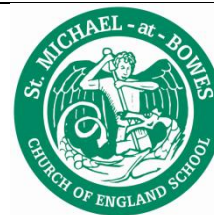


**GOVERNING BODY OF  
ST MICHAEL AT BOWES CE JUNIOR SCHOOL**  
Tottenham Road, London. N13 6JB



***‘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 October 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
	Rosa Aers (Haringey) Deanery Synod *	21.09.2023	20.09.2027
	Gerald Gambah (LDBS) *	10.11.2022	9.11.2026
	Isaac Kalonji (LDBS) *	9. 12.2022	8.12.2026
Headteacher	Debbie Butcher	Ex officio	

**Also attending**

Mary Gavriel – (Associate Member)  
Corey Cooke (Deputy Headteacher (Associate Member)  
Mandy Newell - Minute and Advisory Clerk

### NOTES OF INQUORATE MEETING

In the absence of Mark Jones Parry, the meeting was chaired by Kate McDonald Boyle.

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

Apologies for absence were received from Mark Jones Parry, Gerald Gambah and Isaac Kalonji, Michelle Broomes and Fr Engin.

**NOTED** the absence of Daniella Atamnia, Bambos Charalambous and Rosa Aers.

**RESOLVED** to agree 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. **MEMBERSHIP AND CONSTITUTION**

##### (a) Foundation Governor

**NOTED** that Rosa Aers had written a statement for the PCC and sent this to Mark Jones Parry.

##### (b) Parent Governor

**NOTED** that the term of office for Daniela Atamnia would come to an end on 18 November. A parent election would be held in due course and a Parent Governor elected after half term.

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

The minutes of the meeting held on 21 September 2023 were agreed as a correct record and signed on GovernorHub by the Chair.

There were no matters arising to consider.

## 5. BUDGET

### (a) Second quarterly return.

**RECEIVED** the Second 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.

#### Income

- (a) I05 Pupil Premium – the amount had been changed as new DfE figures had been received which were £7,000 less than the LA PP ones. The SBM had contacted the LA and was awaiting a response. Other Schools were also having discrepancies;
- (b) I13- Donations and/or Private Funds – the School had received £15,000 of funding from the Greig Trust;
- (c) I18 – Additional Grant for Schools – funding was being received from the Mayor of London in respect of Free School Meals (FSM) for all KS2 children. This figure had been based on the latest formula from the London Assembly but the LA formula differed and the SBM explained they were not sure which one to use. The School had been told they would receive the funding in July 2023 but to date it had not been received and the LA were now saying they would receive it in October. Following Governors’ questions, the SBM said that SMAB had adequate cash flow but Schools in a deficit budget were struggling to manage the situation. Governors discussed the staffing issues at the LA at present. The SBM explained that they were waiting for the funding to come through to ascertain if it was correct. The figures were based on the 2022 census but the SBM explained they were not sure if this was the correct way to do it. Governors debated what the LA were allowed to do in respect of the London Assembly funding and Camille Anderson asked what would happen if the School did not receive the money. The Headteacher and SBM explained that the carry forward would reduce. In response to a query from Janev Mehmet, the SBM clarified that they were using the expected funding calculations but the LA were not responding to queries. The SBM assured Governors that she was emailing the LA with a number of queries and was chasing them constantly for answers. Janev Mehmet commented there were a number of issues with LA’s at present but the SBM and Headteacher said there were particular concerns around Enfield.

#### Expenditure

EO1 – Teaching Staff – the 6.5% pay award had been included.

E26 – Agency Teachers – the School had an agency teacher in place who was covering maternity leave.

E25 – Catering Supplies – there had been a huge increase in meal numbers as meals were now free for all KS2 pupils;

The SBM explained that if they spent all of the budget the carry forward would be £72,104 which was 3.85% of the budget. The permissible carry forward would be £100,000 and Governors were informed they were keen to get as close to this as possible due to falling roll numbers. An update would be given when the third quarterly return was presented to Governors, at which time they should have more clarification around the Mayor’s funding and SEND money. The SBM explained that she was awaiting the October advance which should offer more clarification.

Janev Mehmet said that a new SEND and Alternative Provision plan would be coming out from the DfE and the Government and she understood they were planning a lot of extra work which should come with a lot of money.

The SBM highlighted they had an extra Year 3 child at the School and the funding had stopped for another child in January but the child was still at SMAB. She explained they were trying to sort out what was happening but the LA did not seem to know.

**NOTED** that the second quarterly return could not be agreed as the meeting was inquorate but the Clerk would send it to all Governors by email and ask them to agree it by 20 October so that the SBM could send the return to the LA by the 31 October deadline.

**ACTION CLERK**

(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.

(c) Scheme of Financial Delegation

**RECEIVED** the Scheme of Financial Delegation, a copy of which is included in the Minute Book and available to view on GovernorHub

**REPORTED** that the Assistant Site Manager had left and not been replaced. There were no other changes

**NOTED** the Scheme of Financial Delegation would need to be agreed at the next meeting.

**ACTION: CLERK**

(d) Staffing Pay Increments

**REPORTED** that appraisals were nearly completed. There were no concerns around pay increases for those who were entitled to move up a pay grade. There had been one request to move to the Upper Pay Scale and another one was expected. The Headteacher said both of these were likely to be agreed.

6. **THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS) 2023-2024**

**RECEIVED** the Schools Financial Value Standard, a copy of which is included in the Minute Book and available to view on GovernorHub.

**NOTED** that this would need to be discussed and ratified at the next meeting and that it needed to be returned to the Audit Service by the Dec 2023 deadline.

**ACTION: CLERK/SBM**

7. **CODE OF CONDUCT**

**RECEIVED** the Code of Conduct, a copy of which is included in the Minute Book and available to view on GovernorHub

**NOTED** that the Headteacher had asked Governors at the last meeting for any comments. Governor at the meeting were happy with the content and this would need to formally agreed at the next meeting.

**ACTION: CLERK**

8. **GOVERNANCE ANNUAL STATEMENT**

**NOTED** that the Headteacher and Chair of Governors had met and discussed this. They had agreed that as it was not compulsory they would not produce a statement this year and would reconsider it in 2024.

9. **PUPIL ACHIEVEMENT**

**NOTED** that a presentation on this would be given by Neil Morrissey, AHT and Assessment Lead at the next meeting.

10. **SKILLS AUDIT**

**NOTED** that

- (a) a Skills Audit had been undertaken two years ago and since then there had been a number of changes to the Governing Body. The Headteacher felt that the Governing Body now had the skills it required and there were no gaps in any of the relevant areas surrounding Governance;
- (b) following discussion it was determined that Governors should all write a paragraph about themselves which could be added to their profile on the website.

**ACTION: GOVERNORS**

## 11. **ANNUAL SCHOOL AUDIT REPORT**

**RECEIVED** the Annual School Audit Report, a copy of which is included in the Minute Book and available to view on GovernorHub.

**NOTED** the contents and that the School was compliant in the areas highlighted. Governors also discussed the School Improvement Plan and the ways in which this was produced and managed.

## 12. **POLICIES**

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

- Child Protection and Safeguarding (including E Safety)
- Safer Recruitment;
- Punctuality and Attendance Policy

**NOTED**

- (a) the slight changes to the first two policies. Missing in Education was now referred to as absent from education and Corey Cooke was now responsible rather than the ICT Technician, Penny Sparwell. The wording in the Safer Recruitment Policy had been changed to read ... will carry out checks if recruited. Isaac Kalonji would be holding Corey Cooke to account and undertake an audit. Governors discussed the need to ensure shortlisted candidates knew that online checks were being made on them;
- (b) there were no changes to the Punctuality and Attendance Policy apart from adding more detail about the Attendance Officer and the fact that the Headteacher would be meeting parents of any child who fell below the key threshold for or was at risk of persistent absence. Following Governor queries it was established that the fine was £60 per parent and parents would be taken to court if they did not pay;

(c) the policies would need to be brought to the next Governing Body for ratification.

**ACTION:CLERK**

13. **LA REFERRALS**

**RECEIVED**

- The Disciplinary Procedure for Maintained Schools, PRUS, Academies and other.

**NOTED** this would need to be brought back to the next meeting for ratification.

**ACTION: CLERK**

14. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

**NOTED** that all training sessions were listed in the Governor Training Brochure 2023-24, available on Governor Hub.

Training could be booked via the School based booker, Izlem Balci.

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

Member Governor Forum

22 November 7pm and 20 February 2023 at 7pm - tbc

15. **GOVERNORS BRIEFING**

**NOTED** the information in the Governors Newsletter Autumn 1 2023, available on Governor Hub.

16. **DATES OF FUTURE MEETINGS**

**NOTED** dates of future meetings as

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

17. **ANY OTHER BUSINESS**

Governor report forms

**NOTED** that the Headteacher would be speaking to Isaac Kalonji about the format of these.

**ACTION :HEADTEACHER**

18. **ITEMS TO REMAIN CONFIDENTIAL**

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



GOVERNING BODY OF ST MICHAEL AT BOWES CE JUNIOR SCHOOL  
COMMITTEE MEMBERSHIP 2023-24

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 Committees and Panels 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

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

### 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/Race Equality and EMA – Janev Mehmet
- Child Protection and Safeguarding Governor– Camille Anderson
- Training and Development Governor – Michelle Broomes
- English Governor - Michelle Broomes
- Maths Governor – Rosa Aers
- Creative Arts – Bambos Charalambous /Fr Engin.
- Science Governor – Gerald Gambrah
- PE – Vacancy
- Health and Safety Governor – Kate McDonald-Boyle
- RE including PSHCE and Rights Respecting School Council (RRS) – Revd Mark Jones Parry and Fr Engin
- Collective Worship – Reve. Mark Jones Parry
- ICT Governor – Isaac Kalonji
- Curriculum/Humanities - Revd Mark Jones Parry
- Member Governor Forum representative – Chair

- GDPR – Isaac Kalonji
- Wellbeing Governor – Mark Jones Parry.
- Pupil Premium Governor – vacancy
- Filtering and Monitoring Governor – Isaac Kalonji
- MFL Governor – Janev Mehmet.

Building Fund Working Party

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