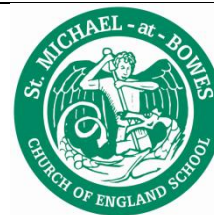


**GOVERNING BODY OF  
ST MICHAEL AT BOWES CE JUNIOR SCHOOL**  
Tottenham Road, London. N13 6JB



***‘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)

21 September 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

MINUTES – PART 1

1. **APOLOGIES FOR ABSENCE**

An apology for absence from this meeting was received from Janev Mehmet.  
An apology for late arrival was received from Camille Anderson.

**NOTED** the absence of Daniella Atamnia.

**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. **ELECTION OF CHAIR AND VICE-CHAIR**

(a) Term of Office

**RESOLVED** that the Chair and Vice-Chair have a term of office of one year.

(b) Election of Chair

**RESOLVED** that Mark Jones Parry be Interim Chair of the Governing Body.

(c) Election of Vice-Chair

**RESOLVED** that following discussion, Governors consider whether they could undertake the role of Vice-Chair of the Governing Body and that a decision be made at the October meeting.

**ACTION: GOVERNORS/CLERK**

4. **MEMBERSHIP AND CONSTITUTION**

(a) Foundation Governor

**NOTED**

(i) the term of office for Michelle Broomes (PCC) would come to an end on 2 October 2023.

- (ii) the vacancy for the Foundation Governor (East Haringey) Deanery Synod.

**RESOLVED** that

- (A) Michelle Broomes be reappointed with effect from 3 October 2023
- (B) Rosa Aers become a Foundation Governor once formal approval had been received from the Deanery Synod. The Chair and Fr Engin would contact the Deanery Synod to obtain approval.

**ACTION: CHAIR/FR ENGIN**

- (b) Parent Governor

**NOTED** that the term of office for Daniela Atamnia would come to an end on 18 November.

**RESOLVED** that a parent election be held.

**ACTION: HEADTEACHER**

## 5. GOVERNANCE ARRANGEMENTS

- (a) Code of Conduct

**RECEIVED** the Governing Body's Code of Conduct and the 2022 NGA model Code of Conduct, copies of which are included in the Minute Book.

**REPORTED** that the Headteacher invited Governors to review this in more detail and let her have feedback prior to the next meeting.

**RESOLVED** that Governors contact the Headteacher with any comments and the Code of Conduct be agreed at the next meeting.

**ACTION: GOVERNORS/CLERK**

- (b) Governance Annual Statement

**RESOLVED** that the Chair and Headteacher liaise and produce an Annual Statement for this year. This could then be brought to the next meeting for agreement.

**ACTION: CHAIR/HEADTEACHER/CLERK**

- (c) Register of Business Interests

Governors were reminded that the register of business interests must be confirmed on a yearly basis and stored at the School. Additionally, it should be updated as and when changes in circumstances occur.

**RESOLVED** that all Governors complete the declarations page on their Governor Hub profile page and confirm they are correct.

**ACTION: ALL GOVERNORS**

(d) Keeping Children Safe in Education (KCSIE)

**REPORTED** that the Keeping Children Safe in Education Guidance (KCSIE) 2022 came into force on 1 September 2022.

**NOTED** that

- (a) Governors were asked to read the briefing produced by Corey Cooke that contained the current updates following the major overhaul of the guidance last year. Corey Cooke highlighted the need for measures in place for filtering and monitoring at the School and explained that the responsibility for this lay with himself as the Designated Safeguarding Lead and the IT Manager. He asked if a Governor would also be willing to help with this and Isaac Kalonji volunteered to take the role of Filtering and Monitoring Governor and help to conduct an audit using the London Grid for Learning. In response to Governors' queries, Corey Cooke explained guidance no longer just covered children missing in education but also children absent in education. He also highlighted the need to ensure that when social media checks were undertaken for potential new staff they were told that this would be happening. Isaac Kalonji asked what would be seen as a "red flag" and Corey Cooke said it would be anything unlawful or not in line with School values but recognised this was a slightly grey area. The Headteacher added that if a concern arose they might well address it with the candidate before making a decision regarding employing them;
- (b) the Chair thanked Corey for his work on KSCIE and for highlighting the main points to Governors

**RESOLVED** that all Governors complete to complete the declarations page on their Governor Hub profile page to confirm they have read the guidance.

**ACTION: ALL GOVERNORS**

(e) GovernorHub

**REPORTED** that Governors were reminded to keep their profile page updated, including training details, DBS checks, declarations and contact details.

**RESOLVED** to ensure that all information on Governor Hub was complete and current.

**ACTION: GOVERNORS**

(f) Virtual Meetings

**RESOLVED** that meetings would be held in person but Governors could join virtually if necessary.

6. COMMITTEE COMPOSITION AND ORGANISATION

(a) Committee Membership

The Governing Body reviewed the organisation and membership of its Committees and Panels.

**RESOLVED**

- (i) to amend the membership of the Governing Body's various Committees and Panels with delegated responsibilities as detailed in the Appendix to these Minutes;
- (ii) to appoint Governors with specific responsibilities as detailed in the Appendix to these Minutes;
- (iii) to appoint Corey Cooke and Mary Gavriel Associate Members for one year. , with voting rights.

(b) Annual Review of Delegated Responsibilities

**RECEIVED** the Governing Body's Organisational Arrangements Document, a copy of which is included in the Minute Book. The Document included recommended amendments to reflect recent changes in education policy and/or legislation. Governors reviewed the Document, focusing particularly on the recommended amendments.

**RESOLVED** to agree the Organisational Arrangement Document subject to the following amendments;

- (i) the removal of the suggestion that the HT appraisal be moved to the Summer term;
- (ii) Governors on appeal panels should attend necessary training should be amended to read "Governors on appeal panels should preferably attend necessary training"

(c) Annual School Audit Report

**NOTED** that this was not yet available.

**RESOLVED** to review the Audit report at the next meeting.

**ACTION: CLERK**

**7. MINUTES AND MATTERS ARISING**

The Minutes of the meeting held on 13 July were confirmed as a correct record.

**RESOLVED** the minutes be signed on GovernorHub.

**ACTION: CHAIR**

**NOTED**

- (a) that there were no matters arising but the Headteacher informed Governors that the finalised Ofsted report was on the Hub and was a glowing testament to the School. This had also been shared with parents via Class Dojo and was available to read on GovernorHub. It had been sent to the LDBS and the LA;
- (b) the Headteacher apologised that at the last meeting she had been very tired following the intensity of the Ofsted inspection and on re-reading the minutes she felt that she might have been rather defensive in respect of some Governors' comments. She said she did recognise that the website was not very user friendly and assured them work would be done to rectify this. Governors thanked her.
- (c) in response to Governors' queries, the Headteacher said that the office staff normally sent out information regarding payment for the building fund. This was £39 per child per annum and could be paid in instalments. She agreed to check if ParentPay was set up to take these donations but said they could be paid in cash.

**RESOLVED** that

- (i) work be undertaken to review the website and make it more user friendly;
- (ii) checks be made to clarify if ParentPay could be used to pay for donations to the building fund.

**ACTION: HEADTEACHER**

**8. AIMS, VISION AND VALUES**

**RECEIVED** the Aims, Visions and Values document, a copy of which is included in the Minute Book and available to view on GovernorHub.

**REPORTED** that the Governing Body reviewed the School's Aims, Vision and Values to ensure they continued to reflect the ethos of the School and the Headteacher explained that she had made some changes to the wording and amended how the language flowed but the ethos remained the same. She reminded Governors that a large review had been undertaken following the last SIAMS schedule which had stated the School needed to

theologically underpin the vision. This had been done and at the recent SIAMS inspection the Inspector had said it was the best vision he had ever seen and never to change it. Governors were also assured that the children knew it very well. The Headteacher said she would be uploading the curriculum drivers to GovernorHub in order that Governors could see that the language used in the aims matched. In response to a query from the Chair, the Headteacher said that aspects of the vision could be reviewed three times a year and they could continue the process that was already in place. Governors could receive a presentation on this and discuss at a Governing Body meeting. Camille Anderson commented how much she enjoyed meeting with the children and would like to continue to audit this to see how well it was fitting with the new Year 3's. She agreed it was good idea to bring the findings to Governors three times per year to see the vision was working through the life of the School.

**RESOLVED**

- (a) to agree the Aims, Vision and Values;
- (b) that the curriculum drivers be uploaded to GovernorHub.

**ACTION: HEADTEACHER**

**9. SCHOOL IMPROVEMENT PLAN 2023-2024**

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

**REPORTED** that the Headteacher reminded Governors that the SIP was a three year plan and they were planning to “do less things better” and embed measures in place thoroughly. The five objectives for 2023-2026 were reviewed.

1. Oracy along with competency in speaking;
2. Scaffolding learning, adaptive teaching and quality of feedback;
3. Developing the outdoor play area, Opal;
4. The attainment gap – work was continuing on this area and a data report was being produced for the October meeting. There was a significant gap between pupil premium and non-pupil premium children and work would continue to reduce this;
5. The behaviour system had been adjusted last year and work would continue to embed this.

**RESOLVED** to agree the School Development Plan.

**10. GOVERNOR VISITS**

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

**REPORTED** that

- (a) the Headteacher asked for feedback on the policy following Governor visits last year. She reminded Governors it was their responsibility to complete the visit forms and she asked if appendices 1 and 2 were useful or whether the document should be streamlined. Governors discussed how they used it and considered it would be useful to have a more streamlined version and they considered ways to do this. Isaac Kalonji volunteered to look at the appendices and to amend them with the Headteacher.
- (b) Governors were reminded that the policy stated that they should undertake a monitoring visit and learning walk each term for their link subject/s. Governors could come in on one day and meet with more than one link if they wished to do so. They could also combine the monitoring and learning walk visit so the minimum expectation was that they would visit at least three times per year plus attend a minimum of one Collective Worship.

**RESOLVED**

- (i) that the appendices be reviewed and amended.

**ACTION: ISAAC KALONJI/HEADTEACHER**

- (ii) that the dates for the Collective Worship be added to the Hub and the Headteacher highlight the ones that might be of particular interest to Governors.

**ACTION: HEADTEACHER**

**11. SINGLE CENTRAL REGISTER**

**REPORTED** that Sally Moore from the LDBS had reviewed this with Corey Cooke and was satisfied that all was in order.

**RESOLVED** that Camille Anderson would check the SCR termly, liaising with the SBM and report back to Governors.

**ACTION: CAMILLE ANDERSON**

**12. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

- (a) Governor Training to be booked via your School based booker, Izlem Balci.

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

- (b) Member Governor Forum

22 November 2022 7pm and 20 February 2023 at 7pm. (tbc)

**13. DATES OF FUTURE MEETINGS**



**NOTED** the following meeting dates for the academic year 2023-24:

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

14. **ITEMS TO REMAIN CONFIDENTIAL**

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

15. **ANY OTHER BUSINESS**

(a) **Cyber Security Audit** – To consider issues and review recommendations.

(b) **NOTED Information Sharing** – There is a weekly Round Up of news items on the Hub. A lot of offers and useful information from LBE is placed on there. To sign up to The Hub newsletter, please email [sts@enfield.gov.uk](mailto:sts@enfield.gov.uk)

(c) School Clubs

**REPORTED** that Camille Anderson asked about the provision of clubs and was informed by the Headteacher that they currently had less staff than in previous years to run clubs for the children. However, they did have two staff who were keen to start new clubs and these were currently at the planning stage. Governors were reminded that they School could have clubs that parents would have to pay for but parents were not always keen to access these with the exception of possibly football and tennis. The Headteacher said she was keen to run the Lego Club again but this was only for 8-10 weeks of the year. It was also difficult to find space to run the clubs as well as finding staff to run them. Governors were assured that there were quite a few clubs in place and staff were keen to run more if possible, and were looking to offer more opportunities but for less time, like the Lego Club. Feedback on clubs had been given to parents.

(d) Opal

**REPORTED** that parents from all year groups had been invited into School next week to experience Opal. Parents from Year 3 were invited to attend on Monday, Year 4 on Tuesday, Year 5 on Wednesday and Year 6 on Thursday. The sessions would take place from 12.10-1pm and the Headteacher hoped parents would take up this offer to see how it worked and to engage with the children to see what they felt worked and what did not;

(e) Staffing

**REPORTED** that a member of the SLT was on bereavement leave at present and would be away for at least the next six weeks so the SLT was reduced in capacity at present. An AHT was going to be away for medical reasons shortly but Governors were assured that the School had an excellent MLT in place who were helping support the SLT at this time. Covid was back in School and some staff had been away due to this.

Confirmed and signed at a  
meeting of the Governing  
Body held on the      day  
of                              2023

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

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

Chair or Vice Chair  
Two other Governors 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 – Janev Mehmet
  - Safeguarding Governors – 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) -Fr Engin
  - Collective Worship – Mark Jones Parry
- ICT Governor – vacancy (potential new Governor)
- Curriculum/Humanities - Revd Mark Jones Parry
- Member Governor Forum representative – Chair
- GDPR – Bambos Charalambous
- Wellbeing Governor – Rosa Aers
- Filtering and Monitoring Governor – Isaac Kalonji

- MFL Governor – Camile Anderson

Building Fund Working Party

Regular reports to be made to the Governing Body

Rev Mark Jones Parry – lead Governor

Kate McDonald-Boyle - Staff representative

