

**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)

**MINUTES OF MEETING
1st OCTOBER 2026**

LA Governor	Bambos Charalambous MP	01.10.2026	30.09.2030
Parent Governors x 2	Robert Alexander	30.04.2024	29.04.2028
	Zibiah Loakthar	1.12.2025	30.11.2029
Staff Governor	Kate McDonald Boyle	9.10.2024	8.10.2028
Foundation Governors x 7	Vacancy – Vicar of St Michaels Wood Green	Ex-officio	
	Revd. Mark Jones Parry - Vicar of St Cuthbert’s	Ex-officio	
	Camille Anderson (PCC)	16.01.2025	15.01.2029
	(PCC) – Vacancy		
	Gerald Gambrah (LDBS) (Chair)	10.11.2022	9.11.2026
	Vacancy (Haringey) Deanery Synod)	16.01.2025	15.01.2029
	Isaac Kalonji	09.12.2022	08.12.2026
Headteacher	Debbie Butcher	Ex-officio	

**Denotes absence*

Also Attending:

Mary Gavriel (Associate Member)
Corey Cooke (Deputy Headteacher) (Associate Member)
Maroulla Georgio – Assistant Headteacher
Cavlin Henry – HT and Ofsted Inspector (Ofsted training only)
Mandy Newell – Governance Professional

PART 1

OFSTED TRAINING

NOTED that this took place before the main body of the meeting and was delivered by Calvin Henry. Governors were guided through the elements and key changes of the new inspection process and the Inspection toolkit. The importance of Governors fully understanding the School was highlighted. Governors were guided through the School's IDSR, and Calvin Henry explained that Governors must have knowledge of this. The framework for Leadership and Governance was reviewed in detail, as were the Action Points for this area. Governors were guided through the process of the Inspection Days, and a question-and-answer session followed. It was noted that the information provided was extremely useful, and Calvin Henry was thanked for his informative presentation, which was available for Governors to access on GovernorHub.

1. APOLOGIES FOR ABSENCE

NOTED all Governors were in attendance.

2. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

Governors were given the opportunity to declare any interest relating to items on the agenda. No such declarations were made.

3. ELECTION OF CHAIR AND VICE CHAIR

a) Term of Office

RESOLVED that the term of office for the Chair and Vice Chair be one year.

b) Election of Chair

RESOLVED that Gerald Gambrah be Chair of the Governing Body.

c) Election of Vice-Chair (no paid employees to be elected)

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

4. MEMBERSHIP AND CONSTITUTION

(a) Foundation Governors

NOTED the vacancies.

RESOLVED to reappoint

(i) Gerald Gambrah from 10 November 2026.

(ii) Isaac Kalonji from 8 December 2026.

(b) LA Governor

NOTED the term of office for Bambos Charalambous would come to an end on 17th September.

RESOLVED to reappoint Bambos Charalambous with immediate effect subject to agreement from the LA.

(c) Staff Governor

REPORTED the resignation of Kate McDonald-Boyle with effect from 1 October 2026. Kate was thanked for her 14 years of service on the Governing Body and a presentation was made.

NOTED that a Staff Governor election had been held. The Headteacher had received a nomination for this role and if no further staff members came forward by tomorrow this member of staff would be elected,

ACTION: HEADTEACHER

5. GOVERNANCE ARRANGEMENTS

a) 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 and it sign to say it has been read on GovernorHub.

ACTION: GOVERNORS

b) Register of Business Interests

RESOLVED to sign the Register of Business Interests on GovernorHub.

ACTION: GOVERNORS

c) Keeping Children Safe in Education

RECEIVED the Keeping Children Safe in Education guidance statutory guidance, September 2026, a copy of which is included in the Minute Book and available to view on GovernorHub.

RESOLVED to read and sign to agree this had been done on GovernorHub.

ACTION: GOVERNORS

d) GovernorHub

NOTED that GovernorHub needed to be updated by individuals and that this included Training details, DBS checks and contact details.

e) GDPR

NOTED that at least one governor must have current Cyber Security training to comply with the insurance requirements and to **ensure** Governors must understand Subject Access Requests and have undergone training.

6. COMMITTEE COMPOSITION AND ORGANISATION

RESOLVED to defer this item to the next meeting.

ACTION: CLERK

7. ANNUAL GOVERNANCE STATEMENT

RESOLVED that the Headteacher and Chair meet to produce this and that it be brought to the next meeting for agreement.

ACTION: HEADTEACHER/CHAIR/CLERK

8. MINUTES/MATTERS ARISING FROM THE MINUTES

The minutes of the last meeting held on 6th July were agreed as a correct record.

RESOLVED the minutes be signed on GovernorHub.

There were no matters arising to consider.

9. BUDGET 2026-27

(a) Second quarterly return

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

REPORTED that in the absence of the SBM, the Headteacher guided Governors through the document.

Expenditure

- (i) E26 Agency Teachers – this had increased as it included membership of the Maths Hub but this money would be reimbursed;
- (ii) E05 – Administration and Clerical staff – 3.5% had originally been budgeted for a pay rise, but this had been reduced to 3.3%, and when staff left, some contracts were slightly different;
- (iii) E08 – Indirect Employees Expenses – this had reduced due to keeping the Site Manager on the books as supply staff for a little longer than planned;
- (iv) E14 – Cleaning and Caretaking - A commitment had been made to undertake a deep clean over the holidays, but this had not yet been paid for, as the job had not been completed to a high enough standard and negotiations were taking place as to what would happen next;
- (v) E19 Learning Resources (not ICT)– this included trips and visits and the inclusion mainstream grant;
- (vi) E23 – Other Insurance Premiums – the RPA Insurance had increased;
- (vii) E27 – Bought in Professional Services (Curriculum) had reduced as the School had fewer agency TA's now.

Income

- (i) I01 – Funds Delegated by the LA – this included the schools budget support grant which was expected to be received in November;
- (ii) I03 – High Needs Top-up Funding – this had increased due to the amount of SEND needs at the School;
- (iii) I05 – Pupil Premium – there was a small allocation from the Dfe
- (iv) I08b – Other Income from Facilities and Services – this was higher due to 0.6% of the Headteacher's salary being paid by St Mary's until the end of 2026. What happened moving forward was dependent on the situation at St Marys;
- (v) I12 – Income from Contributions and Visits – this varied depending on the amount of trips and when payments were received;
- (vi) I13 – Donations and Private Funds – this included money from the Greig Trust which was being used for the Hive which continued to be a work in progress.

Governors discussed the budget, and **in response to questions**, the Headteacher said

they had been concerned about potential expenses from any necessary building work, but the carry-forward remained healthy at present. The LDBS had agreed to review any worrying areas regarding the building and had visited the School last Wednesday, meeting with the Site Manager. They had responded positively, indicating they were very likely to offer to pay for the replacement of the water boiler and for repairs to the area where Year 6 accessed the playground. The Headteacher added that ivy was climbing some of the walls, which could cause problems, and the LDBS were visiting tomorrow to undertake work on this.

RESOLVED to ratify the Second quarterly return.

(b) Expenditure:

REPORTED that there had been

- no potential purchases over the Headteacher's Delegated Limit;
- no urgent expenditure previously approved via Chair's action;
- no Waiver of Contract Procedure Rules (prepared in exceptional circumstances only) to consider;
- no proposed virements.

10. **THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS) 2026-27**

NOTED that the completed SFVS must be ratified at a Governing Body meeting before return to the Audit Service by the Dec 2026 deadline.

RESOLVED that this document be brought to the next meeting for ratification.

ACTION : SBM/CLERK

11. **AIMS, VISION AND VALUES**

NOTED there were no changes to the Aims, Visions and Values.

RESOLVED to agree the Aims, Visions and Values.

12. **SCHOOL IMPROVEMENT PRIORITIES AND LINK GOVERNOR ROLES**

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

NOTED that

- a) Governors had reviewed this document, which included an annual update on the School's context across a number of key areas. It included objectives for 2023-2026 and plans for leadership and management. Personal Development plans were listed, and information on the quality of education was highlighted. There were detailed sections on the
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curriculum subjects and their focus. Governors were reminded that this document was a live one and updated regularly.

- b) Corey Cooke guided Governors through the new Link Governor roles (detailed in the appendix at the end of these minutes) and explained the rationale behind why Governors had been allocated to certain areas.

RESOLVED to agree the School Improvement Plan and Link Governors for the year.

13. PUPIL ACHIEVEMENT

RECEIVED the KS2 SATS 2026 results, a copy of which is available to view on GovernorHub and in the Minute Book.

REPORTED that

- a) Corey Cooke guided Governors through the data but reminded Governors that there was no data for Enfield or London available yet;
- b) it was pleasing to see that most areas were green apart from for greater depth in maths. **In response to a Governor's question**, it was clarified that there was no greater depth measurement for science;
- c) Governors reviewed the Pupil Premium (PP) data (21 children). Those reaching Age Related Expectations for reading were the same as non PP – 76% but this changed for Greater Depth with 24% of PP achieving it vs 33% on non PP. However for GPS whilst 76% of PP achieved ARE, the figure for non PP was 79% but when it came to GD PP achieved 47% and Non PP 36%. PP children for maths did not do as well as non PP with 71% vs 81% achieving ARE and 12% GD vs 26% non PP. **In response to a Governor's query**, it was explained that 0% for GD for combined meant that no PP children achieved GD in all subjects;
- d) Governors reviewed the average scale scores, which were very positive for PP. In summary, the 2026 cohort outperformed the national average in all subjects, except in Maths, where children achieved greater depth. The percentage of children in receipt of pupil premium funding who achieved the expected standard was equal to their peers in Reading, slightly lower than their peers in GPS, and 10% lower in Maths. The combined average was broadly in line. The percentage of children in receipt of pupil premium funding who achieved above the expected standard was lower than their peers in Reading and Maths; however, these children outperformed their peers in GPS by 14%. No children were eligible to be discounted. **A Governor pointed out that the average scale scores showed a great deal of PP children were on the cusp and these figures were positive in respect of closing the gap**;
- e) Governors discussed how cohorts varied and were informed that this year's Year 6 were a strong one.

RESOLVED that the following be added to the next agenda.

- Consider Pupil Premium progress and impact of interventions. Agree Pupil Premium Strategy.
- Consider Enrichment Benchmarking strategy.
- Consider Inclusion Strategy.

ACTION: CLERK

14. **POLICIES**

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

- Child protection and Safeguarding policy (including E-safety);
- Staff handbook
- Staff Discipline, Conduct & Grievance Procedures
- Whistle-Blowing Policy
- SIP and School Profile
- Teachers Appraisal policy
- Teacher Pay policy
- Staff Absence Policy
- Health and Safety Policy
- ECT policy
- Allergy Policy
- Code of Conduct Policy
- Mobile Phones Policy
- Restrictive Interventions Policy

RESOLVED to ratify the above policies.

15. **BENEDICT'S LAW**

NOTED that the new allergy guidelines come into force in September, with schools expected to have robust allergy policies, spare adrenaline auto-injectors and trained staff. Staff had received training last week which had been provided by North Middx Hospital.

RESOLVED Zibiah Loakthar be the allergy link Governor.

16. **ANY OTHER BUSINESS**

(a) Lesson visits re Teaching WalkThrus/Scaffolding for lower attainers

REPORTED that the Headteacher reminded Governors that they needed to come into School at least once a term and this was vital now with an Ofsted inspection imminent this year. By visiting, it would enable them to be more confident when speaking to inspectors, as it would ensure they had seen work in action at the School and therefore have a better understanding of it. **In response to a Governor's question**, the

Headteacher said they undertook 10 WalkThrus at present and these had begun 4 years ago and built up to the number they were conducting now. These were well embedded in varying degrees and work would continue this year. There would be a focus on RE.

(b) What's app Group for Governors

REPORTED that the Headteacher asked Governors if this could be set up to enable her to send one message to all if necessary.

RESOLVED that Governors were happy for a What's App group to be set up.

ACTION: HEADTEACHER

17. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

Governor training could be booked via the School based booker, Emma Wightman.

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

RESOLVED that safeguarding training be added to the agenda for the 14th January and that this be in person.

ACTION: CLERK

18. **DATES OF FUTURE MEETING**

NOTED future meeting dates as

AUTUMN TERM		
Thursday 12 November 26	5pm	In person – HT report
SPRING TERM		
Thursday 14 January 27	5pm	In person – Safeguarding Training included
Thursday 11 March 27	5pm	In person
SUMMER TERM		
Thursday 13 May 27	5pm	Online
Thursday 8 July 27	5pm	In person – HT report & SATs results

19. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED no items be regarded as confidential.

GOVERNING BODY OF ST MICHAEL AT BOWES
COMMITTEE MEMBERSHIP 2026-27 – 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.

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 Bambos Charalambous and the Chair 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: Beatrix Simpson.

6. Governor Recruitment Panel

Chair
Corey Cooke (Deputy Headteacher)

7. Pupil Premium Working Group
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Rev.Mark Jones Parry
 Mary Gavriel
 Bambos Charalambous
 Corey Cooke (Deputy Headteacher)
 Staff representatives

8. 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.

9. 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.

10. Admissions Committee

Chair
 Headteacher
 Mary Gavriel

11. Governors with Specific Responsibilities

SMAB Governor Structure

<u>Area of Responsibility</u>	<u>Staff Link Governor Link</u>	<u>Governor Link</u>
• Curriculum • Achievement • Pupil Premium • Safeguarding • Prevent • Filtering & Monitoring • Attendance	Corey Cooke	Gerald Gambrah
• Looked after Children • SEND • Inclusion	Corey Cooke	Camille Anderson
• Allergy • Health & Safety • Mental Health • Wellbeing for Staff and Children	Maroulla Georgiou Debbie Butcher	Zibiah Loakthar Bambos Charalambous
• Finance & Resources • RE • Collective Worship	Debbie Butcher Debbie Butcher	Robert Alexander Isaac Kalonji

- SIAMS

Sophia Pascarella

Mark Jones Parry

12. Building Fund Working Party

Regular reports to be made to the Governing Body
Rev Mark Jones Parry – lead Governor
Staff representative

List of Statutory Policies:

- admissions arrangements – [school admissions code](#)
- behaviour and written statement of principles – [keeping children safe in education](#) and [behaviour and discipline in schools: guide for governing bodies](#)
- careers guidance – [careers guidance for education providers](#)
- charging and remissions – [charging for school activities](#)
- data protection privacy notice – [data protection: privacy notice model documents](#)
- equality objectives – [Equality Act 2010: advice for schools](#)
- governors' allowances – see part 6 of our [guidance on School governance regulations 2013](#)
- health and safety – [health and safety advice for schools](#)
- premises management – [good estate management for schools](#)
- relationships and sex education and health education – [relationships and sex education and health education](#)
- safeguarding and child protection – [keeping children safe in education](#)
- school attendance – [working together to improve school attendance](#)
- school complaints – [school complaints: guidance for maintained schools](#)
- school exclusions – [school suspensions and permanent exclusions](#)
- school uniforms – [developing and implementing a school uniform policy](#) and [cost of school uniforms](#)
- special educational needs and disability – [SEND code of practice: 0 to 25 years](#)
- staff behaviour and grievance – [staffing and employment: advice for schools](#) and [keeping children safe in education](#)
- support for pupils with medical conditions – [supporting pupils with medical conditions at school](#)
- teachers' pay – [school teachers' pay and conditions](#)
- teachers' performance and capability – [model policy for teachers' appraisal and capability](#)

- admissions arrangements – [school admissions code](#)
- behaviour and written statement of principles – [keeping children safe in education](#) and [behaviour and discipline in schools: guide for governing bodies](#)
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