

**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<sup>th</sup> May 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
	Janet 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)

Corey Cooke (Deputy Headteacher)(Associate Member)

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

Mandy Newell - Minute and Advisory Clerk

MINUTES PART 1

An opening prayer was led by Mark Jones Parry.

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Gerald Gambrah.

**NOTED** the absence of Daniela Atamnia and 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 16 March 2023 were agreed as correct record.

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

**ACTION: CHAIR**

The following matter arising was considered

Headteacher report - data (agenda item 5 (c))

**NOTED** that the data had not been uploaded to GovernorHub.

**RESOLVED** that the data be uploaded to GovernorHub.

**ACTION: HEADTEACHER**

4. **BUDGET 2022 - 2023**

(a) Out-turn Budget

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**RECEIVED** the out-turn budget, a copy of which is included in the Minute Book and available to view on GovernorHub.

**REPORTED** that the carry forward was £99,794, just below the amount allowable of 5% of the budget, in this case £100,000. Any monies over this amount could be clawed back by the LA .

**RESOLVED** to agree the Carry-forward into 2023-2024.

(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. **BUDGET 2023 -2024**

**RECEIVED** the 2023 - 2024 Budget, a copy of which is included in the Minute Book and available to view on GovernorHub.

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

Income

- (a) Governors were reminded that teachers could hand in their notice up until 31 May so staffing could change after that. The School would have a better idea of the staffing budget by the first quarter in July;
  - (b) In response to a query the Chair, the SBM clarified that the financial year did not align with the academic year;
  - (c) I03- High Needs Top Up funding - this figure was dependent on the number of children with Educational HealthCare Plans (EHCPs). In response to a question from Bambos Charalambous, the SBM explained that this funding was 27% less than before. Some children who had an EHCP had left the School so they no longer received this funding. She considered it was likely they would get more EHCPs in Year 3 so these figures could change. The Chair asked how many EHCPs there were across the School and was informed there were ten at present but there could be two more in September. Some children from Tottenhall with SEND were going to special schools.
  - (d) I05 – Pupil Premium (PP) – there had been an increase in PP children, ie those on free school meals (FSM).
  - (e) I07 – Other grants and payments. As this money was received it would be added to the budget accordingly;
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- (f) I09 – Catering – from next year the Mayor of London had announced that KS2 children as well as KS1 would receive FSM for one year. Further information on how this would work this was awaited but the income in this area was likely to be less as the School would not be receiving payments from parents;
- (g) I13 –Donations and or Private Funds – this contained the potential grant received annually from the Greig Trust. Last year it had been £15,000. £12,000 had been budgeted for this year but the SBM explained that this could be an underestimation.

#### Expenditure

- (a) E01 – Teaching Staff – these figures had been based on the current staffing structure. This would be updated in the first quarterly return;
- (b) E26 – Agency Staff – the School was only using agency cover up until July. They planned to use less agency and it was hoped from September expenditure in this area would be reduced;
- (c) E04 – Premises Staff – there would be less expenditure this year as the Assistant Site Manager was leaving at the end of the academic year and there were no plans to replace him at the moment. This would be reviewed if necessary;
- (d) Governors questioned the difference between E02, Supply and E26 Agency. There were no figures in E02 and it was determined the two budget headings covered the same area and that E02 could possibly be removed from the budget sheet. E03 – Education Support staff covered staff such as sports coaches and cover supervisors.

**RESOLVED** that the SBM speak to Julie Eyland at Count On to clarify the position of E26 and E02 in the budget sheet.

#### **ACTION: SBM**

- (e) E09 – Staff Development and Training – the SBM explained that it looked as if a large sum of money was being spent in this area but it was due to the School having the Quality Mark and the fact they were signing up to the National College for health and safety training. This training had previously been included in the Health and Safety SLA but this was no longer the case. Governors were assured that the National College offered excellent training;
- (f) E12 – Building Maintenance and Improvement – there would be less expenditure this year as major purchases for the oven and sheds had been made last year;
- (g) E19/E20 – Learning Resources (not ICT) and ICT Learning Resources – there would be less expenditure this year on purchasing stock as a great deal had been bought last year and the School did not now need so much;

- (h) E19A – School Journey/Trips/Visits – this figure would change as events were booked during the year;
- (i) E22 – Administrative Supplies – the School would be spending 67% more than last year as there was a need to change the phone systems. All Schools in the Borough were signing up to a new system which would cost around £5-6,000. This would be a one off cost;
- (j) E25 – Catering – the School was signing up to a new supplier, Stir. A meeting had been held with them recently and the SBM was now awaiting the contract in order to review it. In response to Governor queries, the SBM and Headteacher explained that Enfield Catering had helped with the tendering process. They considered the new caterers would work well with the School. The company was an off shoot of a larger organisation. Governors discussed the potential costs to parents and the uncertainty of whether the Mayor of London’s FSM plans would continue after one year. As there were elections for the post next year this was not something that could be decided at this stage. Governors considered the fact that other areas and some London Boroughs already offered FSM.
- (k) E99 – Contingency - Governors attention was drawn to the contingency which was quite low at £13,440. This figure could alter dependent on staffing. The SBM explained that if staffing remained the same this would be a negative effect on the budget and they would need to review the contingency and review where more savings could be made if necessary. This would be clearer by the first quarter.
- (l) the SBM asked Governors to look at O/P/Q and explained that these figures showed that expenditure was more than income. £86,354 had been used to balance the budget. Following a question from Mark Jones Parry, it was clarified that that the whole of the carry forward would be spent next year to plug the gaps so it was likely the School could be in deficit by 2024/25 but all that could possibly be done would be to try and avoid this;
- (m) Governors discussed how falling roll numbers was taking a toll on the budget as less pupils meant less funding. They also considered the fact that there was no clarification as yet as to whether the teacher pay awards would be funded. The current budget included funding for what was expected but the actuals had not yet been confirmed. The Headteacher stated that the projection was that pupil numbers would continue to dip over the next five years. Families at SMAB were happy and the reasons they were left were usually due to other reasons, such as relocating out of London or going back to their home countries. Therefore marketing the School would not necessarily help to improve numbers. Children were joining but others had very legitimate reasons for leaving which were nothing to do with being unhappy at the School. In response to a question from the Chair, the Headteacher said there were currently 86 pupils in Year 6 which was good but numbers further down the School were lower;

- (n) the SBM informed Governors that David Young at Count On had produced an overview of the year end data of the 49 Enfield schools who they supported. She had uploaded this to GovernorHub. Key observations from 2021/22 showed that in 2021/22 7 primary schools had been in deficit, this had now doubled to 14. Governors discussed the financial issues many schools were facing and the fact that a teacher still needed to be funded however many were in a class. The Headteacher explained that any numbers below 25 meant a class was unviable financially. Expenditure on support staff had risen but formula funding did not cover this;
- (o) E16 – Energy showed that this was 64% more than last year. Staff were doing their best to make savings by turning lights off and not having the heating on as much;
- (p) Governors discussed pupil numbers in depth and the SBM explained that they could take 360. At present they had 284 which was the lowest ever and was a massive concern in budgetary terms. They considered the class sizes and the problems in London but particularly Enfield.
- (q) despite all this, the School was still in a good place when compared to others in the Borough. The Headteacher and the SBM assured Governors they would continue to work hard to keep the books balanced. The Chair thanked them for all their hard work and he and the other Governors considered they were doing incredible work.

**RESOLVED** to agree the 2023-24 budget.

## 6. **POLICIES REVIEW**

**RECEIVED** the following policies

- the updated, LA approved Staff Code of Conduct policy;
- Positive Behaviour Policy & child-friendly positive behaviour and anti-bullying policies;
- Home school agreement;
- Review school information published on the website;
- Charging and Remissions Policy;
- Lettings (including Lettings Charges)

**NOTED** there were no changes apart from amending dates and names. In response to a query from Camille Anderson, the Headteacher clarified that the school website was constantly reviewed.

**RESOLVED** to agree and ratify the above policies and that they be uploaded to the School website.

**ACTION: HEADTEACHER**

## 7. **HEALTH AND SAFETY**

**REPORTED** that there were no urgent health and safety issues to consider. However, the LBDS had decided that works on the collapsing wall could wait until it fell down completely. The Headteacher was not happy about this as they had to work around this space. She was

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keen to utilise all the space in this area and whilst the wall was likely to collapse it had to be fenced off reducing the space available.

8. **PREMISES WORK PLAN**

**REPORTED** that there were no major works planned. REAM were coming in to look at the space at the front of the school as part of the OPAL project. The Headteacher explained she was keen to have a sand pit for the children to use. Plans and costs for this were being put together. She hoped to utilise some big old plant pots and was considering these could be used to house a small, raised pond and a sandpit. There were also plans for a meadow area. A beehive had been found in one pot so this was being left alone. In response to a question from Michelle Broomes, the Headteacher said she would email her when a premises meeting date had been agreed so she could attend if possible.

**RESOLVED** that a date for the next premises meeting be sent to Michelle Broomes.

**ACTION :HEADTEACHER**

9. **STAFFING/PERSONNEL**

(a) Staffing update

**REPORTED** that the Headteacher said she was taking a risk by overstaffing this year. Bare bones staffing had been in place last year but there had been staff on maternity leave and a very long term sick leave (now on phased return) and covering these roles had taken huge amounts of money and time. There had also been other significant absences throughout the year which had meant Corey Cooke had needed to spend a large amount of time in class impacting on strategic planning time for him and the Headteacher together. The Headteacher pointed out how lucky they were to have such strong Middle Leaders driving teaching and learning. Following Governor's questions, the Headteacher assured them that there were enough staff in place to hopefully avoid the use of agency staff whilst also allowing time for the Headteacher and Corey Cooke to strategically lead the School forward. Governors were reminded that resignations for next year had to be given by 31 May. The Chair asked if the Headteacher knew of any potential leavers and she said that there was one that she already knew about. In response to a question from Mark Jones Parry, the Headteacher said she would let other staff go when they found a position and would not make them serve the usual notice period as she had enough staff to fill any gaps that might be left. Governors discussed the staffing situation in depth and were assured that the School had enough staff in place to ensure they did not have to spend money on supply. The Headteacher was confident about staffing plans over the next two terms.

(b) Update regarding staff development and training

**REPORTED** that two staff had completed NPQs and two more were in the process. The School would remain with Haringey Education Partnership (HEP) for conducting peer reviews. Middle Leaders undertook regular CPD. Janev Mehmet asked if the

Headteacher could let her have the names of the staff undertaking their NPQs as she marked these and would not want a conflict of interest to arise. In response to a Governor's question, Corey Cooke explained that Enfield would not be an appropriate body to regulate Early Careers Teachers (ECT) training from September. They would use NELSH through Haringey who used UCL as their platform. There were two ECTs in Year 2 who would need to complete their course with Enfield but any new ECTs would work with the new provider.

**RESOLVED** that the names of teachers studying for their NPQ be sent to Janev Mehmet.

**ACTION : HEADTEACHER**

## 10. **SCHOOL IMPROVEMENT**

**REPORTED** that

- (a) the Headteacher informed Governors she planned to write a three year School Improvement Plan (SIP) to start next year. This could be adjusted and adapted as things changed;
- (b) in response to a question from Camille Anderson, the Headteacher explained that the SIP would be put together in July and be finalised over the summer. It would include plans to embed Pedagogy of training and plans to develop Oracy. It was recognised that they needed support with this. Janev Mehmet explained that she worked with a number of schools who were experts in talk and thinking and said she would send the Headteacher details of this;

**RESOLVED** that information on Oracy, Talk and Thinking be sent to the Headteacher.

**ACTION: JANEV MEHMET**

- (c) the SIP would also include plans for OPAL over the next two years;
- (d) the Headteacher informed Governors that she was completing a mental wellbeing course at present and whilst this was considered to be a strong provision in the School, mental health and wellbeing would be added to the SIP in light of the course the Headteacher was doing;
- (e) sustainability was to be included and the LDBS had an expert who could offer help in this area;
- (f) a long term project would be to improve parental engagement and involvement in the School;
- (g) in response to a question from Camile Anderson, it was clarified that some things would be carried over from the last SIP;



- (h) Janev Mehmet pointed out that sometimes Ofsted set themes to their visits and she considered it could be a valuable exercise to browse through recent inspection reports in Enfield and highlight specific areas that came up in the SIP. The Headteacher agreed and explained that information such as this was often shared at Headteacher briefings. She said she had an entire Ofsted handbook and briefing and crib notes for every area of the School in readiness for a visit. Janev Mehmet pointed out the SIP should be linked to the Ofsted headings and was assured by the Headteacher that they were using the relevant language within the SIP. In response to a question from Michelle Broomes, the Headteacher explained that OPAL would come under the Personal Development section of the SIP and that all other items would fall under the relevant Ofsted heading. The Chair asked about the self-evaluation Form (SEF) which linked into the SIP and was informed this was reviewed termly.

## 11. **OPAL**

**REPORTED** that the sheds were now full of toys and play things and the area at the front of the School had been cleared and changed. The planters had been put back against the wall to give more space. The Headteacher said she would be working in the bigger room in the house over half term to get this ready. Areas and activities would be rolled out gradually to keep the children's interest. A water feature, wind chimes and hanging baskets would be in place soon along with areas of edibles and smelly herbs. Rules for using the spaces and equipment would be discussed and agreed in Collective Worship. The Headteacher explained they were taking the project slowly to ensure the correct infrastructure was in place. The children were consulted constantly to see what they would like and how the plans would work. Governors were very impressed with the project and what had been completed to date.

## 12. **GOVERNING BODY INFORMATION – DIVERSITY**

**REPORTED** that the Headteacher highlighted the information in the Termly Pack which provided information on how to ensure your Governing Body was diverse. She was delighted that this Governing Body was a diverse one but she informed Governors that the website did not reflect this. She asked them if they would be happy for information to be added to the website to celebrate the diversity of the Governors at SMAB. Governors agreed.

**RESOLVED** that diversity information be added to the website.

**ACTION: HEADTEACHER**

## 13. **REVIEW OF GOVERNANCE**

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

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**REPORTED** that the Headteacher reminded Governors that had reviewed this document at the last meeting and since then she and Corey Cooke had populated as much of it as they could. She explained that it was now up to Governors to complete the rest of it to enable them to be ready to answer any questions Ofsted might ask them.

**RESOLVED** to create a Google document to enable all Governors to populate as much of the template as they could. This could then be reviewed at the July meeting and an action plan produced.

**ACTION: HEADTEACHER/CHAIR/ALL GOVERNORS**

14. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

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

15. **LA REFERRALS/POLICIES**

**RECEIVED**

- updated, LA approved Staff Code of Conduct policy (discussed above);
- Pay Policy.

**RESOLVED** to ratify the above policies

16. **GOVERNORS BRIEFING**

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

17. **DATES OF FUTURE MEETINGS**

To **note** the date of the next meeting as

13<sup>th</sup> July 2023.

18. **ITEMS TO REMAIN CONFIDENTIAL**

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

A closing prayer was led by Mark Jones Parry.

