

BROADWATERS INCLUSIVE LEARNING COMMUNITY

Minutes of the Governing Body Meeting held on Monday 7th November, 2016 at 6.00 pm – 8.00 pm

GOVERNING BODY MEMBERSHIP	
<p>Local Authority Governor: (1) Clare Woodford (CW)</p> <p>Co-opted Staff Elected (1) Helen Gatenby (HG), (W)</p> <p>Co-opted Governor (Children’s Centre): (1) Yoneaque Wright (YW) +</p> <p>Co-opted Governors: (7) Jason Beazley (JB) Marilyn Francis (MF), Chair Cllr. Toni Mallett (TM) Robert Singh (RS) Hugh Williams (HW) Marta Garcia de la Vega (MGdIV) Vice Chair + Michael Floyd (MF)</p>	<p>Headteacher Governors: (2) Dawn Ferdinand (DF), (W) Margaret Sumner (MS), (B)</p> <p>Associate Members: (8) Deborah Alexander (DA), (B) + Edyta Ballantyne (EB), (W) + Natasha Beckles (NB), (W) + Duwan Farquharson (DF), (W) + Cherri Fox (CF), (W) + Hannah Gibson (HG), (B) + Sarah Harris (SH), (W) + Jennifer Smith (JS), (W) +</p>
<p>Parent Governors: (2) Roberta Hepburn (RH) + Chris Le May (CLM) +</p>	<p>Staff: (1) Chia Barsen (CB), (B)</p>
<p>Governing Body Clerk: Jennifer Ude , Haringey, London Governor Services <i>*Denotes absence from the meeting</i> <i>+Denotes absence and apologies accepted</i></p>	<p>Also Invited: Rory Kennedy (RK), Assistant Director, Schools and Learning, Haringey, London Heulwen Rees (HR), School Improvement Adviser, Haringey London</p>

PART 1

1. WELCOME AND OPENING REMARKS

1.1 The Chair opened the meeting welcomed everyone and especially welcomed new governor Michael Floyd and HR from Haringey, London. RK arrived at around 7.00 pm.

2 APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received and **accepted** from governors CLM, MGdIV, RH and YW.

2.2 The meeting was quorate.

3 DECLARATION OF BUSINESS INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

3.1 None.

4 GOVERNING BODY ADMINISTRATION

4.1 Co-opted Governor Vacancy

4.2 Now filled by MF.

4.3 MF would also sit on the FPPC.

4.4 The Chair made the point that the T&LC committee membership would need to be reviewed.

4.5 Annual Governor Register of Business Interests Form

4.6 Complete.

4.7 Governing Body Terms of Reference (TOR)

4.8 The Clerk confirmed that there was no statutory requirement for a GB TOR.

4.9 **Governing Body Objectives 2016/17**

4.10 Headteacher DF said that there was a Willow Action Plan that she would share at the next governing body meeting.

Action: DF

4.11 **Governing Body Role Profile and Code of Conduct 2016/17**

4.12 Governors had **agreed** to the terms outlined in the Governing Body Role Profile and Code of Conduct.

4.13 **Link Governor Roles**

4.14 The following governor link roles were confirmed as follows: governor HW, Broadwaters link for H&S; governor RS, The Willow T&LC; governor RH, Behaviour and Wellbeing; governor JB, the Responsible Officer for Finance; governor CR, was the Children's Centre Community link; governor HG, the Parent link; Cllr. TM the Child Care link; governor CLM, link for Joint Services and governor MF would be the link governor for Safeguarding.

5 MINUTES OF THE PREVIOUS GOVERNING BODY MEETING HELD ON 9th SEPTEMBER, 2016 AND MATTERS ARISING

5.1 **Agreed** as a true and accurate record.

5.2 The following matters arising were reviewed to monitor progress:

5.3 Page 2, item 5.5: future governing body meeting dates had now been circulated.

5.4 Page 2, item 6.1: the Chair advised that DF's Headteacher Performance Review had been conducted. MS would be performance reviewed shortly.

6 HEADTEACHER'S REPORT – THE BROOK SPECIAL SCHOOL (to include safeguarding and post Ofsted Action Plan)

6.1 MS advised that future Headteacher's reports would now be condensed.

6.2 MS summarised the characteristics of the school and advised that the current roll had risen to 111 pupils - a rise of 11% since opening 5 years ago; there were 2 Reception classes of 6 pupils; the experimental class of 8 pupils (a challenge for autistic pupils) which she stated was just about manageable. MS explained the logistics of the additional pupils to staff and that equipment was an issue.

6.3 A governor asked, given the above, would the deficit target be met and MS responded that the expectation was likely to be met and that the bid to "Schools in Financial Difficulties" would be successful to also support the deficit position. She explained that the number of PMLD pupils had decreased as opposed to the number of autistic pupils and that a strategic decision would now need to be taken around classroom configuration as autistic pupils required quieter rooms with pods etc. MS clarified that once the deficit position had been addressed she would look to hire services such as psychotherapists and speech and language therapists.

6.4 MS reported the following:

6.5 That the school was now fully staffed.

6.6 That the administrative team had now been restructured following the appointment of the SBM.

- 6.7 That more apprentices would be on board by January, 2017.
- 6.8 That succession and strategic planning would be in place by September, 2017.
- 6.9 MS updated that there was now a new CEO in place at the Whittington Hospital for School Nursing and Therapy Services which appeared to be impacting adversely on the level of occupational therapy (OT), provided at the school.
- 6.10 Governors expressed their concern around the impact that the lack of OT services would have on the school. MS stated that she had twice asked to meet with the new CEO but to date, had heard nothing and that she would arrange to look at this with the special Headteacher's at their next meeting on 2nd December, 2016 to meet with the special Headteacher's in Haringey; MGdIV would shortly meet with the commissioner. MS said that she would keep governors informed of her progress on this. Cllr. TM suggested that MS dialogue with neighbouring boroughs on this.

Action: MS

- 6.11 MS said that she would report to the T&LC the outcomes of the Rochford Assessment Report which she would then circulate to the governing body.

Action: MS

- 6.12 Quality of teaching following internal assessment was 52% Outstanding, 33% Good.
- 6.13 This was based on the current data taken from the Appraisals held in October 2016.
- 6.14 MS reported that the CASPA analysis of data in 2015 showed that a higher percentage of boys (91%) compared to girls (77%) made the expected or above the expected progress. This had now reversed for the current data.
- 6.15 Governors thanked MS for her report.

7 HEADTEACHER'S REPORT - THE WILLOW PRIMARY SCHOOL (to include safeguarding and post Ofsted action plan)

- 7.1 DF reported that the school roll was strong.
- 7.2 She stated that there was still some concern around the low school Nursery numbers.
- 7.3 She updated that three members of staff were on maternity leave since September, 2016.
- 7.4 She advised that the end of year reviews for all teachers had taken place during the Summer term and that all teachers had set their new performance management targets.
- 7.5 Governors were advised that the Pay Committee had met and that all judgements had been agreed.
- 7.6 She stated that there was a whole school focus on diminishing the differences between boys and girls in Reading and Writing.
- 7.7 The 2015/16 actual attendance was 96.17% the target for 2016/17 was set for 96.30%; attendance was a strength at the school
- 7.8 Governors were pleased to be advised of the school being awarded with the Healthy Schools Silver Award. The school had also received the design building award for 2016.
- 7.9 DF referred governors to the in year planned deficit as a result of there now being 3 teachers per year which had been cleared through the FPPC.

- 7.10 She said that the focus for this year was to attain Outstanding in terms of Ofsted outcomes.
- 7.11 DF was pleased to report that the RAISEonline data was positive across all subjects. Governor RS would scrutinise the inspection dashboard. From his experience of working with other schools he believed The Willow to be Outstanding. The SLT would discuss and revise the Ofsted Judgements in the SEF and then circulate to all governors.
Action: Chair

7.12 Governors thanked DF for her report.

8 COMMITTEE REPORTS

- 8.1 The Chair reminded that committee Chairs were to only report recommendations made at committees.
- 8.2 **FPPC**
- 8.3 CLM reported that the FPPC TOR would need to be updated to reflect the change in Headteacher and SBM authorisations which would then need governing body approval.
- 8.4 **TL&S**
- 8.5 HW stated that the T&LC TOR would still need to be reviewed first before FGB approval.
Action: HW/Clerk
- 8.6 The FGB **approved** both School's Improvement Plans (SIP) and the Pupil Premium Statements.
- 8.7 **CSC**
- 8.8 Cllr. TM reported that the last set of CSC minutes were still in draft and not yet approved.
- 8.9 She recalled that the CSC TOR should include reference to community relations and this would be discussed further with the Chair and HW.
- 8.10 DF said that the Children's Centre Service Level Agreement the (SLA) had not yet been signed and that she would meet with the local authority first before a recommendation would be made to the FGB.
- 8.11 There was some discussion around the reduction in the childcare subsidy and the impact that this would have as the local authority would cut the subsidiary from April, 2017. In the September, 2017, there would be up to 30 hours worth of free child care provision for 3-4 year olds which would cater for a large proportion of the pupils whose parents were in work. To address the provision gap between April, 2017 and September, 2017 it was decided that a working party would be set up.
- 8.12 **Succession Planning Working Group (SPWG)**
- 8.13 The Chair updated that there were now 8 governors on the SPWG.
- 8.14 She reminded the meeting of the increased workload that this would involve; the frequency of the meetings that would need to take place and the urgency. A governor asked the Chair would she pull in expertise from outside the group at the appropriate time i.e. from the local authority, the SBM or an associate member, and she responded yes. She further clarified to the question around governors being continually informed

of progress made and of any strategic decisions taken and she said that the SPWG would report back fully to the FGB.

- 8.15 The Chair said that all SPWG minutes would be circulated to the FGB.
- 8.16 HR responded to the question around the advertisement process for a new Headteacher and said that timing was absolutely crucial and that the best time for an advertisement to be placed was in January, 2017. She explained that some careful thought would need to be given by the SPWG around the level of experience required of a new Headteacher; a substantive Headteacher would need to give a longer start point as opposed to a less experienced Headteacher.
- 8.17 Governors discussed and **agreed** that they were open to interim measures should an appointment to Headteacher not be made. RK said that he would provide the Chair with the Haringey, London HR contact as well as provide details of an external contact to help facilitate the SPWG discussions.
- 8.18 HR clarified that in her capacity as School Improvement Adviser that she would be available to provide support and guidance to the SPWG and that she would attend any forthcoming meetings.
- 8.19 RK emphasised that it was important that the interests of all pupils were fully considered and that any financial decisions taken were sustainable. The SPWG would need to be mindful of the political climate especially around governance generally and any potential fragmentation. As an action for the Chair RK suggested that the SPWG put forward a planning schedule with clear deadlines and provide an interim report and progress report.
- Action: Chair**
- 8.20 RK shared the following statement of Haringey values for schools considering academy status:
- 8.21 'Some Headteachers and governors have requested direction on Haringey council's policy position with regard to both academies and MATs. The Council's over-riding objective will always be to ensure all our children can benefit from outstanding education. That is the litmus test by which we will judge any school's proposal to change its governance.
- 8.22 Where the rationale and evidence base is clear that converting to academy status will indeed support that objective of providing more Haringey children with an outstanding education, then we will support schools embarking on such changes.
- 8.23 We are rightly proud of what the Council and Haringey schools have achieved together in recent years. Our children's education outcomes have risen from below national averages to above them; with all of our special and secondary schools and 94% of our primary schools now rated good or better by Ofsted.
- 8.24 Regardless of the governance status of individual schools, we are determined to maintain a collaborative model of partnership working between both the Council and schools, and between individual schools and MATs across the borough. We believe that partnership approach has been key to our recent improvements and successes.

- 8.25 We also believe that we have a common set of values in Haringey that have enabled and empowered that partnership. We would therefore encourage any school considering academy status to confirm its ongoing support for these values:
- 8.26 An unambiguous commitment to comprehensive and inclusive education open to children regardless of ability or background.
- 8.27 Uncompromisingly high aspirations and expectations for all pupils, with particular regard to those with SEND and Looked After Children.
- 8.28 Being an active partner in the local Haringey community of schools, committed to sharing and developing outstanding practice.
- 8.29 Delivering a broad and balanced curriculum which is designed to ensure all pupils have the skills required to meet employment needs of the future.
- 8.30 If joining or establishing a Multi-Academy Trust (MAT), a clear track record within that MAT of supporting other schools to improve.
- 8.31 Supporting the closure of achievement gaps between Haringey children – geographic, ethnic, and social.
- 8.32 Continued parental representation on governing bodies and trust boards.
- 8.33 Any proposed structural or governance changes should be demonstrably financially viable and sustainable.
- 8.34 Fair and equitable employment conditions for school staff, including recognition of trade unions and collective bargaining’.

9 POLICY REVIEW

- 9.1 The Chair said that this was ongoing.

10 GOVERNORS’ SCHOOL VISITS

- 10.1 The Chair said that this was to be scheduled.

11 DATE OF NEXT MEETING AND FUTURE MEETINGS

Tuesday, 7th February – Governor’s Day from 8.30 am to 1.00 pm

Thursday, 16th March, 2017 @ 6.00 pm

Thursday, 22nd June, 2017 @ 6.00 pm

12 ANY OTHER BUSINESS

- 12.1 There was general agreement that all members of staff and governors refer to the governance section of the school website for information. That committee Chairs and that of the SPWG regularly feedback to the whole FGB and members of staff.
- 12.2 The Chair closed the meeting at 8.05 pm.

Signed..... Dated

Marilyn Francis – Chair – Broadwaters Inclusive Learning Community (BILC)

List of agreed Actions

Item	Action	By whom
4.10	Headteacher DF said that there was a Willow Action Plan that she would share at the next governing body meeting.	DF
6.10	Governors expressed their concern around the impact that the lack of OT services would have on the school. MS stated that she had twice asked to meet with the new CEO and would take this to the next meeting of Haringey Special Headteacher's on 2 nd December, 2016. with the special Headteacher's within Haringey; MGdIV would shortly meet with the commissioner. MS said that she would keep governors informed of her progress on this. Cllr. TM suggested that MS dialogue with neighbouring boroughs.	MS
6.11	MS said that she would report to the T&LC the outcomes of the Rochford Assessment Report which she would then circulate to the governing body.	MS
7.11	DF was pleased to report that the RAISEonline data was positive across all subjects. Governor RS would scrutinise the inspection dashboard and the Chair stated that she would meet with the SLT to discuss the Ofsted judgements and would revise the wording in the SEF and then circulate to all governors.	Chair
8.19	RK emphasised that it was important that the interests of all pupils were fully considered and that any financial decisions taken were sustainable. The SPWG would need to be mindful of the political climate especially around governance generally and any potential fragmentation. As an action for the Chair RK suggested that the SPWG put forward a planning schedule with clear deadlines and provide an interim report and progress report.	Chair