonji joined the meeting virtually.

MINUTES PART 1

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Bambos Charalambous, Corey Cooke and Mark Jones Parry.

**NOTED** the absence of Fr. Engin

**RESOLVED** to consent to these absences

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

The minutes of the meeting held on 18 May 2023 were agreed as correct record.

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

**ACTION: CHAIR**

There were no matters arising to consider

4. **BUDGET 2023/24**

(a) First Quarterly Return

**RECEIVED** the first quarterly return, a copy of which is included in the Minute Book and available to view on GovernorHub.

**REPORTED** that the following areas were highlighted by the SBM.

Income

- (i) 105 – Pupil Premium – the School had received extra PP money;

- (ii) I03 -High Needs Top-up funding – an additional £3k had been received from the Greig Trust, £15k rather than £12k;
- (iii) I18 – Additional Grant for Schools – this included the extra funding from the Mayor of London for free school meals for KS2. The amount received going forward would depend on the uptake of meals;

#### Expenditure

- (i) E01 – Teaching Staff – this budget had changed as one teacher was reducing her days from five to four and one teacher would be returning from maternity leave later than originally planned;
- (ii) E19 – an additional £3k from the Greig Trust had gone into funding the Opal project;
- (iii) E27 – Bought in professional services – Curriculum – an agency TA would be moving to the School payroll but there would be one less LSA in September resulting in an additional agency teacher being employed but this did not have a great deal of effect on the budget;

#### General

- (i) The SBM explained that if they carried on as they were currently and spent all the budget there would be a revenue balance of £74,670 at the end of the financial year, 4.14% of the budget. However, staff changes could happen at any time and the School was looking at additional funding for the pay awards. They had budgeted for 5% but 6.5% had now been offered with 3% of this being funded;
- (ii) the SBM pointed out that there were likely to be changes to the budget in quarter 2;
- (iii) Camille Anderson asked about the cover for the staff member moving from five to four days and was informed by the Headteacher that this would be covered by either the DHT or the AHT;
- (iv) Gerald Gumbrah asked for more details on catering at the School. The SBM explained the contractor was now Stir Foods following a tender process funded by the LA. Stir Foods had joined the School in May and from September would be providing the FSM service to KS2. The SBM said they would need to see if the uptake of school meals changed. So far the new caterers were working out well and there had been good feedback. The kitchen staff were happy with the changes and the staff had remained the same. Following a query from Michelle Broomes about what would happen to the funding if there was no uptake of KS2 meals, the SBM explained that they would look at the three census held over the year and take the average uptake to decide what funding the School would receive. Therefore the School was

keen for as many children as possible to have school meals. A survey had been sent out to those currently having packed lunch to see if they might change but many had not yet made a decision. The menu would be sent out again early in the Autumn term to encourage take up but the SBM said they would have a good idea in the first week of likely numbers but extra food would be ordered to cover any additional meals.

**RESOLVED** to agree the first quarterly return and that the SBM send it via email to the Chair for signature.

**ACTION: SBM/CHAIR**

(b) 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.

5. **HEADTEACHERS REPORT**

**RECEIVED** the report of the Headteacher, Ms Debbie Butcher, a copy of which is included in the Minute Book and available to view on GovernorHub.

(a) Update on the curriculum;

- Quality of Education;
- Personal Development;
- Behaviour and Attitudes;
- Leadership and Management;
- Progress of the School Improvement Plan

**NOTED** the contents of the report and the detailed information provided which Governors had read prior to this meeting.

(b) Safeguarding and pastoral update for the last Term.

**REPORTED** that in the Summer term there had been

- no complaints;
- no number of Children Looked After; PLA
- two Child Protection (Safeguarding) referrals to social care;
- no children with a child protection plan in place;
- no allegations against staff reported to the Lead Officer for Child Protection;
- two racist incidents;
- one reported serious bullying incident;

- no significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people;
- no exclusions and suspensions;
- no Child on child abuse.

(c) SATS Results

**REPORTED** by the Headteacher that the results had been received this week and were as follows;

- (i) the Combined score for age related expectations- ARE was 64% compared to the national figure of 59%. Reading was 73%, in line with the national figure of 73%. 20% were at Greater Depth (GD). The Score for writing was 72% ARE with the national average being 71%. 16% were working at GD. For Maths the score was 76% compared to 73% national and 16% were GD. For SPAG the score was 73% (national 72%) with 39% at GD. Science results were based on teacher assessment and were 83% ARE compared to 80% national with 19% working at GD;
- (ii) the Headteacher was delighted that overall the pupils were achieving at or above national in all areas particularly as the reading test had been so difficult and every school had dropped in this area this year. Governors congratulated everyone on these results. The Headteacher, whilst pleased, said she wanted to pupils to do even better in the future;
- (iii) in response to Governors' queries, the Headteacher said there was no information available yet for SEND or other schools in the LA;
- (iv) in respect of Pupil Premium attainment and progress, the gaps were closing for all subjects apart from ARE in Maths where there was a gap of 15%. The gaps in other areas were 4% or lower with the largest gaps being at GD;
- (v) the Headteacher was delighted with the excellent progress the lowest 20% of readers had made. Very few were at ARE but they were catching up with their peers and it was clear the interventions in place were having a good impact. In response to a question from Janev Mehmet the Headteacher clarified that almost all of these children were SEND. Governors discussed the value of the reading buddies, Year 6 children who were working with Years 3 and 4. The Headteacher and Kate McDonald-Boyle highlighted how seriously the Year 6 children took their responsibilities in this role and the strong current Year 5's would take over from September. To say thank you for all their work, the reading buddies had been taken to Jump In recently.

(d) OFSTED

- (i) the Headteacher said that the call had come on Monday 10 July and the visit had taken place on Tuesday and Wednesday. The Headteacher had been

pleased that it had actually been a positive experience. The Inspector had been professional, kind and courteous throughout the process and the feedback had been glowing and reflected the School accurately. She got to know everyone in the School well over the two day visit;

- (ii) the result was that the School remained Good and that the direction of travel was going in the right direction to become Outstanding under the current inspection framework, however this framework could change before another inspection took place. The Headteacher informed Governors that the written Ofsted report was likely to be slightly bland and generic and different to the SIAMS one;
- (iii) the Headteacher highlighted some of the positive comments that the Inspector had made. In respect of teaching and learning she had found the curriculum intent to be strong and the range of schemes in place for teaching were good and the content was well taught and appropriate for the needs of the pupils. There was a strong assessment and retrieval process in place. Subject leaders were well supported but there was a need for some fine tuning around implementation. Clear systems were in place to support reading and phonics and comprehension was good. Effective assessments equated to good interventions. Parental engagement and collective worships were good;
- (iv) in respect of behaviour, the children had been very enthusiastic. The Opal Scheme was already showing real success. Behaviour issues were resolved effectively and ways of managing behaviour were clear. There was good engagement in lessons and during lunchtime and breaks. Pupil voice was strong;
- (v) in respect of speech and language it had been seen that the children were encouraged to be clear and accurate and the development of oracy still further would improve this even more;
- (vi) the PSHE and RE curriculum ensured that new children were made to feel welcome and their roles and responsibilities were reiterated to the children. There were a wide range of educational visits on offer which related to the children's learning and overall there were good equal opportunities for all;
- (vii) there was a well-established routine in place around safeguarding and the systems in place were good. Slight amendments were needed to ensure the paper trail remained clear as they moved from paper to electronic monitoring. The Headteacher had been able to assure the Inspector that plans were in place for this. Children felt safe at School and knew they could speak to a trusted adult about any worries they might have;
- (viii) the workload for staff was recognised and Leaders were supportive. The relatively new SLT recognised where work was needed and overall they were

an outward looking school. Networks were strong and there were progression opportunities for staff. Leaders were proactive and Governance was deemed to be effective and developing well;

- (ix) the Headteacher informed Governors that the above comments were a snapshot of what had been said and reiterated how complimentary and positive the Inspector had been. This inspection had definitely been a better experience for everyone than the one that had taken place in 2018. The Headteacher said she was pleased with the outcome and agreed with the areas of development highlighted by the Inspector;
- (x) in response to a question from Camille Anderson, the Headteacher explained that the Inspector was not allowed to recommend what they would have to do to be outstanding. She had alluded to some areas but had needed to be careful not to actually recommend anything specific. If the Government changed then the Ofsted reporting system was also very likely to change so it was not relevant to try and work out how to work towards outstanding at present. The Headteacher said she considered that Ofsted Inspections were moving in the right direction and Inspectors were working well with Schools now;
- (xi) the Headteacher emphasised how amazing the staff had been during the whole Ofsted process. Governors congratulated everyone involved. The Headteacher informed them that one DHT was on long term sick leave and Corey Cooke's wife had gone into labour on the second day of the inspection so there were only two SLT in place on the second day, herself and Bridget Lennon but they had coped well;
- (xii) in response to Governors' questions, the Headteacher said that under the current system they would not expect another visit for four years and they could only do their best over this time to keep improving the School. Janev Mehmet commented again on the excellence of the reading buddies and considered that this experience for Year 6 children would be very beneficial as they moved into Year 7 in terms of increasing their self-esteem. The Headteacher agreed and said that the next push would be on Oracy to ensure that the children were as confident and articulate as possible. The difference between ethnic groups in this area was recognised and the fact that home life affected the ability to be confident and articulate so the Headteacher wanted all the children to have the opportunity to be as articulate as possible, whatever their circumstances. Janev Mehmet considered the process should start at Tottenham. The Headteacher agreed and said that they did have joint SLT meetings and once both School Improvement Plans were in place for next year they would consider how to work together on this. Janev suggested that some Year 6 children could go into Tottenham and some strong Year 3's could work with reception;

- (xiii) in response to a query from Michelle Broomes around being on the right trajectory to become outstanding, the Headteacher explained that they would be changing their School Improvement Advisor (SIA) from the Haringey Education Partnership (HEP). The new SIA was a current lead Ofsted Inspector and would offer more rigor and support to keep the School moving in the right direction. The School was currently at least Good in all areas and the intent was in place to improve this further but more implementation was needed. The Headteacher assured Governor they would continue to tweak areas and work on the curriculum to bring standards up across all areas to show excellent practice but this had to be at a rate staff could cope with. Governors recognised this. The Headteacher explained if they conducted a deep dive in all areas now they would all have to be equally successful if they were to be Outstanding and work was needed in some areas. Janev Mehmet pointed out that data would continue to show improvements, however the Headteacher informed Governors that the Inspector had not reviewed any data despite it being provided. The inspection had focused on intent and implementation;
- (xiv) the Headteacher reiterated how delighted she was at the result of the inspection and thanked those Governors involved for their contributions and support. She added that Janev Mehmet's support of Subject Leads and undertaking deep dive conversations had been invaluable.

#### 6. **GOVERNOR REVIEW**

**RESOLVED** that this item be deferred until the next meeting.

**ACTION: CLERK**

#### 7. **STAFFING STRUCTURE 2023/24**

**REPORTED** that the School was fully staffed for September and there would be no need to employ support staff as they had enough staff in place to cover. There had been no resignations this term.

#### 8. **PARENT, PUPIL AND STAFF QUESTIONNAIRES**

**RECEIVED** the results of the Parent, Pupil and Staff questionnaires, copies of which are included in the Minute Book and available to view on GovernorHub.

**REPORTED** that

- (a) the Surveys had been conducted over the last couple of months and had been invaluable during the Ofsted inspection. Actions had been taken as a result of the surveys and the Headteacher had been able to demonstrate this to the Inspector;
- (b) Governors reviewed the questionnaires in depth. They highlighted comments made about Governors in the staff questionnaire, but the Headteacher assured them that this was an historical issue and she had put them straight about how much Governors contributed to the School. The Chair considered the importance of all staff understanding a Governor's role and not just the more senior members of the School.



Kate McDonald Boyle said she would be happy to ensure this was brought up in meetings;

- (c) Michelle Broomes asked if Support Staff felt integrated and that their voices were heard enough. The Headteacher said she had considered surveying them separately but in her past experience she did not feel this was necessary. Mary Gavriel stated that as a TA she felt equal to the other staff and considered other support staff felt the same. The Headteacher explained that information was always filtered down and feedback given. Most emails were sent to all staff. Mary Gavriel added that staff were able to put their name on surveys to ensure personal feedback but they could be anonymous if they wished;
- (d) Camille Anderson commented that she felt the School website needed some work and was not user friendly at present. The Headteacher said that there was a requirement for it to contain a great deal of information to ensure website compliance which was checked regularly. Camille said she would be happy to go through it with the Headteacher as it was not always easy for parents to navigate it and find what they needed. The Headteacher recognised this but said it had to be Ofsted compliant and the communication tool with parents was Class Dojo which worked well;
- (e) when reviewing the Parent Survey, Governors commented on the results for the comment My Child is new to English and the School gives them the support they need to succeed. The Headteacher assured them that there was an enormous amount of support made available;
- (f) In response to further questions, the Headteacher said that they usually took don't knows to mean that "this doesn't apply to me". A separate survey was sent to SEND parents and other key demographics were targeted separately. Pupil surveys were conducted termly.

## 9. **POLICIES REVIEW**

**RECEIVED** the following Policies:

- Relationship and Sex Education Policy;
- FOI;
- Data Protection;
- Complaints;
- Debt Recovery;
- Staff capability;
- Cyber security;

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

**REPORTED** that the Headteacher explained there were no major changes to any of the policies apart from RSHE which had the changes highlighted in yellow to reflect that two weeks' notice would be given to parents about lesson plans. In response to a question from

Michelle Broomes, , the Headteacher said that there were two lessons in Year 6 where parents could withdraw their child but everything else was part of the science curriculum.

10. **OPAL**

**REPORTED** that

- (a) this was going very well and the children were loving it. The only complaints were that there was not always enough of some of the equipment and the children got annoyed that other children took things off them or they couldn't play with what they wanted. However, there were now enough tyres in place and lots of new equipment was being ordered when the need arose. The House and Sensory Garden were now open and a painting area would be in place soon;
- (b) the Headteacher said that the scrap items could get broken easily but the children adored the dens, however there was a need to teach them how to tie and untie knots so that they didn't pull things that then broke. The big tunnel needed reinforcing. Dress up clothes had proved to be a triumph as had the wheely toys which were being used in a multipurpose ways. The importance of the SEND children engaging with the outside activities was discussed in depth;
- (c) floor chalk was now available and chalk boards were also being purchased. A bubble machine was in place as well as air hockey and bean bags. In response to a question from Camille Anderson, the Headteacher said the OPAL Advisor would still be involved. Mary Gavriel highlighted the value of the sensory garden and Governors discussed the fact that staff had adjusted to "ranging not policing" by allowing the children to be free in the choices they made. They discussed how the children helped to find solutions to possibly unsafe situations;
- (d) the Headteacher reiterate how pleased she was that she had made the decision to go with OPAL but recognised there was still lots to do. More equipment was being sourced all the time and links were being made with other schools. Camille Anderson suggested that an Amazon wish list could help with the provision of more equipment;
- (e) the Headteacher informed Governors that three surveys had been sent out about OPAL to staff, pupils and parents. Parents had been invited to come and experience it for themselves next term. Wellies and waterproof coats would become part of the School uniform so that OPAL could be used all the time and the universal grant would be used to purchase these items for those who didn't have them. They would also look to provide raincoats for staff too. There were some areas that were inside or under cover which could be utilised in inclement weather;
- (f) the Headteacher said that every single bit of usable space would be developed over time. Michelle Broomes said she would very much like to experience OPAL for herself and wondered if the children could be taught to risk assess. The Headteacher said they did have an OPAL team in place who discussed risk assessments and the children did understand what they could and couldn't do. An assembly on OPAL was held nearly every week and joint decisions were made around the safety rules. Michelle Broomes asked if OPAL could be built into the SEND provision and the Headteacher

said it could as it was also very good for social interaction. This had already been noticed and the value of OPAL was becoming very clear.

## 11. REVIEW OF GOVERNANCE

**RESOLVED** that as Ofsted had now taken place this was not a priority but moving forward it would be reviewed annually.

## 12. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

### NOTED

(a) that Governor training could be booked via the School based booker, Izlem Balci

(b) the following training sessions:

Wed 20th Sept 2023	6.30pm-8.30pm Highlands School	Roles and Responsibilities: <i>'Knowing my school'</i> .	Tbc
Wed 11th October 2023	6.30pm-8.30pm Highlands School	Understanding School Data: <i>'What governors need to know'</i>	Tbc
Wed 8th Nov 2023	6.30pm-8.30pm Highlands School	School Improvement: <i>'Strategic Role of Governors'</i>	Tbc
Mon 13 November 2023	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 1	Tbc
Wed 6th December 2023	10-11am Teams	Prevent	Tbc
Wed 24th Jan 2024	6.30pm-8.30pm Highlands School	Induction for New Governors	Tbc
Mon 19th Feb 2024	6.30pm-8pm CLC Parsonage Lane	Pupil Premium Part 2	Tbc
Wed 21st Feb 2024	6.30pm-8.30pm Highlands School	Inclusion and Equality: <i>'Knocking down barriers, building life chances'</i>	Tbc
Wed 20th Mar 2024	6.30pm-8.30pm Highlands School	Strong Governance: <i>'How to make a difference'</i>	Tbc

13. **GOVERNORS BRIEFING**

**NOTED** the information in the Governors Newsletter Summer 2023 available on Governor Hub.

14. **DATES OF FUTURE MEETINGS**

**RESOLVED** that Governing Body meetings be held on the following dates at 5pm

Thursday 21<sup>st</sup> September 2023

Thursday 19<sup>th</sup> October 2023

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

Thursday 11<sup>th</sup> January 2024

Thursday 8<sup>th</sup> February 2024

Thursday 14<sup>th</sup> March 2024

Thursday 16<sup>th</sup> May 2024

Thursday 11<sup>th</sup> July 2024

15. **ITEMS TO REMAIN CONFIDENTIAL**

**RESOLVED** that no items be regarded as confidential.

16. **ANY OTHER BUSINESS**

Chair of Governors.

**REPORTED** that Lawrence DeSouza would be stepping down from the Governing Body at the end of this term. The Headteacher thanked Lawrence for all his hard work and dedication to the Governing body and said he would be sorely missed. She thanked him to staying on longer than he had planned to in order to help with Ofsted. In turn Lawrence thanked everyone for their support and said he was sad to be leaving but his new job meant he would not be able to give the time required to the Governing Body. Everyone wished Lawrence good luck and general thanks were issued for everyone's contributions this year.

Headteacher

**NOTED** that it was approved that the Headteacher could have a week working away from School at the end of November, start of December.