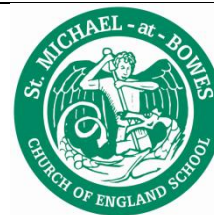


**GOVERNING BODY OF
ST MICHAEL AT BOWES CE JUNIOR SCHOOL**
Tottenham Road, London. N13 6JB



‘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)

9 November 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)
Izlem Balci – SBM)(agenda items 1-6 only)
Mandy Newell - Minute and Advisory Clerk

MINUTES

An opening prayer was led by Mark Jones Parry.

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Rosa Aers and Camille Anderson.

An apology for late arrival was received from Bambos Charalambous.

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. **MEMBERSHIP AND CONSTITUTION**

(a) Foundation Governor

REPORTED that

- (i) the Chair had not yet heard back from the Deanery Synod in respect of confirming Rosa Aers appointment but he had sent them an email saying the Governing Body wanted her to be an acting Governor until they heard back formally to confirm her appointment.
- (ii) Michelle Broomes had resigned due to work reasons and this would be her last meeting. Fr Engin would need to source a replacement. The Chair and Headteacher thanked her for all her efforts and support and the Chair added thanks for her diligence in recognising the need for her to step down. She had fulfilled her responsibility and recognised that she was no longer able to give time to being a Governor.

RESOLVED that Fr. Engin find a new Foundation Governor.

ACTION: FR.ENGIN

(b) Parent Governor

NOTED that the term of office for Daniela Atamnia would come to an end on 18 November and that a parent election would be taking place. It was hoped the new Parent Governor would be in place for the January meeting.

RESOLVED that Daniella Atamnia be contacted to see if she would want to take part in the Parent Governor election.

ACTION: CLERK

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

RECEIVED the minutes of the inquorate meeting held on 18 October which were agreed as a correct record.

NOTED there were no matters arising.

RESOLVED that the minutes be signed on GovernorHub

ACTION: CHAIR

5. **BUDGET**

(a) Scheme of Financial Delegation

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

RESOLVED to ratify the Scheme of Financial Delegation.

(b) Second Quarterly Return.

NOTED that following the October meeting, Governors had agreed this via email and the SBM had returned it to the LA.

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

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

REPORTED

(a) that the SBM explained that the spreadsheet was easier to use than last year. The LA had taken on board comments that had been made and the formulas were now working;

(b) the SBM informed Governors that the document contained a large number of red areas (above threshold) but there were national thresholds in place and overall the School was only over these by a very small margin. The SBM said the were aware

the School had more teaching staff than they should have but there were less educational support staff in place and this area was below threshold, however the figures did not take into account agency TA's. The School had three at present but did need more.

- (c) The balances showed that expenditure would exceed income but the SBM assured Governors the signs were not of any great concern;
- (d) Governors reviewed the School characteristics in depth. The SBM explained that the average teacher cost was above threshold as the School had too many teachers, ie having a teacher out of class affected this data. Scales might also be higher as the School had more experienced teachers who did not leave. Overall staffing should be 75% but at SMAB it was 78%, again not a vast difference between above threshold and within threshold. The SBM reminded Governors that if they didn't spend the budget, anything over 5% could be clawed back by the LA. They were choosing to spend money on staffing which had meant long term sick leave and maternity cover could be managed in house.
- (e) There were concerns around pupil numbers in that they were the lowest they had ever been although this was a concern across the Borough and not just at SMAB. Tottenham would be going down to two reception classes which would then affect SMAB numbers and thus was a funding concern when class sizes were below threshold already.
- (f) The SBM explained there would be a need to consider pupil numbers against staff ratio and at present there were too many staff. The staffing structure would be reviewed when the new budget was received but it was emphasised that pupil numbers were a worry. Governors discussed this in depth. The Headteacher said that next year would in fact look better as they would be gaining a good number of Year 2 children and losing a Year 6 that had low numbers.
- (g) Governors discussed the amount of movement in and out of the School but recognised it was in a good position compared to others. They considered again the fact that as roll numbers fell there would need to be a review of staffing as this was a massive part of the budget.

RESOLVED to ratify the SFVS and that it be returned to the LA by the end of December deadline.

ACTION: 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.

RESOLVED to agree the Code of Conduct.

8. **PUPIL ACHIEVEMENT (PP)**

RECEIVED a presentation from Neil Morrissey, AHT and Assessment Lead.

REPORTED

- (a) that Neil Morrissey guided Governors through the presentation and the following matters were highlighted.
- (b) Governors were reminded that PP monies were received for children who were disadvantaged/ on free school meals (FSM). The money was paid directly to the School who could decide how they wanted to use it.
- (c) The priorities were to ensure that all children received well planned support in order to achieve better progress. It was important to ensure that children had access to a wide range of opportunities beyond the curriculum that might not be possible for them to access otherwise. Circumstances could change so regular tracking was important to ensure the right children were identified;
- (d) PP money could be used for other children who required additional support but were not PP. The Headteacher said that at SMAB, the money was divided between 70% PP and 30% non PP.
- (e) Neil Morrissey invited Governors to discuss potential barriers for PP children in small groups for a few minutes which they did. Following this they went through the barriers which included having limited resources at home, no access to extra-curricular activities, socio-economic factors, e.g. housing instability/poverty, limited access to healthcare which could affect overall wellbeing and thus the ability to concentrate, limited support at home, lack of educational background from parents, language barriers (38+ languages were spoken at the School), emotional and mental health issues and lack of positive role models.
- (f) Neil Morrissey explained that he had discussed aspirations with the children and considered the cultural differences that could arise. Sometimes adapting to the School environment when coming from a very different situation could be hard to do Corey Cooke pointed out that "if a child can't see it, they can't be it". Following a query from Fr Engin, he was assured that staff did their best to make children welcome and to celebrate success. Staff at the School also came from a diverse background which was helpful. Janev Mehmet felt the discussion being had was crucial and felt that sometimes teachers underestimated the power of praise. She gave an example of a situation where a teacher had made her believe in herself and that she could do better in life than she had first thought. Governors discussed the fact that teachers could be role models. Janev added that damage could be caused to a child by telling them off in the wrong way and explained that a great deal of work had now been done around metacognition. It was vital to ensure children had opportunities to try new things. Isaac Kalonji reiterated Janev's comments and added how often children wanted to emulate someone they looked up to. The

Headteacher agreed but stressed the importance of them knowing they had to have an understanding of maths and English to achieve whatever they wanted.

- (g) Neil Morrissey explained that a PP database had been created around trips, extra-curricular activities and attendance. There were 88 PP children in the School which was a high number. Neil had interviewed these children.
- (h) Governors discussed the difficult home situations children might have such as sharing a bed or not even having one. They recognised the importance of making life in School the best it could be by ensuring these children had school meals and access to trips. Discussion had been held with parents around helping with this. As a result of this 8 more children had agreed to go on trips which was excellent. The Headteacher pointed out that not all 88 PP children were children in need so it was important to highlight where the main needs lay in order to provide relevant help and support. In Year 3 there were 5 PP children who were being focused on. A timetable of need had been created and priority parent meetings were put in place for those who needed the most help. Parents had been asked what they required at home to help and it was being made sure that teachers were aware of a child's situation and what the PP children's need were. Teachers could liaise with the SLT around ensuring the enrichment was in place for these children. Priority children would be discussed at PP meetings and class profiles created.
- (i) Governors were guided through the data for PP versus non PP. The Headteacher highlighted progress for reading, writing and maths which was very positive and in fact better than non PP. However, when it came to attainment there was a big difference, particularly for maths with PP not attaining as well. There were big gaps to narrow here. The figures for writing were healthier but for reading at greater depth the figures were not brilliant for PP. The Headteacher said she had discussed the data with the Headteacher at Tottenhall to review trends and to see what could be put in place at both schools. They were also looking at reviewing the transition process.
- (j) Janev Mehmet asked if any PP children were also SEND and was told they were. In response to a further question, the Headteacher assured her that they did track these children separately as well as together. The Chair commented it would be interesting to see a breakdown of data year on year. Neil Morrissey agreed that in this way they should see the narrowing of the gap.
- (k) Neil Morrissey explained that to address the issues, early interventions were being put in place along with high quality teaching. Small group support was being undertaken and technology was being used in and out of School. The Freckle package was proving to be very valuable and measures were taken to ensure the children had suitable access at home to IT. Parental involvement was vital and workshops were on offer parents support. Real world applications and feedback and assessment was in place. Teachers were collaborating and there was continuous monitoring and evaluation. The Headteacher pointed out the importance of getting children out and about seeing real workplaces to help them

understand what they could achieve and find out about jobs they might not even know existed. She informed Governors she was in discussion as to how to move this forward. Assistant Leaders were being freed up to help teachers and teachers were sharing best practice.

- (l) Following a query from Michelle Broomes, the Headteacher said that access at home to IT only using a phone had been discussed during the pandemic and it had been agreed that a child needed to have access to an I Pad or Chrome Book. It was ensured that children had one of these and were not having to share with a sibling. Bambos Charalambous asked about home working for a child. The Headteacher said that home learning expectations were not necessarily significant and the focus was on areas where all parents could understand the need to help, such as reading and maths. If a project was set for a child to do at home resources could be provided but children were allowed time in school to complete these if they did not have the space at home.

NOTED that Governors thanked Neil Morrissey for his informative presentation.

- (m) PP Strategy

NOTED there were a few changes to note and the Strategy would be sent to Governors to review and agree

RESOLVED that the PP Strategy be sent to Governors for review and that it be agreed at the next meeting.

ACTION: HEADTEACHER/CLERK

9 HEADTEACHER REPORT

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

REPORTED

- (a) Roll numbers
 - (i) Currently on roll there were 267/360. Six children had left the School and seven had joined. As with many schools in London and other large cities, families had moved out of the area for a variety of reasons. These included Brexit, Covid-19, temporary housing issues. It also meant that schools that used to have waiting lists were now taking children from other schools. This was a particular difficulty in Enfield and for junior schools. Several families had returned to the School following a period of time away from the area. A temporary reduction in PAN meant there were only two classes of 60 pupils in Year 4.

- (ii) the Headteacher said she planned to advertise the School in Morrisons and Asda as this could be done a minimal cost. Following discussion, she stated that a junior school was very different to a primary and there would also be a need to advertise Tottenham and be seen as having a united front.
- (iii) Governors were asked for ideas as to how to market the School. The Chair said the church had a flyer which was sent out four times a year and it was also suggested that flyers be put in local nurseries and children's centres. Michelle Broomes said that after school events and holiday events could show off a school to good effect and could make a parent want their child to attend if they had liked it when visiting. She also suggested getting involved with local charities. The Headteacher reminded Governors that they had hoped to show case the School at the 125 year celebrations which didn't happen due to Covid. Governors considered the School could possibly have some sort of celebration now things were back to normal. It was suggested that letting and estate agents could promote the School and provide packs to potential parents. Flyers could also be put in local doctor's surgeries. The Headteacher pointed out that once children came to the School they might even stay if they moved, as long as it wasn't too far away and she gave an example of where this had happened. She considered they could do a parent survey as to why they had chosen SMAB. She was informed that some current parents had recommended the School to others. Governors discussed having a banner outside of the School and the Headteacher said she would want to include some excellent quotes from SIAMS and peer reviews as well as the usual OFSTED Good information. It was also suggested the welcome page of the website could be amended to help attract more parents to the School and this could include the quotes.
- (iv) Michelle Broomes asked about the supplementary form for admissions at church schools and wondered if this might put some parents off applying. The Headteacher said she would look at this and compare it to other church schools but she did not think SMAB asked for a great deal.

NOTED that the Headteacher thanked everyone for their ideas.

(b) Attendance

Whole School attendance was 95.51% (target 96%+).

(c) Safeguarding and Pastoral Update

During the Autumn Term 2023 there had been

- (i) no complaints;

- (ii) no Looked After Children; PLA
- (iii) one child protection (Safeguarding) referrals to social care;
- (iv) two children with a child protection plan in place – one child in need and one early help.
- (v) twelve safeguarding incidents;
- (v) no allegations against staff reported to the Lead Officer for Child Protection;
- (vi) two reported racial incidents;
- (vii) no reported serious bullying incidents;
- (viii) no significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people; E Safety Incidents
- (ix) no exclusions and suspensions
- (x) no child on child abuse

(d) Staff Absence

- (i) This was a challenge as staff absence was high, with three extended absences this half term. Absence was being monitored in two of these cases. The Headteacher said that there were a number of issues outside of their control but the SLT were having to work very hard. They followed the policies to the letter whilst being supportive and respectful to staff. The work that had been done with Middle Leaders had kept things afloat and Corey Cooke commented how well the team worked together. Kate McDonald Boyle said that having good supply staff really helped. The Headteacher stated that the company the School used to get supply staff was excellent.
- (ii) A Governor was concerned about staff burnout and whether there were measures in place to help avoid this. The Headteacher admitted it was very difficult having so much staff absence and others having to do more with less help. She assured Governors that lines of communication were always kept open and the SLT had an open door policy. A wellbeing team was in place and staff had been able to cut down on marking with the introduction of the Feedback Policy.
- (iii) The Headteacher explained that they gave more release time to teachers than was statutory but she recognised that TAs should also be given this courtesy and said she would look into this. They had streamlined where

necessary and the pandemic had given staff time to look at the way things were done and whether some things were actually necessary. The Headteacher gave an example of the way the transition document had been used. She had spoken to the Headteacher at Tottenhall to review this.

- (iv) Michelle Broomes asked how PPA time was managed for TAs. It was explained that at SMAB TA's were not attached to one child and children were scaffolded so they did not become reliant on one person and were able to find their independence. Mary Gavriel commented that staff had been freed up for non-contact time making things a little bit easier for them. The Headteacher said that there was no policy of clockwatching and as long as work was completed staff could go home when they liked.

(e) Behaviour

Behaviour amongst a minority of pupils across the school had become challenging. Parents were involved and several children were on behaviour cards for lessons or break and lunchtimes. Following Governors' queries the Headteacher said that there was a lack of self-regulation amongst some pupils at the lower end of the School. Staff were following the systems in place very closely so situations were being monitored very carefully and parents became involved at an earlier stage. Despite the issues, the Headteacher recognised that they had limited problems compared to other schools. Supply staff had commented on the good behaviour and staff managed issues well. Every effort was made to build positive relationships with families and overall families were on board to support the School.

(f) Performance Management

The Chair informed Governors that the Headteacher's Performance Management had taken place and that all targets had been met or exceeded. Governors congratulated her and in turn the Headteacher thanked her team for all their help and support.

10 POLICIES REVIEW

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;
- Cyber Security Policy – **NOTED** all staff had received training on cyber security which would be conducted annually from now on.

RESOLVED to ratify the above policies.

11. LA REFERRALS

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

- the Disciplinary Procedure for Maintained Schools, PRUS, Academies and other;
- the Pay Policy,
- Safer Recruitment Policy
- And note the Induction Guidance for ECT's.

RESOLVED to ratify the above policies.

12. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

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

Governor 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 2024 at 7pm - tbc

13. **GOVERNORS BRIEFING**

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

14. **DATES OF FUTURE MEETINGS**

NOTED future meeting dates as

Thursday 11th January 2024

Thursday 8th February 2024

Thursday 14th March 2024

Thursday 16th May 2024

Thursday 11th July 2024

15. **ANY OTHER BUSINESS**

NOTED there was no other business to discuss.

16. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items be dealt with on a confidential basis.

A closing prayer was led by Fr. Engin.

