

**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 November 2024

MINUTES

LA Governor	Bambos Charalambous MP	18.09.2022	17.9.2026
Parent Governors x 2	Camille Anderson	14 01 2022	13.01.2026
	Robert Alexander	30.04.24	29.04.2028
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
	Vacancy (Haringey) Deanery Synod		
	Gerald Gambrah (LDBS)	10.11.2022	9.11.2026
	Isaac Kalonji	09.12.2022	08.12.2026
Headteacher	Debbie Butcher	Ex-officio	

**Denotes absence*

Also Attending:

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

An opening prayer was led by Engin Yildirim

MINUTES – PART 1

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Janev Mehmet.

RESOLVED to consent to this absence

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

- (i) by the Headteacher that she had advertised the vacancies on Class Dojo and had received a response. She had met with a potential Governor yesterday. She was an auntie of a child in the School and was keen to become a Governor. The Headteacher had invited her to attend the meeting today but due to the short notice this had not been possible. The Headteacher felt she would be a good addition to the Governing Body and explained that her work background was in the Digital world;

- (ii) discussion was held around the possibility of Camille Anderson becoming the other Foundation Governor and a Parent Governor election being held in the Spring term so another potential Governor who had contacted the Headteacher could stand. This Governor was the sister of the Governor discussed above and a mother at the School.

RESOLVED that the potential Foundation Governor be invited to the next meeting and that consideration be given to Camille Anderson becoming a Foundation Governor and a Parent Election being held.

ACTION: HEADTEACHER

- (b) DBS Checks

NOTED that the Governing Body must apply for a DBS certificate within 21 days of a Governor's appointment or election. All DBSs were up to date.

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

The minutes from the meeting held on October 24 were agreed as a correct record.

RESOLVED the minutes be signed on GovernorHub by the Chair.

ACTION: CHAIR

There were no matters arising to consider.

5. **HEADTEACHER'S 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 that the Executive Summary was highlighted;

- (a) the vast majority of Year 3 children had settled well into the school and were making good progress in their learning;
- (b) staff absence was already high compared to previous years, which, if it continued, would have a significant impact on the school's budget;
- (c) numbers in the school were currently stable, with admissions outnumbering leavers slightly, although the number on roll, 276 was well below the PAN of 360. This number might well already be out of date by the time of the next meeting. 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, the cost-of-living crisis and a fall in birthrates in London. 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. Some families were travelling long distances to get to school, which had a negative impact on attendance and punctuality data. A temporary reduction in PAN meant there were only two classes of 60 pupils in Year 5. There would be another temporary reduction in September 2025 with a permanent change from 2026 being consulted on this half term. Children were attending the School from the Women's Refuge whilst they awaited accommodation so they would not be at the School for very long.

- (d) core leadership capacity was significantly reduced, with the Headteacher and DHT taking on more teaching commitments (both scheduled and unscheduled) each week;
- (e) behaviour amongst a minority of pupils across the school was challenging, and a small minority of new Year 3 pupils had severe additional needs, mainly affecting behaviour and attitudes. Parents were involved, and where needed, other outside agencies
- (f) in terms of staffing the PE coach, would be beginning her maternity leave in November. Another member of staff was also pregnant, and her baby was due in February. One staff member was due to start back at work sometime in January and would take over this role. Staff absence had been high but had stabilised. However, there were a lot of nasty bugs going round at present. Governors had noted the stresses faced by the reduction in staff and the additional responsibilities that others were having to take on. All staff eligible for a pay increase had these agreed and appraisal leadership had been spread between the headship team, senior teachers and the School Business manager to ensure reasonable workload for all and a sharper focus on the needs of each department;
- (g) a new system of providing CPD was in place this year in order that staff no longer had to attend weekly staff meeting and listen to information that was not necessarily relevant to them. The new process gave staff the opportunity to work on their own personal projects linked to their appraisals. Staff were able to share professional learning around areas such as digital literacy. Full staff meetings were now for specific training needs required for everyone in areas such as maths and oracy for example. The new ways of delivering CPD were going well so far and would be reviewed at the end of term. Subject Leads did not have enough time to discuss staff's key subjects with them and this was being addressed;
- (h) pupil's attendance was good and now back to pre-Covid levels. The School had a new Educational Welfare Officer(EWO) in place who was very good. He came into the School every three weeks for up to three hours and had already had a good impact of persistent absentees (PA). One boy in particular now had 100% attendance after the EWO had persisted in ensuring he spoke to both parents. One child had been referred to the next stage for PA;
- (i) Pupil Pastoral Information
This term there had been:

- (i) 0 complaints;
- (ii) 1 Looked After Children; PLA;
- (iii) 0 child protection (Safeguarding) referrals to social care;
- (iv) 5 children with a child protection plan in place (3 Child in need and 2 Early Help;
- (v) 0 allegations against staff reported to the Lead Officer for Child Protection;
- (vi) 0 reported racial incidents;
- (vii) 0 reported serious bullying incidents;
- (viii) 0 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) 3 fixed term exclusions for 1 child now educated offsite at Suffolks Primary school ARP ahead of EHCP and special school placement).

(A) Governors discussed this at length and were informed from all staff at the meeting about the child in question in detail and the reasons why a fixed term exclusion was the only option in order to keep him, staff and other children safe. The Headteacher had been in touch with the LA who had agreed he should be removed. The child remained on roll for now. Staff informed Governors about the trauma-informed practice they had been trained in so far and also the restraint training they had undertaken. Neither of these had helped in the situation being discussed. The second part of the Trauma-Informed Practice Training would be taking place in January.

(B) Governors discussed the level of need in Year 3 overall. Each year these were becoming higher and higher and the complexities of need were increasing. The School had less staff and less money to help deal with this. They considered the importance of receiving more detailed and honest information from Tottenham before these children transitioned to Year 3. The issues being faced took up an enormous amount of staff time, and every class now had at least one child who could become dysregulated at times. The Headteacher gave Governors examples of this and explained there were no resources to help in some cases. There were concerns around some children in Year 6 who had complex needs which had been managed since they joined the School but which were now manifesting more seriously again as they dealt with hormonal changes and faced the stress of transition from primary to secondary

school.

- (C) The conference room was being used as a reflection time/respite room from 12-1pm if children were overwhelmed being in the playground or needed reflection time. Previously it had been open for children for half an hour but this had needed to be increased due to need and was now oversubscribed. Governors discussed the possible reasons why these changes were being seen in children. The impact of Covid restrictions could still be a reason along with parents' mental and physical health, diet and the use of screens.
- (D) **A Governor asked** if the LA were supporting the School and was told that in all honesty the LA were also crumbling under the weight of the situation as were other LAs in the country. The High Needs budget at the LA was in deficit and teachers/headteachers from all over the Borough were clamoring for more help and support, saying that they would not let this situation continue. The Haringey Education Partnership (HEP) were able to provide information on how to help but not with the children themselves. The Headteacher stressed that fundamentally changes were needed across the country to manage the growing issue around SEND needs. She added she would not allow the School to cover the problems up by saying they could cope as the current situation was just not sustainable. Governors recognised the enormous pressure on staff and congratulated them on all they did.
- (E) **A Governor reminded the Headteacher that whilst she had duty of care to her staff, Governors had a duty of care to her. The Chair asked about support available for staff during these difficult time.** The Headteacher and Corey Cooke said they supported each other and Mary Gavriel said that staff were always offered relevant training. She added that the staff team were well bonded and the excellent culture and ethos was a help to all. The Headteacher reiterated what wonderful staff she had.
- (F) **In response to a query from a Governor,** the Headteacher said that most of Year 3 were settled now and Governors discussed the measures that had been put in place to help. They recognised the patience needed by the staff to manage this. The Headteacher said they were keen to ensure they were able to provide the usual Christmas activities that made the time of year so special at SMAB. They were mindful though of the children who would need support around areas of flashing lights and loud singing for example. The Headteacher said that the new SEND lead was wonderful and was being very proactive whilst having the ability to remain calm.

(x) 0 child on child abuse.

- (j) a health and safety walk took place on the 1st of November and the termly fire drill took place on 13 November. All was in order;
- (k) parental engagement was good. Meet the Teacher and Year 6 secondary meetings were held in school in September. Members of staff were on duty on the gate in the morning and evening every day to speak with parents and address any issues. There had been successful parents' consultation meetings held in October with high attendance – 97% and a very successful Family Supper had been held in October after a gap of 4 years. The Pupil premium lead was organising and holding meetings with Pupil Premium parents of the most vulnerable pupils and identifying those families where there were significant needs to address. A survey was sent to all parents of Year 3 children asking for their opinions on the transition process. There were difficulties engaging with all parents, but Governors were assured that staff were relentless in their drive to contact and speak with all families;
- (l) there was a big focus on Oracy again and the Headteacher pointed out that the School had been working on this long before the Government highlighted it. An Oracy Lead was in place to support staff with the teaching of Oracy and also help to show how to embed it into all curriculum and extra curriculum areas. Informal assessments were taking place of where the School was in terms of Oracy skills. The Headteacher was delighted to inform Governors that they were now starting to see proper conversations taking place between the children and staff were getting good responses to their questions;
- (m) scaffolding was now being seen used brilliantly and was now in its third year. Work around digital technology was now taking place in order to access the curriculum and present learning using this technology. It was also saving money on printing and photocopying;

6 PUPIL PREMIUM (PP)

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

NOTED the 2022-25 updates. Corey Cooke guided Governors through the document and highlighted the expenditure on pages 6-11. He explained the areas in detail and that 31% of pupils were PP. Overall PP expenditure was £137,640

RESOLVED to agree the PP Strategy.

7. SCHOOL IMPROVEMENT PLAN (SIP)

RECEIVED the summary actions against school improvement priorities that were highlighted in the Headteacher's report.

NOTED the SIP section and priorities, impact of actions and next steps. Governors were pleased that the revised SATS figures with discounted children removed showed that SMAB's results were better than Enfield, London and the National average.

RESOLVED to agree the School Improvement Plan

8. **POLICIES**

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

- Lettings Policy

This policy had not contained changes to the hire costs and the Headteacher asked Governors if they considered these should be increased. They reviewed the current charges. The Headteacher said she did not want to charge too much for personal usage. Governors discussed the times the hall could be let and the Headteacher said that the Site Manager had requested that he not be asked to work on a Sunday. Following further debate about charges, the Headteacher said she would source other local letting charges before a decision was made whether to increase them at the School.

RESOLVED that other local lettings costs be sourced and the Policy be brought back to the next meeting.

ACTION: HEADTEACHER/CLERK

- Lockdown Policy

RESOLVED to ratify Lockdown Policy.

NOTED

- the Punctuality and Attendance Policy would be completed soon. The Headteacher was working with Camille Anderson on this and finalising the appendices.

RESOLVED the Punctuality and Attendance Policy be brought to the next meeting for ratification.

ACTION: HEADTEACHER/CLERK

- Behaviour Policy

NOTED this policy did not need to be reviewed at this meeting.

9. **LARGE SCALE FEDERATION/PARTNERSHIPS AND ACADEMISATION**

REPORTED that

- (a) the Headteacher informed Governors that the church schools in Enfield had been in discussions over the last couple of years about working collaboratively. Church schools were smaller than others and falling rolls affected them more. There was now more transparency between schools about the possibility of joining a Federation or Trust;
- (b) there was a need to be sure that schools were sustainable and it was felt that the DBS had neglected Enfield schools due to their geographical location further away from Schools in central London or Islington. They were not necessarily aware of the issues being faced in Enfield schools so Headteachers had decided to do something about this and push an agenda to the LDBS;
- (c) Schools had put together a document with context and questions in respect of how they wanted the LDBS to help and support them. This had been sent to Penny Roberts at the LDBS. A meeting had subsequently been arranged at SMAB with church heads and the Schools Penny Roberts had thanked them for the document and had asked to present to schools with some answers and to hold a Q&A session;
- (d) separate meetings might need to be held with some schools but they all wanted to be united in the process and focus on what needed to be done as a collective. A separate meeting was wanted at SMAB due to fact they were a Junior School affiliated to a PFI School. Future plans when this agreement ended needed to be put in place. The Headteacher stressed that she needed to future proof the School and that they were in a unique situation;
- (e) the new Government was not pushing schools to join Trusts and the Headteacher said they were wary of this route anyway. Federations could be difficult due to the way they were set up;
- (f) the Headteacher said she would report back to Governors in January after the meeting with the LDBS had taken place

RESOLVED that Governors be updated at the January meeting.

ACTION: HEADTEACHER

10. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

REPORTED that.

NOTED that all training sessions are listed in the Governor Training Brochure 2024-25, available on Governor Hub and that Governor training could be booked via the School based booker, Izlem Balci

Bambos Charalambous had completed his safeguarding training and was asked to provide his certificate from the National College.

The planned safeguarding training proposed for the beginning of GB meetings had not taken place and Governors determined they could complete this training online

RESOLVED that a safeguarding training link be sent to Governors

ACTION: HEADTEACHER/SBM

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

11. DATES OF FUTURE MEETINGS

REPORTED that the Headteacher appraisal meeting had taken place on 4 November and she had exceeded all her targets. Governors congratulated her.

NOTED the dates for future meetings were as follows:

SPRING TERM	
Thursday 16 January 25	5pm
Thursday 6 February 25	5pm
Thursday 13 March 25	5pm
SUMMER TERM	
Thursday 15 May 25	5pm
Thursday 3 July 25	5pm

12. ITEMS TO REMAIN CONFIDENTIAL

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

13. ANY OTHER BUSINESS

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

NOTED the Autumn newsletters for Governors available on GovernorHub.

A closing prayer was led by Mark Jones Parry.

