

**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)

MEETING HELD:

DATE: **THURSDAY 11 JANUARY 2024**

TIME: **5pm**

VENUE: **AT THE SCHOOL**

Contact (Clerk): Mandy Newell

E-mail: Amanda.newell@enfield.gov.uk

LA Governor	Bambos Charalambous MP	18.09.2022	17.9.2026
Parent Governors x 2	Camile Anderson	14 01 2022	13.01.2026
	Vacancy x 1		
Staff Governor	Kate McDonald Boyle	9.10.2020	8.10.2024
Foundation Governors x 7	<i>Fr Engin</i> - Vicar of St Michael's Wood Green	Ex-officio	
	Revd. Mark Jones Parry - Vicar of St Cuthbert's	Ex-officio	
	Vacancy x 1 (PCC)		
	<i>Janev Mehmet</i> (PCC)	9.02.2023	8.02.2027
	Rosa Aers (Haringey) Deanery Synod	21.09 2023	20.09.2027
	Gerald Gambrah (LDBS)	10.11.2022	9.11.2026
	Isaac Kalonji	09.12.2022	08.12.2026
Headteacher	Debbie Butcher	Ex-officio	

Italics denote absence

Also Invited:

Mary Gavriel (Associate Member)
Corey Cooke (Deputy Headteacher)(Associate Member)
Izlem Balci - SBM
Mairead Kearney - Minute and Advisory Clerk

MINUTES - PART 1

Clerk's Note: Kate McDonald Boyle chaired the meeting until Revd. Mark Jones Parry joined for item 6.

An opening prayer was read.

1. APOLOGIES FOR ABSENCE

RECEIVED apologies of absence from Fr Engin and Janev Mehmet.

RESOLVED to accept these apologies.

NOTED that Revd. Mark Jones Parry (Chair) joined late to the meeting in item 6.

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

No update could be received on the clarification of Rosa Aers' appointment until item 6 when Revd. Mark Jones Parry (Chair) joined the meeting.

(b) Parent Governor

RECEIVED an update on the Parent Governor election process.

REPORTED that:

The Headteacher had sent details and cited the expectations of what it means to be a Parent Governor on Class Dojo. An explanation letter had been attached and the school requested that any parent interested in this role send a 200 word summary about themselves to the School by Friday the 19th January 2024. Discussions were held about what actions would be taken if no parents approached the School expressing their interest in this position and it was agreed that if this was the case, the Headteacher would seek out parents that she deemed fit for the role and try to recruit them in this way. It was addressed that there were a lot of parents that would be appropriate for this position but their children were in Year 6 and would be leaving

soon. Hence, the importance of recruiting a parent in the lower years, such as Years 3 and 4 was emphasised.

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

RECEIVED the minutes of the meeting held on 9 November and these were agreed as a correct record and were available to view on Governorhub.

All actions had been completed.

5. **BUDGET**

(a) **RESOLVED** that the Third Quarterly Return was considered and agreed.

REPORTED that income was on track:

i12) Income from contributions to visits etc

The projected income was 81% as there were some trips in the new financial year.

i18) Additional grant for schools

The School was still waiting to find out the remaining grant for the mayor's FSM. 50% of the grant had been received.

(b) Expenditure

REPORTED that

e23 (other insurance premiums) and e24 (special facilities) were showing as 15% and 12% respectively, but the school is waiting for this to increase, the reason being that they may not have received the invoice at this time.

Unless there were any drastic changes to any grants or the staffing structure, the School's projected revenue balance stood at £64,780. It was acknowledged that the School has up to £100,000 that they can bring forward to the next year.

[In response to a question](#) regarding the grant for the FSM, the School addressed the fact that if the grant is received in a lump sum, they will be close to the limit of what can be carried forward. However, the School did not predict this would happen as it had previously come in parts. Last year, the uniform grant was given to the school very last minute, and there was a struggle to spend this money in order to not lose it.

[In response to a question](#) about what happens to the money if it is over £100,000, the School has the money taken off them. However, the School did acknowledge the fact that they could write to the LA to explain why there is a certain amount of money over £100,000 to carry over and there is a chance that this money is able to be kept as this had happened in the past. However, it was felt that this would be an unlikely outcome if this was the case.

In response to a question about where the OPAL expenses are, it was addressed that they are available to view under budget headings on the Third Quarterly Return. (Original budget, Latest Budget, Actual to the 31/12/23, Projected to the 31/03/24)

In response to a question about whether the School is receiving lots of contributions, the Headteacher stated that this needed to be revitalised. The School was hoping that the Greig Trust would grant the School a contribution that was above £10,000. The money would be used to re-do the uneven ground that is located by the hall. The quote that the School received to level out this ground was about £9,800. Last year, the Greig Trust granted the School £15,000 and so a similar sum would be appreciated greatly this year, particularly with such a crucial project to develop play space and the need to replace and update resources on an ongoing basis.

In response to a question about who the Greig Trust are, they are a charity who supports Haringey schools with grants. They look at the school site and how many children from Haringey are in the school. They then base the money given upon these factors.

(c) Financial Benchmarking data

<https://schools-financial-benchmarking.service.gov.uk/>

The Governors were advised to review the self-assessment dashboard with caution as the financial information held within this is not as up to date as the SVFS statement. However, the review of both was highlighted as a good tool to compare the financial changes from 2021 to now.

There was a low risk regarding the money being carried forward but a medium risk regarding expenditure. The school needs to look at the staffing structure and the roll number of pupils was considered a struggle.

Clerks note: Revd. Mark Jones-Parry Chaired the meeting from this point onwards.

6. HEADTEACHER'S UPDATE

RECEIVED the Headteacher's update.

REPORTED that:

In response to a question about whether the synod can ratify the appointment of Rosa Aers, it was reported that this could be confirmed. Although the synod had not yet met, it was just a matter of 'rubber stamping' the appointment and would not be refused.

(a) Inclusion

The SENCO had been off on long-term absence and had returned to the School on Monday the 8th of January 2024 but was on a phased return for the first half of the term – this is being

reviewed weekly. In their absence, Corey Cooke had taken over a lot of the SENCO responsibilities, as had some of the experienced teaching assistants. The Headteacher took the time to thank these members of staff for their support. The school had also received a lot of support from HEP and they were coming into the School on the following day, Friday the 12th of January 2024. The SEN pupils had continued having all the interventions and checks as usual. The speech and language interventions, EP and observations had all carried on as they should have.

The Headteacher stated that a more in-depth summary of this could be given at a future FGB meeting on the 7th March 2024.

ACTION: CLERK AND HT

(b) Achievement and Progress

The core subjects are monitored with data every term within the academic year and the foundation subjects have a data drop twice a year, one in December and one in May. The Autumn data was lower than the school would have liked and expected, but the School did not believe this was realistic. This belief about the outcome of results was then explained to the Governors:

It was believed that teachers were not always assessing the right aspects of a topic and one of the areas that Ofsted had highlighted was to ensure that when the reinforcement of information is taking place, the School is reinforcing the relevant parts. The school had an Inset day on Monday the 8th of January 2024 which focused on the children's books, their response to questions in the classrooms, and about whether the children were on track to reach their National age-related expectations. This day also focused on refamiliarising staff with the National Curriculum. It was felt that with subjects that have schemes in place such as design and technology, it is often easy to forget the National Curriculum but that remembering it is crucial. Some data has been adjusted following this and moderation exercises.

Corey Cooke, the DHT, highlighted to the Board that it was interesting to look at the Science objectives as they are very concise and blunt with regard to summarising what the children are capable of doing. For example, one of them was to explain the movement of the Earth around the Sun which can be very reliant on English skills and Corey Cooke also pointed out that the completion of this objective can look very different to people, depending on how it is measured. The Headteacher also acknowledged that one of the objectives was to be able to monitor temperature on a thermometer. Many people would measure this objective using an analogue thermometer which a child may not be able to interpret. However, they may be able to measure the temperature on a digital thermometer. As the objective never specifies, it is important that moderation across the staff is considered.

The School had already looked at the books of Years 3 and 4 with regard to the Autumn data and in the forthcoming week, the School was going to take the books of Years 5 and Years 6 to follow a similar monitoring process.

In response to a question about what is being done to ensure that the data to come will not be considered unrealistic, the Headteacher addressed that this is what meetings with

teachers are focused on. It was also addressed that there is no information about exactly what data should look like for pupils at the Autumn Term and the children may only have a prediction on what their data should look like four years in advance and this is very subjective.

A Headteacher from HEP was working on the moderation of schools as teachers' judgements can vary greatly. It was addressed that the abilities of different classes can also differ, and you may have a child underperforming within a class, but meeting their National age-related expectations or vice-versa.

Corey Cooke had sat with an ECT to go through the objectives that had been achieved by a certain child and when broken down, the staff member realised that although they had not previously thought so, the given child was on track academically.

The Headteacher mentioned the system APP (Assessing Pupil Progress) that used a smaller number of children to track, possibly two or three, but tracks them in detail. These pupils are then used to benchmark the attainment of everybody else. This was the system that the School was trying to embed. It was felt that this was a more sensible way of measuring the academic journey of a child as it is easy to get 'click happy' when you are ticking boxes for so many children. Moderation was a focus within the School.

(c) Pupil Premium meetings

These take place every week with one year group as a focus each week. There is always a key focus and this can vary from focusing on a specific child's lack of progress and questioning whether this could be a wider issue of SEN/EAL, or it could be to observe a piece of fantastic work from one of these children. The Headteacher has a list of parents to contact as in some cases, parental support from home is lacking.

(d) SIP

The School's objectives were outlined to the Governing Board.

St Michael at Bowes had been working with another school in London to focus on Oracy and Oracy skills within the School. The School is working on this objective.

There is great focus on teaching WalkThrus such as Cold Calling and Say Again, Better. The School has started doing drop-ins to classrooms fortnightly and the AL are doing the same so this is being monitored and observed by different people on alternate weeks.

Despite the fact that the scaffolding objectives were met by 100% of staff members on the teaching appraisals, the School has decided to continue improving upon this objective by keeping it as one of the main priorities again for this year in order to refine it.

With regard to the outdoor learning and play space, a second development meeting had taken place, Beth (OPAL mentor) had come in and highlighted the same problems that the School had addressed so there was reassurance surrounding what exactly needed to be done

to improve this space. Again, the bid to level the surface and receive the funding from the Greig Trust was mentioned as crucial.

Closing the gap between Pupil Premium children and non-Pupil Premium children was highlighted as another important objective within the School. In the Pupil Premium meetings, the School is able to filter and look at the data of the Pupil Premium children specifically to help address what can be done. Neil had done lots of work on this and is not only keeping track of the academic side of school life, but he is also monitoring the pastoral aspect too. The School understands that there are differing issues between the Pupil Premium children and the disadvantaged children. For example, one child may not have a car in their family but have a bed to sleep in and another child may be sharing a room with multiple people. Hence, there are particular aspects that need monitoring more closely and staff have been told what to look out for. Neil has met with all of the disadvantaged and Pupil Premium children from Years 3 and 4 and will have done this for years 5 & 6 by the end of the half term.

A Governor stated that they were pleased this was all being tracked so closely.

These children were going to be taken to a bookshop in the nearby locality to purchase a book from a bookshop as it was addressed that there are children who have never actively gone out to experience buying a book and their only book is one that had been given to them on World Book Day. This was one of the uses of the Pupil Premium funding.

(e) Behaviour

The School is continuing with the rewards system and moving away from highlighting sanctions as the main driver and focus. House Teams is one way that positive behaviour is being focused upon and on Monday the 15th January 2024, the winners of the House Team competition were to be announced. The reward for this was a half an hour stint outdoors playing with their friends which is what the children want.

[In response to a question](#) about whether children who have excellent attendance or 100% attendance are rewarded, it was addressed that there is a growing feeling amongst schools in general that this was unfair for certain pupils as there are external factors that are out of their control that can contribute to their absence. There had been a child whose attendance had increased from 53% to about 79% which was a fantastic jump, and the school does congratulate children personally and send postcards home to the parents but rewards such as trophies and certificates, which had been done previously at the School, were deemed unfair.

To develop upon the conversation regarding behaviour, Corey Cooke enlightened the Governors to the fact that the school uses behaviour cards for certain pupils who are struggling and there had been a few pupils who had chosen to stay on with these cards permanently as they felt it was helping them so much. One child's behaviour in particular had completely changed for the best and so these cards were having a very positive impact on behaviour at the School.

(f) Report on Appraisal 2022/2023

RECEIVED the Summary of Performance Management Data 2022/2023.

There was one member of staff on the Upper Pay Scale and they partially met one of their targets but received good or better for the rest of their targets. The target that was partially met was relating to this staff member's subject.

There were nine members of staff on the Main Pay Scale and they all achieved 100% of their appraisal targets.

There were four members of staff on the leadership pay scale but two could not complete their Appraisals; one due to absence has not yet had a review. The other was unable to complete their targets due to absence for the entirety of the summer term and part of the autumn term`.

[In response to a question](#) about how the School arrives at the conclusion that a target has been met, it was acknowledged that they no longer stamp individual lessons as 'good' and so on. The column stating whether teaching was 'good' or 'better' was reported as being a throwback to a previous style where a percentage is created through triangulation, but really this column should no longer be present.

There are no staff members on capability measures or with cause for concern.

The Achievement leads report back to the SLT and the Senior Leadership Team go into the lessons. There is a RAG system in place for books and planning.

There had been one internal promotion.

No members of staff passed into the Upper pay scale.

29% of staff were now on the Middle pay scale between years 4-6.

28% of staff were now on the leadership pay scale between years 4-6.

Targets relating to children 'improving provision and access for all children, with a particular focus on SEND, EAL and disadvantaged, through the use of effective scaffolding and feedback' were not met by all teachers. The school met their target relating to scaffolding and this is now a continued whole school target. Every subject lead has a bank of scaffolding resources to support the pupils and staff alike in achieving these targets.

Targets relating to enrichment were met by all teachers. The Governors were informed of the wonderful trips that the School had offered, one being a trip to a church to make their own version of a stained glass window.

Continue with targets:

- That are more based around professional practice
 - That are not solely data focused
-

- That are project based, where pairs or groups can work together to achieve them
- That reflect the school priorities outlined in the SIP
- That focus on closing the gap in attainment with particular groups of pupils

In response to a question about whether the Appraisal reviews take place at the end of the year, it was acknowledged that they take place at the end of October and it is then that the targets are reviewed and the new ones are set. A mid-term review takes place in February and if a staff member has met a target by this given point, the School uses this as an opportunity to set another target with this member of staff.

In response to a question about who carries out the Appraisals for the leadership team, it was addressed that the Headteacher's appraisal is carried out by a Local Authority advisor, as well as Mark and Gerald. The Headteacher carries out the Deputy Headteacher's appraisal, the SLT's Appraisals and the Appraisal of the office and site team. Corey Cooke (DHT) and Neil do the appraisals for the remaining staff.

In response to a question about the different types of targets set, it was addressed that the school does set wellbeing targets whereas before, at least one target was more data driven. These types of targets are important and it is important to set realistic but challenging targets for staff.

In response to a question regarding the effect of this process on the wellbeing of the staff, the Headteacher encouraged the Governors to speak with the staff themselves to see if they feel as if there is an open-door policy and so on. There is a survey that members of staff are encouraged to fill out and this can be used as a good indicator of the staff's wellbeing. Kate McDonald Boyle took the time to state that it is a positive working environment at St Michael at Bowes.

Discussions were held around the Governors looking at the staff surveys as the Headteacher addressed the importance of having an outside perspective when observing the outcomes.

(g) Absence

There is an EWO who comes to monitor attendance and thus, absence There is a rigorous system in place and the School's attendance is above the National Average at 95.6%.

7. **HEALTH AND SAFETY**

There were no significant Health and Safety issues to report apart from the uneven surface by the hall that had been discussed in item 5b.

Issues with the net fence that was up at the School were addressed as many children, and parents alike, pick at this netting causing it to wear away much more quickly. The strong winds were also blowing parts away from the fence but the school had more of this netting to layer this and hence, this was not seen as an imminent problem.

8. PREMISES WORK PLAN

RECEIVED an update on any planned works.

REPORTED that grant applications for the sloped ground had been discussed in item 5b.

The telephone system was obsolete as of 2025 and so the system was being replaced over the February Half Term. This system was much more advanced and was it was felt this would benefit the school in many ways. The School received a good financial deal for this new system.

9. STAFFING/PERSONNEL

(a) **RECEIVED** a staffing update.

REPORTED that:

One member of staff who had been off on maternity leave had now returned from their maternity leave expecting another baby. This member of staff would be back for almost one term before they went on maternity leave again.

There was another member of staff returning from maternity leave after the February Half Term but would be part-time until May 2024 when they will return to full-time.

There had been a new supply teaching assistant join the School, working across Years 3 and 5, and there were no members of staff leaving.

(b) Regarding staff wellbeing and mental health, the staff survey had been discussed in item 6f.

(c) **RECEIVED** an update on staff absence.

REPORTED that:

Staff absence was high due to two long-term absences, and three if counting from exactly a year prior. The absent management monitoring process is enforced when it needs to be.

The Headteacher addressed the fact that she cannot sustain the wellbeing days and afternoons for staff but that the School was trying to improve their workload.

The Headteacher met with all members of staff who had 100% attendance in the previous academic year, and they were given a wellbeing day to take at their convenience.

A Governor stated that it was very impressive to have all teachers working at good or above. The Headteacher noted that the staff are a very cohesive team and this was addressed as being important.

10. POLICIES

RECEIVED the SMAB Governor Visits Policy.

REPORTED that:

The Governor feedback form had been adjusted so that it wasn't repetitive or too onerous for governors to complete.

RESOLVED to ratify the SMAB Governor Visits Policy.

11 **TRAINING**

To **note** that there is an introduction to finance session Part 2 on the 6 Feb 2024 6.30-7.30pm

<https://traded.enfield.gov.uk/thehub/professional-learning-portal/governors>

12. **LA REFERALLS/POLICIES**

RECEIVED the Safer Recruitment Policy.

RESOLVED to ratify the Safer Recruitment Policy.

13. **DATES OF FUTURE MEETINGS**

Noted:

SPRING TERM	
Thursday 8 February 24	5pm
Thursday 7 March 24	5pm
SUMMER TERM	
Thursday 16 May 24	5pm
Thursday 11 July 24	5pm

Rosa Aers sent her apologies for absence for the meeting on Thursday 8th February 2024. This can be put on the agenda.

ACTION: CLERK

14. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items be regarded as confidential.

A closing prayer was led by Revd. Mark Jones Parry.