

BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)

Minutes of the Governing Board Meeting held on Monday, 10th July, 2017 at 5.00 pm – 7.00 pm

GOVERNING BOARD 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) Vice Chair Marilyn Francis (MAF), Chair Cllr. Toni Mallett (TM) Robert Singh (RS) ^{PART} Hugh Williams (HW) Vice Chair Marta Garcia de la Vega (MGdIV) Michael Floyd (MF)</p>	<p>Headteacher Governors: (2) Dawn Ferdinand (DF), (W) Margaret Sumner (MS), (B)</p> <p>Associate Members: (8) Edyta Ballantyne (EB), (W) Natasha Beckles (NB), (W) Duwan Farquharson (DF), (W) Cherri Fox (CF), (W)+ Hannah Gibson (HG), (B)+</p>
<p>Parent Governors: (2) Vacancy Chris Le May (CLM)</p>	<p>Staff: (1) Chia Barsen (CB), (B) ^{PART}</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: Sarah Harris, Deputy Headteacher Maureen Duncan, (MD) (Observer) Heulwen Rees, (HR), School Improvement Adviser, Haringey London Peter John Wilkinson, Educational Consultant</p>

PART I

1. WELCOME AND OPENING REMARKS

- 1.1 The Chair opened the meeting, welcomed everyone, and especially welcomed Peter John Wilkinson (PJW), the Educational consultant, enlisted by BILC, to provide an overview of the future organisational and managerial options for BILC to consider.
- 1.2 The Chair said that governor HW would arrive slightly late to the meeting.

2 APOLOGIES FOR ABSENCE

- 2.1 There were no apologies for absence to record.
- 2.2 The meeting was quorate.

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

- 3.1 There were none declared in respect of items on the agenda.
- 3.2 Governor HG declared that her partner MF was a co-opted governor.
- 3.3 Governor CLM declared that his partner worked at The Willow.
- 3.4 Associate Member, NB declared that she was related to a teacher at The Willow.
- 3.5 Cllr. TM declared that she was a Council member, and that she knew two members of the non-teaching staff, at The Brook.

4 MINUTES OF THE EXTRAORDINARY GOVERNING BOARD MEETING OF 25TH MAY, 2017 AND MATTERS ARISING

- 4.1 The minutes of the extraordinary governing board meeting and the matters arising would be monitored at the 10th July, 2017 FPPC meeting.

5 BILC EXTERNAL REVIEWS

- 5.1 PJW introduced himself to the meeting and referred all to his previously circulated paper 'The Future Organisation of the Broadwaters Inclusive Learning Community', dated 17th June, 2017. There was varied discussion and general comment on the various types of managerial and organisational integration put forward, such as, a shared Headteacher or, a joint management structure, of either an academy status or, being part of a Multi Academy Trust, (a MAT).
- 5.2 PJW encouraged the governing board to think closely about the best way forward, in terms of securing the longer term future, and sustainability of BILC. There was discussion and general agreement that both schools served a vital purpose to the community; a position that was now further strengthened, given the recent 'Outstanding' Ofsted judgement.
- 5.3 PJW commented that it was a good thing to unify the business arrangements of BILC. There had been positive feedback following the interim appointment of The Willow School Business Manager to The Brook.
- 5.4 The governing board felt that academisation was certainly something to think about for the future. There was agreement that early consideration should be given to the 'single' executive headship status of BILC with each school, also having a Head of school. PJW said that it was important that BILC concentrated fully on this as well as being mindful of any national educational policy developments on this.
- 5.5 Were BILC to consider being part of a MAT, which PJW felt there was a case for, then BILC would need to understand exactly what the arrangements would involve, and what the overall impact would be on BILC.
- 5.6 The governing board raised the following concerns and questions which PJW addressed:
- 5.7 *Was there a need for an executive headship post to be created at BILC?*
- 5.8 PJW explained that the cost of an executive headship and additional headships would be expensive. He outlined that, whilst there were two separate schools, there would need to be joint policy setting to account for the two separate lines of accountability; further he advised that having one point of resolution, would be less complicated and less expensive.
- 5.9 *The governing board sought clarification around the level of SEN experience that an executive Headteacher would have at BILC.*
- 5.10 PJW answered that it would be a challenge to recruit someone with equal experience of both mainstream and SEN expertise. PJW and the governing board agreed that the appointed person would need to be sufficiently prepared to learn and up skill on any identified gaps in knowledge and experience. There was whole agreement that it would not be necessary to set a qualification boundary for the appointment of an executive Headteacher.
- 5.11 *How would BILC become more secure in its management and staffing structure?*
- 5.12 Over time, PJW said that the management structure of BILC would need to be reviewed to ensure that there was a well-structured and qualified leadership team in place. He

clarified that the 'single' executive Headteacher would have the overall strategic responsibility of BILC.

- 5.13 *Given all the external factors, what was the timescale for the vision of a 'single' executive Headteacher?*
- 5.14 PJW emphasised that the governing board would need to take a decision in the short term i.e., that BILC should consult with the Community over the autumn term and garner as much interest and support as was possible for the vision. PJD further advised that BILC should not hesitate to advertise for the position of a 'single' executive Headteacher; he recommended that once someone was recruited to, then BILC should focus on the tiers of management, to ensure that a structure was in situ.
- 5.15 Around teaching, learning and inclusion, PJW explained that the expectation was that, the executive Headteacher of BILC would take ownership for the teaching, learning and inclusion strategies of the school. As an action, the governing board would need to establish what issues to consult the Community on.

Action: Chair/All

- 5.16 Governors thanked PJW for his presentation.
- 5.17 The Chair explained that the Succession Planning Working Group, the ('SPWG') had met and fully discussed the future business working arrangements of BILC. The Chair proposed and governors **agreed** to the joined-up business administrative function of BILC. This issue would be revisited at the first autumn term governing board meeting.

Action: Chair/Clerk

6 GOVERNANCE ADMINISTRATION – 2017/18

6.1 Parent Governor Election

- 6.2 The Chair said that she would notify the governing board of the outcome of the parent governor election at the September, 2017 meeting. All other committee and working group memberships would be discussed and reviewed at that time; governors were requested to give some thought to this over the summer holidays.

Action: Chair/All

7 THE BROOK

- 7.1 The governing board approved: the Accessibility Plan for 2017/18, and the SEN Information Report, 2016/17; both of which were statutory and were now included in the BILC list of policies for review.
- 7.2 MS referred the meeting to her Headteacher's report, dated 10th July, 2017; she gave context, and highlighted the special characteristics of the school. She explained that the pupil roll had now increased to 110 places; governors noted that there had been an 11% pupil roll increase since the school opened.
- 7.3 MS was pleased to announce that the Headteacher post had now been recruited to; Maureen Duncan had been appointed as the Interim Headteacher until the 31st August, 2018.
- 7.4 MS explained the analysis of data from the Comparison and Analysis of Special Pupil Attainment, referred to as the ('CASPA'), from the period 2013 through to 2017. There

was discussion had around the 'above expected progress', the 'expected progress' and the 'below expected progress'. Overall, MS stated that there had been excellent progress made by all pupils.

- 7.5 MS advised that the School Development Plan, the ('SDP') was a two-year plan of consolidation and improvement of the outstanding work that had taken place over the past four years. She said that this sat alongside the deficit reduction plan.
- 7.6 MS expressed her deep disappointment, which the governing board shared, at the discontinuation of the service to parents and carers known as Families Addressing Behaviour through Learning and Enjoying, ('FABLE').
- 7.7 MS explained the raw data from the parents/carers survey, as at June, 2017. She said that the results were extremely encouraging, particularly around the school website and the home school communication. MS acknowledged that improvements would still need to be made around: the text messaging service; integration with The Willow and the lack of therapeutic interventions.
- 7.8 Governors thanked MS for her report.

8 THE WILLOW

- 8.1 DMF referred the meeting to her Headteacher's report, dated 6th July, 2017; she gave context and explained that admissions was very low compared to the previous year. There was acknowledgement that primary school admissions across the borough were surprisingly low. She said that all other year groups, except for Years 2 and 4 had spaces.
- 8.2 Governors were pleased to be advised of the excellent attendance record for 2016/17 which was 96.40% against the set target of 96.30%.
- 8.3 DMF congratulated the governors, the members of staff and all pupils on the Outstanding Ofsted judgement. DMF presented each governor with the Ofsted Outstanding certificate.
- 8.4 The Willow statutory data overview for 2016/17 was presented by the Deputy Headteacher, SH. She said that the results were pleasing for the SATS KS1 and KS2 results; pupils should be proud of their achievements. The Chair and governors acknowledged all the hard work and efforts made by the teachers and they extended their thanks to them.
- 8.5 Governors thanked DMF for her report.

8.6 POLICY CYCLE (VERBAL UPDATE)

- 8.7 Please see item 7.1 above.

8.8 GOODBYES AND HELLOS

- 8.9 On behalf of the governing body, the Chair formally welcomed MD to the school. MD would be the fulltime interim Headteacher of The Brook, from September, 2017; the governors wished her every success in her post.
- 8.10 On behalf of the governing body, the Chair extended her heartfelt thanks to MS for her invaluable contribution to school life at The Brook over the past two decades; the governors wished her well in her retirement.

8.11 **GOVERNOR TRAINING, HARINGEY LONDON/MODERN GOVERNOR 2017/18**

8.11.1 The Clerk explained that the Haringey governor training programme for September, 2017, would be available for bookings at the end of the summer term. Governors were also encouraged to access the online training resource, Modern Governor.

8.12 **GOVERNING BOARD DATE SETTING 2017/18**

8.13 The Chair said that she would discuss and set the governing board dates in conjunction with the Headteacher's once they had finalised the year plan. The committee dates would also be set at that time.

Action: Chair/Headteachers

8.14 The Chair confirmed that the Succession Planning Working Group, the ('SPWG'), would meet on Monday, 11th September, 2017 to discuss in detail, the BILC external review. This issue would then be brought back to the governing board for discussion and any agreement at the first autumn term meeting.

Action: Chair/Clerk

8.15 The Chair stated that the SPWG would also discuss at that meeting, the January, 2018 applications for The Brook September, 2018 Headteacher appointment.

9 ANY OTHER BUSINESS

9.1 None.

9.2 The Chair closed Part 1 of the meeting at 6.35 pm.

Signed..... Dated

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

List of agreed Actions

Item	Action	By whom
5.15	Around teaching, learning and inclusion, PJW explained that the expectation was that, the executive Headteacher of BILC would take ownership for the teaching, learning and inclusion strategies of the school. As an action, the governing board would need to establish what issues to consult the Community on.	Chair/All
5.17	The Chair explained that the Succession Planning Working Group, the ('SPWG') had met and fully discussed the future business working arrangements of BILC. The Chair proposed and governors agreed to the joined-up business administrative function of BILC. This issue would be revisited at the first autumn term governing board meeting.	Chair/Clerk
6.2	The Chair said that she would notify the governing board of the outcome of the parent governor election at the September, 2017 meeting. All other committee and working group memberships would be discussed and reviewed at that time; governors were requested to give some thought to this over the summer holidays.	Chair/Clerk
8.13	The Chair said that she would discuss and set the governing board dates in conjunction with the Headteacher's once they had finalised the year plan. The committee dates would also be set at that time.	Chair/Headteacher
8.14	The Chair confirmed that the Succession Planning Working Group, the ('SPWG'), would meet on Monday, 11 th September, 2017 to discuss in detail, the BILC external review. This issue would then be brought back to the governing board for discussion and any agreement at the first autumn term meeting.	Chair/Clerk