

# BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)

## Minutes of the Governing Board Meeting held on Monday, 25<sup>th</sup> September, 2017 at 6.30 pm – 8.30 pm

<b>GOVERNING BOARD MEMBERSHIP</b>	
<p><b><u>Local Authority Governor: (1)</u></b> Clare Woodford (CW)</p> <p><b><u>Co-opted Staff Elected (1)</u></b> Helen Gatenby (HG), (W)</p> <p><b><u>Co-opted Governor (Children’s Centre): (1)</u></b> Yoneaque Wright (YW) +</p> <p><b><u>Co-opted Governors: (7)</u></b> Jason Beazley (JB) Michael Floyd (MF) Marilyn Francis (MAF), <b>Chair</b> Cllr. Toni Mallett (TM) Chris Le May (CLM), <b>Vice Chair</b> Robert Singh (RS) <i>(Vacancy)</i></p>	<p><b><u>Headteacher Governors: (2)</u></b> Dawn Ferdinand (DF), (W) Maureen Duncan (MD), (B)</p> <p><b><u>Associate Members: (8)</u></b> Edyta Ballantyne (EB), (W) + Natasha Beckles (NB), (W) + Sukina Campos (SC), (B) Duwan Farquharson (DF), (W) + Cherri Fox (CF), (W) + Hannah Gibson (HG), (B) + Edward Putman (EP) (W)</p>
<p><b><u>Parent Governors: (2)</u></b> Marta Garcia de la Vega (MGdIV) Dee Swift (DS)</p>	<p><b><u>Staff: (1)</u></b> Chia Barsen (CB), (B)</p>
<p><b><u>Governing Body Clerk:</u></b> Jennifer Ude, Haringey, London Governor Services <i>*Denotes absence from the meeting</i> <i>+Denotes absence and apologies accepted</i></p>	<p><b><u>Also Invited:</u></b> Celestin Okojori (CO), Prospective Co-opted Governor Heulwen Rees, (HR), School Improvement Adviser, Haringey, London Hugh Williams (HW)</p>

### **PART I**

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

- 1.1 The Chair opened the meeting, welcomed everyone, and especially welcomed the following people: newly elected parent governor, Dee Swift; prospective co-opted governor, Celestin Okojori; associate members, Edward Putman and Sukina Campos to the meeting.
- 1.2 The Chair said that DMF would arrive slightly late.

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

- 2.1 There were no apologies for absence to record; however, absence was noted from governor YS.
- 2.2 The meeting was quorate.

#### **3 ELECTION OF CHAIR/VICE CHAIR**

- 3.1 MAF was nominated and seconded to the role of Chair; MAF elected as Chair, for a term of one year. CLM was nominated and seconded to the role of Vice Chair; CLM elected as Vice Chair, for a term of one year.
- 3.2 JB notified the meeting that he would step down from the governing board at the end of autumn 2; this also meant that he would no longer be the Vice Chair on the Finance, Premises and Personnel Committee, the (FPPC); a nomination to this position would be made at the first FPPC meeting. It was noted that JB’s finance officer responsibilities (in conjunction with DFQ), would be reallocated.
- 3.3 The governing Board thanked governor JB for agreeing to stay on until the end of the autumn 2 period.

- 3.4 The Chair notified the meeting that governor HW had tendered his resignation with immediate effect, but that he had attended today’s meeting to say farewell to the governing board. On behalf of the governing board, the Chair thanked HW for his long service, his dedication, his time, his commitment, his enthusiasm, his knowledge and experience, and last but not least, his stabilising influence on the governing board throughout his time. As a token of the governing board’s appreciation, the Chair presented HW with a gift; he would be sorely missed.
- 3.5 In response to the kind words and the gift, HW said that he had enjoyed being a governor at the school for twenty years; he said that it had been an interesting, and rewarding experience, and that the school was a real model for the way, that other schools should go forward.
- 3.6 The Chair said that HW’s health and safety responsibilities would be reallocated to another interested governor. Governors were asked to consider this, and would notify the Chair.

**Action: Chair/All**

- 3.7 The Chair said that succession planning, would be a regular discussion point at future governing board meetings.

**4 GOVERNOR DECLARATIONS, IN RESPECT OF ITEMS ON THE AGENDA**

- 4.1 Governor HG declared that her partner MF was a co-opted governor; co-opted governor MF, declared that his partner HG, worked at The Willow.
- 4.2 Governor CLM declared that his partner worked at The Willow.
- 4.3 Cllr. TM declared that she was a council member, and that she knew two members of the non-teaching staff, at The Brook.

**5 REVIEW OF COMMITTEE STRUCTURES/LINK GOVERNORS - 2017/18**

- 5.1 The following preliminary committee memberships were discussed, but may still be reviewed:

<b>Finance, Premises and Personnel Committee</b>	<b>Community Services Committee</b>	<b>Teaching, Learning and Standards Committee</b>	<b>Succession Planning Group</b>
CLM, DMF, MD, MGdIV, DFQ, Cllr. TM, RH, MAF, MF, JB (until December, 2017)	MD, CW, Cllr. TM, MGdIV, YS, Mr O, EB	CB, HG, RS, DMF, MD, DS, CO, EP, SC, NB, SH, MGdIV (would be on standby)	MAF, CLM, RS, MF, MGdIV, DMF, MD, HR

- 5.2 The link governor roles would still need to be reviewed and confirmed for the new academic year.

**Action: All**

- 5.3 Parent governor DS, would confirm to the Chair which committee she would sit on. The Chair would also speak with governor YW, about her committee preference.

**Action: DS/Chair**

## **6 REVIEW OF PANEL MEMBERSHIPS (Pupil/Staff Disciplinary Panel)**

- 6.1 The Chair said that panel membership for any pupil, staff disciplinary, and/or dismissal committee, would be formed at the said time. The Headteachers performance management review, the (PMR), would be made up of a panel of three; this would include the Chair, the School Improvement Adviser, the (SIA), HR, and one other governor, who was yet to be confirmed. Any interested governor should send an email to the Chair, so that the panel could be formed.

**Action: Chair/All**

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

- 7.1 The annual declarations of business interests form pecuniary or otherwise, was completed by some governors, and returned to the Clerk for safekeeping, and filing with DFQ. Governor MGdIV and MD notified the Clerk that they would need to update their annual declarations around governorships, and nature of business interests. The Clerk would closely monitor the return of these forms, so that the school was audit compliant.

## **8 GOVERNOR ROLE PROFILE/CODE OF CONDUCT/SKILLS AUDIT – 2017/18**

- 8.1 The Governor Code of Conduct was completed by some governors, and returned to the Clerk for safekeeping. The Clerk gave a return deadline of Friday, 29<sup>th</sup> September, 2017; she would closely monitor the return of these forms, to ensure that there was a formal record.

**Action: Clerk/All**

- 8.2 The Clerk explained that the Governor Skills Analysis form would be circulated at the end of the autumn 2 period; this was to allow time for governors to undertake any governor training over the course of the autumn 1 and 2 terms. The Governor Skills Analysis forms would then be collated and updated accordingly by governor MGdIV. The Clerk would import the Haringey, governor training report, in advance of the spring term governing board meeting. The Clerk would liaise with governor MGdIV on this.

**Action: MGdIV/Clerk**

## **9 MINUTES OF THE EXTRAORDINARY GOVERNING BOARD MEETING OF 10<sup>TH</sup> JULY, 2017 AND MATTERS ARISING**

- 9.1 Subject to the word 'whole' being removed at item 5.10, the minutes of 10<sup>th</sup> July, 2017, were **agreed** as a true and accurate record. Future governing board minutes, would reflect the amendment that: governor MGdIV was a parent governor, and that governor CLM was a co-opted governor.

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

- 9.3 Item 5.15: the Chair advised that the Succession Planning Group, the (SPG), had met at the start of the term, and that a detailed discussion took place around the strategic recommendations made by the consultant, who had carried out the external review. Two options were discussed at that meeting, which the Chair now proposed to the governing board, for consideration and agreement. These were as follows:

9.4 **Option 1**

(a) that the current structure of BILC remain as is; i.e. there would be no change to the strategic or operational function of BILC; OR

9.5 **Option 2**

(b) that an Executive Headteacher appointment be made; this person would have the strategic oversight of BILC.

9.6 The Chair explained at length, that these proposals were about the leadership and the longer term direction of travel of The Brook and The Willow, and that in order to consult the parents, the wider community and the stakeholders, in an informed way, the detail for each of the proposed options, would be carefully drawn up by the SPG.

9.7 There was a varied and lengthy discussion had by the governors on this issue, and some concerns were raised and addressed by the Chair. Specifically, a governor expressed that option 1, was not technically an option, as it would be seen as just the 'status quo' and, therefore, this option was deemed unclear, and so was not a viable option to be considered. The Chair said that each of the options would be fully 'fleshed out' so that the consultation process itself, was fair and transparent.

9.8 The Chair further gave assurance to the question raised around the costing of the proposed options, and responded, that these options would be fully discussed and costed, with best value principles in mind; costing information, would be shared with the governing board. Governor CLM welcomed the attendance of any governor who wished to better understand the workings and the remit of the FPPC.

9.9 The governing board were mindful of the current political uncertainty, and the impact that this may have, on existing arrangements and any future decisions taken by BILC.

9.10 Were an Executive Headteacher to be appointed, (option 2), a further concern was raised around the knowledge and level of expertise that this person would have, especially around the provision of Special Education Needs, (SEN). The SIA explained in depth, that Headteacher recruitment, particularly at this time, was a continual challenge; she added that an Executive Headteacher had leadership experience, and that this capability would demonstrate the capacity to develop a skill set. Further, she said that it simply was not realistic, for an Executive Headteacher to have an equal amount of mainstream and SEN knowledge and experience. There was agreement that the appointed person, would up-skill on any identified gaps in their knowledge and experience.

9.11 The above proposals (Options 1 and 2), put forward by the Chair, were **agreed** in principle, by **twelve** governing board members; there was **one** member who was **not** in agreement, and there was **one abstention**.

9.12 The Chair explained that the Consultation exercise would be delayed by up to one term; the reason for this delay, was to give some settling in time across BILC, especially as there had been some recent changes, both practically and operationally. As a result of these changes, the SPG felt that the interim Headteacher of The Brook, MD, extend her services, by up to one term, (i.e. up to the end of the autumn 2 term of 2018), which MD

had agreed to. The governing board **agreed** to the extension of MD's interim headship at The Brook, up to the end of the autumn term, 2018. The advertisement for a permanent recruitment to this post, would commence in the September, 2018, for a January, 2019 start.

- 9.13 The Chair advised that the next meeting of the SPG would take place on the 2<sup>nd</sup> October, 2017. She stated that, amongst other issues that would be raised at that meeting, would be: how would BILC 'reach out' to the community; how would any concerns and questions raised by parents, be managed; how would responses to the consultation process be feedback and collated by BILC. The Chair said that she was mindful of staff and governor workloads, and that this would also be raised as an agenda item for discussion at the meeting.
- 9.14 The Chair emphasised that the Consultation Paper would be a quality document, it would include the hierarchical structure across BILC (and would include the Senior Leadership Team, the (SLT)), together with timelines; this paper would be made available at the next governing board meeting, together with the timelines. The expected completion of the Consultation process was Easter, 2018.

#### **Chair/Clerk**

- 9.15 Item 5.17: the Chair reminded the meeting that one of the recommendations made following the external review, was that all of the provisions of both schools, be more centralised across BILC. She updated that The Brook and The Willow had been asked to start the discussion process on this, and that DFQ, had begun to look at the streamlining of services e.g. the same type of forms to be used for risk assessment, accidents etc. The Headteachers agreed that a systemic approach would be taken around this. The governing board **agreed** to the streamlining of processes across BILC.

#### **10 SCHEME OF DELEGATION**

- 10.1 For information, the Scheme of Delegation, the (SoD) was circulated in advance of the meeting. The finance Chair, governor CLM explained the purpose of the document, and said that this would be discussed in detail at the next FPPC, on the 9<sup>th</sup> October, 2017, and then recommended at the next governing board meeting for ratification.

#### **11 THE BROOK**

- 11.1 Headteacher MD verbally updated that there had been a good start to the term, particularly, as there were still some ongoing issues with the local authority's bus transport provision. She explained that the reason for this, was due to budgetary cuts, which meant that the local authority was no longer providing the usual round of transport pickups, and drop offs, to all families. That said, MD advised the meeting that the local authority did, however, provide a transport clinic to support those families, who still experienced difficulties getting their child(ren) to and from The Brook.
- 11.2 Given the transport challenges that some families faced, governors were pleased to be advised that pupil attendance was still good, and stood at 89%. She said that the reasons given for absence by those families, were all legitimate.
- 11.3 MD credited the staff for their continued support at this time.

- 11.4 As for The Brook staffing, MD updated that the school was more or less fully staffed, and that there was some agency supply staff. She informed that cover at lunchtimes would still need to be reviewed; there was close monitoring in place for those particularly challenging pupils.
- 11.5 Around pupil progress, associate member, SC advised that there were no anomalies around those pupils on Free School Meals, (FSM). She stated that the preliminary data revealed that girls were doing slightly less well than boys; however, this notwithstanding, the overall progress made, was excellent and that intervention plans were in place.
- 11.6 MD explained that one of the interventions that would be introduced would be the Pragmatic Organisation Dynamic Display (PODD), Communication System. She said that she would look at ways of making this system more inclusive; there was a model for the system; there were already some PODD Communication Systems in the playground.
- 11.7 Following a clerical error that was noted by MD, she advised that The Brook term dates now aligned with The Willow. Provided that there was sufficient evidence from staff and parents, MD stated that she would honour (i.e. authorise), anything that was booked prior to the revision of the term dates being made by The Brook.
- 11.8 In response to the parent survey, around communication, MD updated that The Brook Newsletter was now circulated every two weeks.
- 11.9 Governors thanked MD for her report.

## **12 THE WILLOW**

- 12.1 Governors received in the meeting, DMF's short Headteacher Summary Report, dated October, 2017. She gave context, and said that there had been a smooth start to the academic year. She advised that, as a result of the restructuring process, that the school had lost five members of staff; further, she informed that she awaited the outcome following the advertisements placed, for two SMSAs.
- 12.2 DMF explained that under the school improvement plan, the vision for the school was to excel academically. She was pleased to report that the school roll was the fullest it had ever been from Reception right through to Year 6; there were only three spaces; retention was strong amongst the school. Attendance continued to be high and all pupils had returned to school following the summer holidays, and were accounted for. The attendance trend was expected to remain the same for 2017/18.
- 12.3 Governors understood that Initial pupil progress reviews had been carried out, so that all staff knew the progress and attainment that their class had made last year.
- 12.4 DMF reported that the statutory data was pleasing; the results across all key stages were excellent, with improvement shown in most areas. The focus would be to continue to work on the Reading outcomes by the end of Year 6. She explained that the internal data would be shared at the next TL&SC for scrutiny.
- 12.5 **Children's Centre (CC)**
- 12.6 DMF told that the CC occupancy rate at this point in the year, was full in most of the rooms; however, she explained that this was still a challenge. She added that the CPD

would focus termly, on a different core curriculum area, for example, the focus for the autumn term would be on Mathematics. She said that a key change at The Willow would be to involve the parents around Reading.

12.7 Governors thanked DMF for her report.

12.8 **COMMITTEE REPORTS**

12.9 **Finance Premises and Personnel Committee (FPPC)**

12.10 The FPPC Chair said that there was nothing to report at this stage; he notified that the next meeting of the FPPC would be held on 9<sup>th</sup> October, 2017.

12.11 **Teaching, Learning and Standards (TL&S)**

12.12 HW said that there was nothing to report at this stage.

12.13 **Community Services (CS)**

12.14 Cllr. TM said that at the last meeting of CS, that the Broadwaters Extended Services, the (BES), and FABLE were discussed. It was **agreed** that a meeting would be set up between the Headteachers, Cllr. TM, HR and MGdIV to discuss the after school provision. The Chair added that the Headteacher’s would carry out an investigation around this, and would then present their findings at the next governing board meeting.

**Action: Headteachers/HR/MGdIV/MD**

**13 GOVERNOR SCHOOL VISITS**

13.1 Deferred

**Action: Chair/Clerk**

13.2 **GOVERNOR TRAINING, HARINGEY LONDON - 2017/18**

13.3 Governors were encouraged to attend the Haringey training that was on offer so that skills and knowledge were kept up to date.

**Action: All**

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

13.5 The Chair said that she would circulate the future governing board dates.

**Action: Chair/Headteacher’s**

**14 ANY OTHER BUSINESS**

14.1 The governing board were **unanimous** in their decision to elect the prospective governor, Celestin Okojori (CO), to the governing board of BILC, effective from 25<sup>th</sup> September, 2017. The Chair would speak with CO about his committee preference.

**Action: Chair**

14.2 The Chair closed Part I of the meeting at 8.30 pm.

14.3 As there were no Part II business items, the Chair closed the meeting at 8.35 pm.

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

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

### List of agreed Actions

Item	Action	By whom
3.6	The Chair said that HW's health and safety responsibilities would be reallocated to another interested governor. Governors were asked to consider this, and would notify the Chair.	Chair/All
5.2	The link governor roles would still need to be reviewed and confirmed for the new academic year.	All
5.3	Parent governor DS, would confirm to the Chair which committee she would sit on. The Chair would also speak with governor YW, about her committee preference.	DS/Chair
6.1	Any interested governor who would want to sit on the PMR panel should send an email to the Chair, so that the panel could be formed.	All
8.1	The Governor Code of Conduct was completed by some governors, and returned to the Clerk for safekeeping. The Clerk gave a return deadline of Friday, 29 <sup>th</sup> September, 2017; she would closely monitor the return of these forms, to ensure that there was a formal record.	All/Clerk
8.2	The Governor Skills Analysis forms would then be collated and updated accordingly by governor MGdIV. The Clerk would import the Haringey, governor training report, in advance of the spring term governing board meeting. The Clerk would liaise with governor MGdIV on this.	MGdIV/Clerk
9.14	The consultation paper would be made available at the next governing board meeting, together with the timelines. The expected completion of the Consultation process was Easter, 2018.	Chair/Clerk
12.14	The Chair added that the Headteachers would carry out an investigation around the after school club provision; they would then present their findings at the next governing board meeting.	Headteachers
13.1	Governor school visits to be arranged.	Chair/Clerk
13.3	Governor training to be noted by the Clerk.	All/Clerk
13.5	FGB date setting for 2017/18.	Chair
14.1	The governing board were <b>unanimous</b> in their decision to elect the prospective governor, Celestin Okojori (CO), to the governing board of BILC, effective from 25 <sup>th</sup> September, 2017. The Chair would speak with CO about his committee preference.	Chair/CO