

# BROADWATERS INCLUSIVE LEARNING COMMUNITY

## Minutes of the Governing Body Meeting held on Monday 19<sup>th</sup> September, 2016 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) Marilyn Francis (MF), <b>Chair</b> Chris Le May (CLM) Cllr. Toni Mallett (TM) Robert Singh (RS) Hugh Williams (HW) + (Vacancy)</p>	<p><b>Headteacher Governors: (2)</b> Dawn Ferdinand (DF), (W) Margaret Sumner (MS), (B)</p> <p><b>Associate Members: (8)</b> Deborah Alexander (DA), (B) Edyta Ballantyne (EB), (W) Natasha Beckles (NB), (W) Duwan Farquharson (DQF), (W) Cherri Fox (CF), (W) Hannah Gibson (HG), (B) Tom Laverty (TL), (B) Sarah Harris (SH), (W)</p>
<p><b>Parent Governors: (2)</b> Marta Garcia de la Vega (MGdIV) <b>Vice Chair</b> Roberta Hepburn (RH)</p>	<p><b>Staff: (1)</b> Chia Barsen (CB), (B)</p>
<p><b>Governing Body Clerk</b> Jennifer Ude , Haringey, London Governor Services</p>	<p><i>* Denotes absence from the meeting</i> <i>+Denotes absence and apologies accepted</i></p>

### **PART 1**

#### **1. WELCOME AND OPENING REMARKS**

1.1 The Chair opened the meeting, welcomed everyone and especially welcomed the new Governing Body Clerk, Jennifer Ude.

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

2.1 Apologies for absence were received and **accepted** from governors HW and YW.  
2.2 The meeting was quorate.

#### **3 ELECTION OF CHAIR AND VICE CHAIR 2016/17**

3.1 Governor MF was nominated and seconded to take on the role of Chair; MF elected as Chair for a term of one year. Governor MGdIV was nominated and seconded to take on the role of Vice Chair; MGdIV elected as Vice Chair for a term of one year.  
3.2 The Clerk thanked those governors who completed the Governor Skills Audit form and the Governor Register of Interests form. The Clerk noted that absent governors would also need to complete the above forms.

#### **4 REVIEW OF GOVERNING BODY MEMBERSHIP**

4.1 The review of the Governing Body membership was discussed at length and **agreed** in accordance with the Instrument of Government (IoG), effective from 1<sup>st</sup> September, 2016.  
4.2 The Chair said that she would contact Haringey, Governor Services regarding the co-opted governor vacancy; it was felt that a governor with finance skills would complement the governing body.

**Action: Chair/Clerk**

4.3 Headteacher MS announced that she would retire at the end of this academic year; she said that she would inform the local authority of her decision.

**Action: Headteacher MS**

**5 REVIEW OF BILC COMMITTEE STRUCTURES/LINK GOVERNOR ROLES**

- 5.1 The Chair proposed, and there was **general agreement**, that the current committee structures would remain, and would be reviewed next year.
- 5.2 The Chair clarified that there would be at least three meetings held throughout the academic year for the Finance, Premises and Personnel Committee (FPPC); the same would be for the Teaching and Learning and Standards Committee (TL&SC) and the Community Services Committee (CSC).
- 5.3 The committee governor makeup below was discussed and may be subject to further review; as was statutory, a Chair would be appointed at the first of each of the committee meetings.

<b>FPPC</b>	<b>TLS</b>	<b>CS</b>
Deborah Alexander	Chia Barsen	Edyta Ballantyne
Jason Beazley	Natasha Beckles	Dawn Ferdinand
Duwan Farquharson	Dawn Ferdinand	Cherri Fox
Dawn Ferdinand	Hannah Gibson	Helen Gatenby
Marilyn Francis	Sarah Harris	Tom Laverty ( <i>emotional wellbeing</i> )
Marta Garcia de la Vega	Roberta Hepburn	Cllr. Toni Mallett
Chris Le May	Tom Laverty	Clare Woodford
Margaret Sumner	Robert Singh	Yoneague Wright
Hugh Williams	Margaret Sumner	Margaret Sumner
	Hugh Williams	

- 5.4 The Chair stated that the Governing Body Terms of Reference (ToR) would be tabled for review and discussion, at the next meeting.

**Action: Chair/Clerk**

- 5.5 The proposed committee dates, as previously circulated were all **agreed**; the first meeting of the CS was **agreed** for 17<sup>th</sup> October, 2016 @ 4.30 PM. Headteacher DF would inform those respective governors and future dates would then be set at that meeting.

**Action: Headteacher DF**

**6 HEADTEACHER PERFORMANCE REVIEW**

The Chair advised that she had had discussions with the Headteacher’s regarding their annual performance reviews and said that someone from the local authority would also be booked to carry out the performance reviews. It was **agreed** that governors HW, MF and MGdIV would be involved in the process of carrying out the Headteacher’s annual performance review for MS and that MF, HW and RH would carry out DF’s performance review. Governor JB would also be involved in the process.

- 6.1 The Clerk said that she would flag up any relevant training, delivered by Haringey, London to respective governors on this.

**Action: Clerk**

## **7 GOVERNOR ROLE PROFILE AND CODE OF CONDUCT**

- 7.1 All governors present had read and acknowledged the Governor Role Profile and Code of Conduct. The Clerk reminded those governors who had not yet completed these forms to now do so, for filing and recording purposes.

**Action: Governors/Clerk**

## **8 ANNUAL DECLARATIONS OF BUSINESS INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

- 8.1 All governors present, duly completed the annual declarations of business interests form. The Clerk would follow up on absent governors.

**Action: Clerk**

## **9 MINUTES OF THE PREVIOUS GOVERNING BODY MEETING HELD ON 4<sup>th</sup> JULY, 2016 AND MATTERS ARISING**

- 9.1 The minutes of the governing body meeting held on 4<sup>th</sup> July, 2016 were **agreed** as a true and accurate record.

- 9.2 The following matters arising were reviewed to monitor progress:

- 9.3 Page 2, item 4.2: it was noted that the minutes of the first Wellbeing Committee were still outstanding; the Chair said that this would be carried forward as an action for DQF.

**Action: DQF (SBM)**

- 9.4 Page 2, item 4.3: the Clerk clarified the position around enhanced DBS checks and said that governors could, if they were a governor at more than one school, apply online for a portable enhanced DBS check. Headteacher MS said that she would confirm the status of governor MGdIV's enhanced DBS check and would report back to the governing body on her progress.

**Action: Headteacher MS**

- 9.5 Page 2, item 4.4: Cllr. TM advised that the issue of 'engaging with the local community' would be tabled as an item for discussion at the next CS committee.

- 9.6 Page 2, item 4.6: Headteacher MS and Cllr. TM were pleased to advise that a discussion had taken place between them regarding staff wellbeing at The Brook and how this was managed.

- 9.7 Page 2, item 4.7: Headteacher MS said that she was conscious that there were three large policies about to be released on SEN, and that she would follow up on her extended invitation to Vikki Monk-Myers, the local authority's Head of Integrated Services, to attend the next governing body meeting.

**Action: Headteacher MS/Clerk**

- 9.8 Page 2, item 4.9: Headteacher MS said that the issue of the Brook's school website would be discussed with members of the SLT on Tuesday, 20<sup>th</sup> September, 2016; she would report back to the governing body on progress. The Clerk noted that this would be carried forward as an agenda item for discussion, at the next governing body meeting.

**Action: Headteacher MS/Clerk**

- 9.9 Pages 3 and 4, item 7.2: Headteacher MS updated that although a meeting had not yet taken place with the head of CAMHS, she was pleased to report that a great deal of progress had been made in terms of their approach around delivery of services, and the fact that there was now a practice nurse at CAMHS. Further, governors were pleased to be notified that all the referrals that were made, just before the summer holidays, had all now been seen. The Head of CAMHS would now attend the fortnightly multi disciplinary team (MBT) meetings.
- 9.10 Page 6, item 8.2: the Chair stated that as was customary, **staff members would only stay for Part 1** and would retire for Part 2 items.
- 9.11 Page 6, item 11.1: governors were in **agreement** with the proposed schedule of future governing body dates for the next academic year.
- 9.12 Page 6, item 11.5: there was **agreement** that the first quarterly financial return to the local authority (for 2016/17), would need to be approved by the FPP Chair.
- 9.13 Page 7, item 11.7: the Chair said that the social event held on 11<sup>th</sup> July, 2016 was well attended.

#### **10 THE BROOK SPECIAL SCHOOL – HEADTEACHER’S HIGHLIGHTS (VERBAL)**

- 10.1 Headteacher MS reported that there were no agency staff across the school and that staff sickness absence was down by 57% during 2015/16.
- 10.2 Governors’ were pleased to be advised that the whole Senior Leadership Team (SLT) were at full complement.
- 10.3 Following the restructure of the administrative team, Headteacher MS stated that the system was far more streamlined and efficient.
- 10.4 The school had been successful in recruiting one apprentice and an advertisement would need to be placed for a further two apprentices.
- 10.5 She explained that as a result of additional funding to meet the demands of mainstream pupils arriving at The Brook, there were now three Special Needs Assistants (SNAs) in every class; there were four new SNAs in total, as well as two new teachers. She added that a SNA, who was training to be a teacher, would, with support, take up the point 2 teacher vacancy.
- 10.6 Therapies were still difficult. The Brook had a physiotherapist/occupational therapy (OT) assistant for one day per week with the equivalent of a full-time speech and language therapist for the coming year; the disabled children’s team were at full capacity and there were five social workers. Pupil referrals now had to be made individually to OT which very much slowed the process.
- 10.7 Overall, Headteacher MS said that the start of the academic year had been more settled.
- 10.8 Headteacher MS was pleased to report that as a result of targeted pupil attendance and interventions there had been a positive impact on pupil progress and attainment across all subjects, especially for girls who were now doing better than the boys.
- 10.9 Governors were pleased to be advised by both Headteacher’s of the excellent work that had been undertaken on the premises over the summer holidays by the site manager,

the cleaning team, associate member DA and associate member DF, who had worked to a limited budget. Governors acknowledged the effort, hard work and commitment on this, and extended their thanks.

10.10 Governors thanked the Headteacher for her detailed report.

**11 THE WILLOW PRIMARY SCHOOL – HEADTEACHER’S HIGHLIGHTS**

11.1 For information, Headteacher DF circulated ‘*The Willow School Overview Results – July, 2016*’. She stated that there was a full complement of staff and that two teachers were about to go on maternity leave.

11.2 She advised that she had already had a discussion with T&LS on the School Improvement Plan (SIP) and that there was focussed discussion on a number of different areas of the school vision and the greater need to promote academic success.

11.3 Headteacher DF said that it had been a very good start to the academic year especially as new teachers had joined the school. She added that she was content with where the school was at the moment.

11.4 She advised governors of the planned children leavers (sixteen), who had left the school at the end of the summer term and she stated that nearly most of those vacancies had now been filled. Governors noted that retention had been excellent and that only two families had left following the Brexit result.

11.5 With regard to pupil attendance and punctuality, governors were advised of eight unauthorised absences which had been managed through warnings; this notwithstanding, school attendance for 2015/16 was well above average and was recorded at 96.63%.

11.6 Governors noted that one religious incident was recorded in the summer term; there were no racist, homophobic or any incident(s) which led to exclusion.

11.7 The Headteacher explained that the new alternative provision Otter class had now been introduced to the school and was located just outside the playground; she said that this had worked beautifully and that she would have her first meeting with the local authority shortly, about the development of the new classroom

11.8 The Children’s Centre was nearly full for the under 3s. She explained that the school nursery was only half full and that this was a cause for concern. The school had taken action, in terms of staffing to address the issue. She also explained that there were going to be changes in the funding for the under 4s.

11.9 Overall, Headteacher DF said that she was happy with the results and that the Reception class had an improved good level of development (GLD) year on year. However, it was noted that five (all girls), had high levels of special needs in Reception. Governors noted that Phonics scored at 86% which was well above the national average of 80% and that targeting and interventions would be in place for those targeted groups which fell below the average.

11.10 The Headteacher highlighted that at KS1, the data across all subjects was more or less in line or above the national average. The Headteacher stated that support and interventions for those Identified groups from this cohort would be put in place. A

governor **asked** what the difficulties were for those identified groups and she explained that often, those groups had English as an additional language (EAL) but that they did eventually catch up, once they had worked through the school.

- 11.11 She headlined that at KS2, the data across most subjects was higher than the national average however, the issue was 'above expected' standards in Reading, which was low compared to the national average, but that Writing and Maths was above. Progress measures were also positive and she explained that this would be discussed in more detail at the next TLS meeting.
- 11.12 She explained that one of the reasons for such positive results was that the quality of teaching in Years 5 and 6 was high and that pupil progress and attainment was largely as a result of continuity of teaching over the past two years for these year groups.
- 11.13 The Headteacher advised that there was an Early Years Funding Consultation out at the moment which she would then forward on to governor CLM for information. She stated that the local authority had drafted a response and that she would use this information to prepare a response from the school.

**Action: Headteacher DF**

- 11.14 The Chair reminded governors of the fact that the school remained in an Ofsted window. As an action, governors would need to consider whether they would need any further training and development and whether they were willing to participate on the day of the Ofsted Inspection.

**Action: Governors**

- 11.15 Governors were reminded by governor RH of the proposed Safeguarding changes which came into force on 1<sup>st</sup> September, 2016 and the greater emphasis on individual staff. Both Headteacher's gave assurance that this was in hand and governors were satisfied with the response.
- 11.16 There was some focussed discussion around the Department for Education (DfE's) requirement for schools to now collect data and there was general agreement that this was potentially a very sensitive issue. The Headteacher said that she would send out a letter to all parents on this and would update the governing body on her progress.

**Action: Headteacher DF**

- 11.17 Governors thanked the Headteacher for her detailed report.

## **12 COMMITTEE REPORTS**

### **12.1 FPPC**

- 12.2 The minutes of the last FPPC would be presented for signing at the next FPPC scheduled for 13<sup>th</sup> October, 2016.

### **12.3 TLS**

- 12.4 None received at this meeting.

### **12.5 CS**

- 12.6 It was noted that the minutes of the CS were still outstanding (*see item 8.3 above*).

### **12.7 Pay Sub-Committee**

- 12.8 None received at this meeting.

**13 POLICY REVIEW**

- 13.1 It was **agreed** that both Headteacher's and the Chair would work on the progress of the annual policy review. This would be tabled for information and discussion at the next governing body meeting.

**Action: Headteacher's DF/MS, Chair, Clerk**

**14 GOVERNORS' SCHOOL VISITS**

- 14.1 The Chair encouraged all governors to visit the school regularly and Headteacher DF reminded governors that governor visit schedules would be added to the school website.

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

- 15.1 **Monday, 7<sup>th</sup> November, 2016 @ 6.00 pm**  
Thursday, 16<sup>th</sup> March, 2017 @ 6.00 pm  
Thursday, 22<sup>nd</sup> June, 2017 @ 6.00 pm

**16 ANY OTHER BUSINESS**

- 16.1 *DBS*: all governor DBS checks were in hand and would be recorded on the school's central record (*see item 8.4 above*).
- 16.2 The Chair stated that there were **no** Part II confidential items to be discussed.
- 16.3 The Chair closed the meeting at 7.50 pm.

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

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

### List of agreed Actions

Item	Action	By whom
4.2	The Chair said that she would contact Haringey, Governor Services regarding the co-opted governor vacancy; it was felt that a governor with finance skills would complement the governing body.	Chair/Clerk
4.3	Headteacher MS announced that she would retire at the end of this academic year; she said that she would inform the local authority of her decision.	Headteacher MS
5.4	The Chair stated that the Governing Body Terms of Reference (ToR) would be tabled for review and discussion, at the next meeting.	Chair/Clerk
5.5	The proposed committee dates, as previously circulated were all <b>agreed</b> ; the first meeting of the CS was <b>agreed</b> for 17 <sup>th</sup> October, 2016 @ 4.30 PM. Headteacher DF would inform the respective governors and future dates would then be set at that meeting.	Headteacher DF
6.1	The Clerk said that she would flag up any relevant training, delivered by Haringey, London to respective governors on this.	Clerk
7.1	All governors present had read and acknowledged the Governor Role Profile and Code of Conduct. The Clerk reminded those governors who had not yet completed these forms to now do so for filing and recording purposes.	Governors/Clerk
8.1	All governors present, duly completed the annual declarations of business interests form. The Clerk would follow up on absent governors.	Clerk
9.3	Page 2, item 4.2: it was noted that the minutes of the first Wellbeing Committee were still outstanding; the Chair said that this would be carried forward as an action for DQF.	DQF (SBM)
9.4	Headteacher MS said that she would confirm the status of governor MGdIV's enhanced DBS check and would report back to the governing body on her progress.	Headteacher MS
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	agenda item for discussion at the next governing body meeting.	
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11.14	As an action, governors would need to consider whether they would need any further training and development and whether they were willing to participate on the day of the Ofsted Inspection.	Governors
11.16	There was some focussed discussion around the Department for Education (DfE's) requirement for schools to now collect data and there was general agreement that this was potentially a very sensitive issue. The Headteacher said that she would send out a letter to all parents on this and would update the governing body on her progress.	Headteacher DF
13.1	It was <b>agreed</b> that both Headteacher's and the Chair would work on the progress of the annual policy review. This would be tabled for information and discussion at the next governing body meeting.	Headteacher's DF/MS/Chair/Clerk