

**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)

**THURSDAY 14 MARCH 2024**

Contact (Clerk): Mandy Newell  
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## MINUTES

*\*Denotes absence*

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	Fr Engin - Vicar of St Michael's Wood Green *	Ex-officio	
	Rev. Mark Jones Parry - Vicar of St Cuthbert's (Chair)	Ex-officio	
	Vacancy x 1 (PCC)		
	Janev Mehmet (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	

Also Invited:

Mary Gavriel (Associate Member)

Corey Cooke (Deputy Headteacher)(Associate Member)

Izlam Balci – SBM \*

Jodie Ewens - Minute and Advisory Clerk

\*denotes absence

**MINUTES - PART 1**

An opening prayer was led by Revd. Mark Jones Parry

**1. APOLOGIES FOR ABSENCE**

**RECEIVED** apologies for absence were received from Fr Engin and Isaac Kalonji.

**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** there is no update on the formal appointment of Rosa Aers from the Haringey Deanery Synod.

**NOTED** the vacancy.

(b) Parent Governor

**REPORTED** this was an ongoing process, the positions were being advertised, and parents had been approached. The school were hopeful to have some parents of current year 2 parents when they moved to year 3.

**NOTED** the vacancies.

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

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The minutes of the meeting held on 8<sup>th</sup> February 2024 were agreed as a correct record. There were no matters arising.

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

**ACTION: CHAIR**

## 5 **HEADTEACHER'S UPDATE**

**RECEIVED** the headteacher report, a copy of which is included in the minute book and is on Ghub.

**NOTED** that all had read the Head Teachers report.

**REPORTED** that

- a) Student attendance had been steadily rising, currently at 95.05% it was a high attendance level for Enfield and was not of concern. Noted that office staff had been working hard on improving attendance. A new EWO named Patrick would be attending on 18<sup>th</sup> April to talk about the students who were problematic but not in the formal legal absence process. Advice had been sought from the attendance hub at Galliard School.

**In response to a Governor** punctuality was included in attendance reporting, teachers stand at the school gate interacting with parents encouraging better time management and enquiring further with parents. The EWO had not raised any concerns and there were plans in place for persistent absentees. The success of the plans was dependent on parental commitment. Noted that attendance stats would generally improve over the terms.

- b) There was a focus on school's personal development target for Opal, improving outdoor play. The school bid for a grant every year from the Greig Trust which was accessible to the school due to the number Haringey pupils who attend. This year the school bid had been based again on Opal outdoor play; they were able to report the positive impact of the previous grants as well as hopes for the future in order to attain the grant. There Greig trust had generously awarded the school £16,000.
    - i. £13,000 would be used for levelling out some of the grounds, decking and building a sandpit. The plans for the space had been designed by the Opal student body.
    - ii. £3,000 would be used to purchase iPads and would assist with teaching and transferring work to Chromebooks. There had been a big push on accessibility and this would also assist.
  - c) A new Headteacher had been appointed at Tottenhall School. This had not been formally announced.
  - d) The current budget was not known and therefore the planning to date had been around the worst-case scenario. There was a higher level of needs in the school and not enough support staff and additionally the school had not been able to subsidise activities at the level required due to the impacts of cost-of-living crisis.
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- e) The Council were planning to implement local parking restrictions between 11:00-13:00 from April 2024 and had not consulted the school. The Headteacher had taken this up with the council, there were also two additional schemes in consultation that would impact the school.
- i. 18 staff who drove to work would not be able to park locally, there is no onsite parking.
  - ii. The vast number of staff did not live in walking distance and did need to drive.
  - iii. Parking permits were not available to non-residents, it was noted that other boroughs had offered permits to their school staff in the same situation.
  - iv. Additionally, the Quieter neighbourhood scheme had drawn up plans to change the traffic flow in the immediate area which if successful would compound the staff parking issue.
  - v. Furthermore, the Schools Street team wanted to restrict Tottenhall Road and Grenoble Gardens, closing Fair brook Road completely which would restrict parent access and negatively impact student attendance due to increase lateness.

Governor Charalambous advised the Governing Body that priority should be given to the parking restrictions as would be implemented in April. Whilst the quieter neighbourhoods consultation were ongoing and they would need to speak to consult with the School Streets Team. The school should actively encourage parents and residents to complete the consultations.

**RESOLVED** that Bambos Charalambous would get further details on the quieter neighbourhoods and schools streets schemes and additionally would write to The Council on behalf of the Governing Body expressing the concerns and anticipated impacts.

**ACTION: Mr CHARALAMBOUS**

**RESOLVED** that the school would participate in actively encouraging parents and local residents to participate in the open consultations to contest.

**ACTION: HEADTEACHER**

- f) A reduction in form numbers was predicted to reduce from three to two entry forms.
- i. This was noted to be a universal issue for schools.
  - ii. The average family had 1.7 children, historically this was 2.4.
  - iii. Tottenhall School had a reduced forms and the next year 3 is likely to be the school's last 3 form entry.
  - iv. The school anticipated reducing to a two-form entry within five years.
  - v. This would have implications on the school, it would have to find more efficient ways of working and cutting out some non-essential tasks.
  - vi. This would increase teacher workloads and reduce the workload/wellbeing balance and increase pressure on SLT.
  - vii. There would not be much scope for local development to increasing the number of resident and the number of students. Most of the planned development in Enfield was not aimed at families or in the school's catchment area.
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- g) The Inclusion Manager and Assistant Head would be retiring at the end of academic year. This would be a huge loss of knowledge and experience in SEN and DSL. She would not be replaced like for like and instead the school would seek an internal 1-year SENCO contract which would provide the school some breathing space.
- h) There had been a significant consultation period in relation to moving to a trust. Since the consultation period ended there had not been as much contact with the LDBS. Sally would be visiting in the summer term and the school would find out more then. The ideal would be for the church schools to form a federation and for Tottenham Infants School to become part of it if this was possible.

**In response to a Governor**, data report checks were held at the start of the following term. The meetings were with staff regarding pupil progress, target setting, required support and attendance. EWO support is asked for where required.

**In response to a Governor** the website had been reviewed in July and required changes noted as well as the removal of some information. It was noted that the website was not targeting those who didn't go to the school and it would be of value to the school to promote itself to non-students to help increase intake. The website video could be revisited when the budget came through.

**In response to a Governor** there would be benefit to the school working as one with Tottenham School. The school is aware that children do commute from further away to specifically attend a church school, with intake numbers dropping children were becoming more likely to get their first option and in closer church schools and this would impact the school.

## **6. LEADERSHIP AND MANAGEMENT**

**REPORTED** that there were currently no concerns with the SLT.

**NOTED** that the schools structure allowed for an expanded leadership team. Staff had a clear vision and knowledge of the school action plan and the Headteacher met with staff to understand the level of support required and their intentions for the future. This was beneficial to the school and staff as it could be built into planning.

## **6. SLAS**

**RECEIVED** a copy of the 2024/25 SLA was provided to the Governing Body

**REPORTED** that

- a) The elements highlighted in peach were yet to be confirmed and based on last year's figures.
  - i. Waiting to hear from energy control, pest management and swimming
  - ii. Enfield had advised the missing information would be with the school soon.

- b) The building repair maintenance and ring partnership had accurate figures, but the school would be moving to LDBS which was £600 less.
- i. The figures were waiting for boiler items to be removed
  - ii. Prudence Electrical Maintenance provided a rough price of £3000 but would update with accurate cost for that and CCTV.
  - iii. Cleaning contract was due to end
  - iv. Cannon contract was due to end. The school was aiming to reduce from four to three photocopiers to save money. The objective to print straight to photocopier and reduce the number of printers around the school in the future.
  - v. The school had had a great deal with its catering costs in the past. This increased to £2.67 per meal but as of September the Mayor had offered £3.00 per meal so it will be covered.
  - vi. A waiver form for Count On had been completed for sign off by the Governing Body and submission to the council. Count On had supported the school who would not have survived without them during the past year. Education finance at the council had experienced a difficult time with staff shortages and this had an impact on the school due to errors and delays. Count On went above and beyond their contractual obligations and had produced additional spreadsheets for the school including the recent one for the budget. The school had got a second quote, but this was for a reduced service that that offered by Count On, the school have not been able to find a like for like.

**RESOLVED** to agree the SLAs and the Chair signed the waiver form for Count-On to the value of £12,630.

**In response to a Governor** the five-year photocopier contract had been sufficient, they had lasted well, the new contract would look to be similar. The school used the government frameworks for lease agreements.

**In response to a Governor** stationary was not included in the SLA. School was not obligated to use one supplier and shop around; they had a use a useful network amongst the schools to share good deals on stationary.

## 7. **SCHOOL TERM AND HOLIDAY DATES**

**RESOLVED** the Headteacher would add the dates to GovernorHub

**ACTION: HEADTEACHER**

## 8. **GOVERNORS' ROLE RE VISION, RE AND COLLECTIVE WORSHIP**

- a) The school did not participate in the Enfield church school inset day but sent the RE lead, Sophia, so remained looped in.
- b) There was a request for a Governor write up in newsletter once a term regarding their visits.

**ACTION: GOVERNORS**

- c) There were a good number of Governor visits last academic year, however this year there had not been enough visits for Governors to confidently know the students, subject needs and be able to celebrate achievement.
- Governors need to conduct a school visit once a term conducting learning walks and talk to children; they will tell Governors things they will not necessarily tell teachers.
  - Governors should be attending at least one collective worship once a year.
  - Curriculum day on 7th June is designed to build up parent involvement. It would be good to have Governors in attendance.
  - Noted that visits could almost always be accommodated, and consistency in visits would be required in order to be able to hold subject leads to account on next visit.
  - The school termly calendar was produced a term in advance, this should be used to schedule visits in advance for the next term.

**RESOLVED**

- Governor Mehmet would be in attendance on French Day 20<sup>th</sup> June
- Headteacher would upload collective worship calendar to GovernorHub
- Year groups would send invites to Governors
- All Governors would schedule their termly visits in advance

**ACTION: HEADTEACHER/GOVERNORS**

**9. POLICIES**

**RESOLVED** to ratify the following policies.

- RE and Collective Worship Policy
- Health and Safety Policy;
- Accessibility Policy;
- Medicines in School policy;
- First Aid Policy

**10. ADMISSION NUMBERS 2024-25**

**RESOLVED** the admission numbers for 2024-25 were agreed at 90 students. This would reduce to 60 the following year.

**11. TRAINING**

**NOTED** that training could be booked via Izlem Balci and via the link below.

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

**12. DATES OF FUTURE MEETINGS**

**NOTED** dates of future meetings as

<b>SUMMER TERM</b>	
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Thursday 16 May 24	5pm
Thursday 11 July 24	5pm

13. **ITEMS TO REMAIN CONFIDENTIAL.**

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