

# BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)

## Minutes of the Governing Body Meeting held on Thursday 16<sup>th</sup> March, 2017 at 6.00 pm – 8.00 pm

<b>GOVERNING BODY MEMBERSHIP</b>	
<p><b>Local Authority Governor: (1)</b> Clare Woodford, (CW)</p> <p><b>Co-opted Staff Elected (1)</b> Helen Gatenby, (HG), (W)</p> <p><b>Co-opted Governor (Children’s Centre): (1)</b> Yoneaque Wright, (YW)+</p> <p><b>Co-opted Governors: (7)</b> Jason Beazley, (JB) <b>Vice Chair</b> Marilyn Francis, (MAF), <b>Chair</b> Cllr. Toni Mallett, (TM) Robert Singh, (RS) Hugh Williams, (HW) <b>Vice Chair</b> Marta Garcia de la Vega, (MGdIV) Michael Floyd, (MF)</p>	<p><b>Headteacher Governors: (2)</b> Dawn Ferdinand (DMF), (W) Margaret Sumner (MS), (B)</p> <p><b>Associate Members: (8)</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><b>Parent Governors: (2)</b> Vacancy Chris Le May, (CLM) +</p>	<p><b>Staff: (1)</b> Chia Barsen, (CB), (B)</p>
<p><b>Governing Body Clerk:</b> Jennifer Ude , Haringey, London Governor Services <i>* Denotes absence from the meeting</i> <i>+Denotes absence and apologies accepted</i></p>	<p><b>Also Invited:</b> 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 Heulwen Rees (HR), the School Improvement Advisor, the (SIA), from Haringey, London.
- 1.2 The Chair advised that, for personal reasons, governor RH had stepped down from her role as parent governor, with immediate effect. Both the Chair and DMF said that they had extended, on behalf of the governing body, their thanks to RH, for all her commitment and input throughout, and wished her well for the future.
- 1.3 This resignation had created a parent governor vacancy and a vacancy on the TL&SC; the Headteacher DMF, said that she would carry out a parent election before the Easter break; membership of the TL&SC would be reviewed.

**Action: DMF**

#### **2 APOLOGIES FOR ABSENCE**

- 2.1 An apology for absence was received and **accepted** from governor CLM, and absence was noted from governor YW.
- 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 MF declared that his partner worked at The Willow; it was noted that governor CLM’s partner worked at The Willow.

3.3 Cllr. TM declared that she was a member of the Council, and that she knew two members of the non-teaching staff, at The Brook.

#### **4 GOVERNING BODY ADMINISTRATION**

##### **4.1 Governor Attendance**

4.2 The Chair emphasised the importance of governor attendance; the Clerk advised that the statutory guidance set out that should a governor fail to attend 3 consecutive governing body meetings, without good reason for absence, the Chair, would then need to initiate a conversation, arrive at a conclusion, and then make a decision, based on the best interests of BILC.

##### **4.3 Proposal for SEND Governor**

4.4 Governor MGdIV circulated in the meeting two papers, which she asked governors to read, these were: *Governor's Legal Duties Towards SEND* and *Broadwaters' SEND Governor or Committee*.

4.5 Governors discussed at length, the roles and responsibilities of the SEND governor and the actual presence of a governor within BILC. HR said that she understood the concern raised by MGdLV, and fully explained that she was both the SIA and the SEND responsible officer, across the whole school. She made the point that governors had responsibility for the overall strategic management of the school and, therefore, were not responsible for the operational side of the school, which was the responsibility of the Headteachers.

4.6 Governor HW said that he was the special needs Link governor for The Brook, and that his role covered the school. The Chair added that she was the Inclusion Lead, and that her role linked in with teacher, NB who was the school's SENDCO. DMF clarified that the decision was taken at the time, to cover the SENDCO role with one governor, due to a resources issue.

4.7 There was some further discussion around this, and it was **agreed** that this would be revisited at the first governing body meeting, in September 2017; this would then give the Headteachers, with some input from MGdIV, an opportunity for a fuller discussion, from which any further advice and guidance could be put forward for governing body consideration at that time.

**Action: Headteachers/MGdIV/Clerk**

##### **4.8 Skills Audit Analysis 2016/17**

4.9 The Chair gave a deadline of Friday, 24<sup>th</sup> March, 2017, for the completion of all the governor skills audit forms. The skills analysis form would highlight the strengths, weaknesses, and would also identify any gaps for future development and training, on the governing body.

**Action: All/Clerk**

#### **5 MINUTES OF THE PREVIOUS GOVERNING BODY MEETING HELD ON 7<sup>th</sup> NOVEMBER, 2016 AND MATTERS ARISING**

- 5.1 Subject to the change being made by the Clerk, at item 4.14, to reflect that governor HW was the Link governor for The Brook, the minutes were **agreed**, as a true and accurate record.
- 5.2 The following matters arising were reviewed to monitor progress:
- 5.3 Page 2, item 4.10: Headteacher DMF confirmed that The Willow Action plan had been circulated to all governors, as requested.
- 5.4 Page 3, item 6.10: MS said that there was nothing further to report, with regard to the impact that the lack of OT services would have on The Brook in September, 2017; however, she said that she would provide a short report on The Brook's current position.
- 5.5 Further, she explained that she was now in receipt of the work that had been undertaken by the Multi-disciplinary Team; this team had carried out a preliminary audit checklist of pupil needs, for therapy. She added that this would then form the basis for the work that would be carried out in September, 2017.
- 5.6 DMF advised that she had been offered, and had accepted, to be part of the Special Therapists Group.
- 5.7 Page 3, item 6.11: governors said that they were in receipt of the Rochford Assessment Report, circulated by MS.
- 5.8 Page 4, item 7.11: as directed in the list of agreed actions, DMF confirmed that the Inspection Dashboard had been updated and was now on the school's website. Governor RS said that he and the Headteacher had met and had fully discussed the Inspection Dashboard data; they were clear around progress and attainment across all year groups.
- 5.9 Page 4, item 8.4: governor HW would still need to **recommend** to the governing body for approval, the TL&SC Terms of Reference (ToR).

**Action: HW**

- 5.10 Page 5, item 8.17: the Chair said that she would share the most recent set of Succession Planning Working Group (SPWG) meeting minutes, to the governing body.

**Action: Chair**

- 5.11 The Governors' Day minutes of 7<sup>th</sup>, February, 2017, would be *c/f* for information and discussion, at the next governing body meeting.

**Action: Chair/Clerk**

**6 HEADTEACHER'S REPORT – THE WILLOW (to include Safeguarding and the post Ofsted Action Plan)**

- 6.1 DMF referred the meeting to her previously circulated Headteacher's Report, Spring Term, 2017. She gave context and advised of the following:
- 6.2 Governors were pleased to be advised of the Autumn Term, 2016, pupil attendance record of 96.34%; the overall 2016/17 set target, was 96.30%.
- 6.3 Governors sought clarification from DMF, around the lower attainment, observed at the EYFS, across all subjects. She explained that there were a number of vulnerable pupils in this cohort, who had presented with challenging behaviour; to address this, she detailed

- that there were strong teachers in place, as well as a specialist teacher (in the afternoons), to provide interventions, to support those identified pupils.
- 6.4 Although attainment was low for the Year 5s, accelerated progress had been strong; DMF said that she was confident that this cohort would almost certainly catch up, especially with the number of interventions that were in place.
- 6.5 Comparatively, DMF said that whilst the percentage of pupils working at greater depth had increased from the Summer 2016, data, the figures were still relatively low.
- 6.6 Governors were encouraged to learn that progress in the third smaller class, under the 3 teacher model, was even better than progress in the two main classes.
- 6.7 Under inclusion and the SEN provision, there was some discussion around the total of 61 pupils on the SEN register, and a governor asked whether there was any movement compared to the previous year.
- 6.8 6 internal pupil exclusions were noted by the governors, as well as the fact that there were no pupils, on the Child Protection (CP) register.
- 6.9 DF advised that a presentation on Speech and Language would be delivered by teacher NB at the next TL&SC meeting.
- 6.10 DMF shared in the meeting a number of case studies of vulnerable pupils who, despite their adversity and low start points, had made the expected, or in some cases, had exceeded, the expected level of progress.
- 6.11 Governors read the varied case studies with much interest, and had empathised with the families who had experienced such hardship, especially around housing. Having read these case studies, the governors said that they better understood the challenges that not only some of the families had faced, but also the extent of the school's effort and involvement, so that the best possible outcomes could be achieved.
- 6.12 The governors praised DMF and the school, for their commitment to those families, who had experienced such challenges. As part of the wider community, the Chair emphasised the importance of the role that the school played when families were faced with such adversity; governors would remain supportive of the school in this capacity.
- 6.13 Governors discussed and commented that a much more responsive turnaround service was provided by the DCT; this was largely due to the complex cases of The Brook pupils, who were known by the DCT from birth; this was in contrast to the provision from the Social Services.
- 6.14 Governors thanked DMF for her detailed report.
- 7 HEADTEACHER'S REPORT - THE BROOK SPECIAL SCHOOL (to include Safeguarding and the post Ofsted action plan)**
- 7.1 Headteacher MS verbally reported the following:
- 7.2 That a useful meeting was had whereby all the special Headteachers and the Chairs of Governors, the (CoGs), in the borough, had met. She said that potentially, a working group could be formed from this, where common themes and best practice would continue to be explored and shared, and would be outward looking.
- 7.3 Governors thanked MS for her verbal report.

## **8 COMMITTEE REPORTS**

### **8.1 Finance Premises and Personnel Committee (FPPC)**

- 8.2 On behalf of the FPPC Chair, governor JB reported the following:
- 8.3 That the policy status table, amended by CLM, as at 17<sup>th</sup> March, 2016, was an accurate reflection of the progress that had been made to date. JB added that all policies would be kept under regular review, and would be updated as and when necessary, to reflect any policy changes.
- 8.4 That the FPPC ToR, was completed and was **approved** and **adopted** by the full governing body.
- 8.5 That the Financial Scheme of Delegation, between The Willow, The Brook and the Broadwaters Children's Centre, was now **approved** and **adopted** by the governing body.
- 8.6 That the Children's Centre (CC), The Brook and The Willow's Lettings and Governors' Allowances policies, were completed and **approved** and **adopted** by the full governing.
- 8.7 The Chair explained that the Service Level Agreement, the (SLA) between The Willow and The Brook, for the joint School Business Manager, the (SBM), had been **approved** by the Headteachers.
- 8.8 She clarified that the SBM role was an interim service provision to The Brook, for a period of up to one year, and would be line managed by The Willow. Further, she advised that the FPPC Chair would oversee the relationship and the workings of the SLA.
- 8.9 The governing body **approved** and **adopted** the interim SBM SLA, for the provision of services to The Brook, for up to one year.
- 8.10 Clarification was provided by governor HW on the FPPC minutes of 12<sup>th</sup> January, 2017, in relation to The Brook's two year deficit reduction projection, which he said, was being closely monitored by the FPPC.

### **8.11 TEACHING LEARNING & STANDARDS COMMITTEE (TL&SC)**

- 8.12 The Willow and The Brook term dates for the year, 2017/18, were circulated and **ratified** by the governing body.
- 8.13 Governor RS said that he would provide to governors a written report on the TL&SC.

**Action: RS**

### **8.14 CHILDREN'S SERVICES COMMITTEE (CSC)**

- 8.15 Cllr. TM said that there were no recommendations to be made to the governing body from the CSC. She referred the meeting to the last set of CSC minutes and highlighted as follows:
- 8.16 That there was an increased focus on childcare and that those who attended the recent CSC meeting were in receipt of a detailed report.
- 8.17 That finance around the provision of childcare for September, 2017 was being discussed at FPPC meetings.
- 8.18 That the CSC meeting was in receipt of a Networked Learning Community (NLC) report produced by governor CW; this report had covered the implications of the government's benefits cap.

- 8.19 DMF updated that the nursery places were currently drastically low, but that it was expected that that the CC would be fuller, from April, 2017. There was some discussion around the complex childcare funding arrangements that would be introduced from September, 2017; the CC's offer around the thirty hours and blend of hours, and the uncertainty around parental uptake. DMF said that wherever possible that the CC would have a flexible approach and that different workable options would be explored.
- 8.20 The Chair said that she would, on behalf of the school, respond to the Secretary of State, the (SoS), by the 22<sup>nd</sup> March, 2017, on the government's cuts to school funding. She said that the letter would clearly state the adverse impact that the cuts would have on the long term educational sustainability of all pupils at The Willow and The Brook, as well as the impact that this would have on future recruitment opportunities and on the retention of experienced staff.

**Action: Chair**

8.21 **Pay Sub-Committee (PSC)**

- 8.22 The Chair said that the PSC had not met and, therefore, there was no further update to be made.

8.23 **Succession Planning Working Group (SPWG)**

- 8.24 The Chair was pleased to report that a successful interim Special Headteacher appointment had been made to The Brook.
- 8.25 The Chair thanked everyone for their involvement in the recruitment process; she said that the appointee would shortly be introduced and inducted to the school. The Chair said that an invitation to attend the next governing body would be extended to the appointee.

**Action: Chair/Clerk**

- 8.26 The Chair advised that the next meeting of the SPWG would be held on 23<sup>rd</sup> March, 2017.

**9 SCHOOL BUSINESS MANAGER (SBM) PROPOSAL 2017/18**

- 9.1 Discussed at items 8.7 and 8.8 above.

**10 BILC PUBLISHED ADMISSION NUMBERS (PAN) 2018/19**

- 10.1 In accordance with the local authority statutory guidance, the BILC's PAN for the academic year, 2017/18, was determined by the governing body. DMF stated that next year's admissions criteria would make reference to children of parents at the school.

**11 AUDIT 2016/2017**

11.1 **The Willow**

- 11.2 DMF reported that The Willow audit had been carried out and that the findings had been accepted. She said that she would make available, at the next FPPC meeting, the recommendations which stemmed from it.

**Action: DMF**

11.3 **The Brook**

11.4 MS advised that The Brook audit had been conducted; the report, once produced by the auditors, would be shared at the next FPPC meeting.

**12 POLICY REVIEW (VERBAL UPDATE)**

12.1 Discussed at item 8.3 above.

**13 GOVERNORS' SCHOOL VISITS/GOVERNOR TRAINING AND DEVELOPMENT**

13.1 The Clerk reminded the meeting of the Headteacher's, Governors' and Clerks' Conference that was scheduled to take place on Saturday, 25<sup>th</sup> March, 2017.

13.2 DMF circulated in the meeting, the most up to date record of governor training undertaken from September, 2016 to date; she asked governors to review and update their training record during the course of the meeting, and return to her for safekeeping.

13.3 The Chair explained the proposed changes to the future provision of school improvement (SI), and the governance services from the local authority, from September, 2018. There was discussion and general agreement that schools would gradually become semi detached from the local authority however, core services would remain.

13.4 DMF said that she sat on the SI Steering Group; she explained that this group focussed on the development of a SI organisation that would take over the role of SI in the borough.

13.5 Governor HW said that he would attend, on behalf the school, a meeting on SI on the 23<sup>rd</sup> March, 2017; he would report back on this at the next governing body meeting.

**Action: HW**

13.6 Governor MGdIV said that she had carried out a general visit of The Willow; she also visited the CC; she planned to visit The Brook.

13.7 Governor HW said that he was in the process of conducting the Health and Safety walk of Broadwaters.

**14 DATE OF NEXT MEETING AND FUTURE MEETINGS**

14.1 **Thursday, 22<sup>nd</sup> June, 2017 @ 6.00 pm.**

14.2 Governor RS gave his apologies for absence, in advance of the 22<sup>nd</sup> June, 2017 meeting.

**15 ANY OTHER BUSINESS**

15.1 There were none.

15.2 The Chair closed Part 1 of the meeting at 8.10 pm.

Signed..... Dated .....

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

### List of agreed Actions

Item	Action	By whom
1.3	This resignation had created a parent governor vacancy and a vacancy on the TL&SC; the Headteacher DF, said that she would carry out a parent election before the Easter break; membership of the TL&SC would be reviewed.	DMF
4.7	There was some further discussion around this, and it was <b>agreed</b> that this would be revisited at the first governing body meeting, in September 2017; this would then give the Headteachers, with some input from MGdIV, an opportunity for a fuller discussion, from which any further advice and guidance could be put forward for governing body consideration at that time.	DMF/MS/MGdIV
4.9	The Chair gave a deadline of Friday, 24th March, 2017, for the completion of all the governor skills audit forms. The skills analysis form would highlight the strengths, weaknesses, and would also identify any gaps for future development and training, on the governing body.	All/Clerk
5.9	Page 4, item 8.4: governor HW would still need to <b>recommend</b> to the governing body for approval, the TL&SC Terms of Reference (ToR).	HW
5.10	Page 5, item 8.17: the Chair said that she would share the most recent set of Succession Planning Working Group (SPWG) meeting minutes, to the governing body.	Chair
5.11	The Governors' Day minutes of 7 <sup>th</sup> , February, 2017, would be <i>c/f</i> for information and discussion, at the next governing body meeting.	Chair/Clerk
8.13	Governor RS said that he would provide to governors a written report on the TL&SC.	RS
8.20	The Chair said that she would, on behalf of the school, respond to the Secretary of State, the (SoS), by the 22 <sup>nd</sup> March, 2017, on the government's cuts to school funding. She said that the letter would clearly state the adverse impact that the cuts would have on the long term educational sustainability of all pupils at The Willow and The Brook, as well as the impact that this would have on future recruitment opportunities and on the retention of experienced staff.	Chair
8.26	The Chair thanked everyone for their involvement in the recruitment process; she said that the appointee would shortly be introduced and inducted to the school. The Chair said that an invitation to attend the next governing body would be extended to the appointee.	Chair
11.2	DMF reported that The Willow audit had been carried out	DMF

	and that the findings had been accepted. She said that she would make available, at the next FPPC meeting, the recommendations which stemmed from it.	
13.5	Governor HW said that he would attend, on behalf the school, a meeting on SI on the 23 <sup>rd</sup> March, 2017; he would report back on this at the next governing body meeting.	HW