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BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)
Minutes of the virtual FGB Finance Personnel and Premises (FPP) Meeting
held on 13 October 2020 at 08.00pm

GOVERNING BOARD MEMBERSHIP	
<p>Local Authority Governor: (1) Vacant</p> <p>Co-opted Staff Governor (Elected) (2) *Bradley Blanchard (BB) (Willow) Jessica Burke (CB), (Brook)</p> <p>Co-opted Governors: (4) Marilyn Francis, (MF), CHAIR Toni Mallett, (TM), Vice Chair Nina Cromwell (NC) *Marva Rollins (MR)</p>	<p>Head Teacher Governors: (2) Dawn Ferdinand, (DF), (W) Maureen Duncan, (MD), (B)</p> <p>Associate Members: Duwan Farquharson, (DFQ), (Willow) *Ray Harvey (RH)</p>
<p>Parent Governors: (1) Kanupriya Jhunjunwala (KJ)</p>	
<p>Observers:</p>	<p>Also Invited:</p>
<p>Governing Body Clerk: Chris Lambert, HEP</p>	<p><i>*Denotes absence from the meeting</i></p>

PART I

1. WELCOME / INTRODUCTIONS & APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all to the meeting which would focus on the Finance agenda. Apologies had been received from BB and MR which were accepted. The meeting was quorate. Governors were reminded that they were expected to attend these monthly meetings so they could be involved in the entire business of the school.
- 1.2 The Chair reported that a new parent governor Thania Shabnum had been appointed to the GB on a four year term to 12 October 2024 and would be attending the next meeting in November.
- 1.3 The Chair reported that the candidate who had expressed an interest in becoming Chair had not confirmed attendance at today's meeting. It was now assumed that the interest in the role had waned and the search for a new Chair would continue.

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 TM declared that she was related to a member of the non-teaching staff at the school and has a contact at the Children's Centre.

3. CONSTITUTION

- 3.1 A discussion took place on the role of the Link Governors in the school and nominations were sought for the vacant posts. It was noted that a Link Governor report would be included on the agenda of the appropriate meeting.

3.2 The Chair asked for nominations and the following posts were proposed, subject to final confirmation:

- BAME - Marva Rollins (Chair to speak to MR)
- Community Relations Bradley Blanchard (Chair to speak to BB)
- Safeguarding Marilyn Francis
- Health and Safety Marva Rollins (Chair to speak to MR)
- Inclusion and SEND Jessica Burke
- GDPR KanuPriya Jhunjunwala
- Pupil Premium Toni Mallett
- Health and Wellbeing – tbc (Chair to speak to the newly appointed parent Governor Thania Shabnum)

4. DBS CHECKS

4.1 The Chair confirmed that a review of the Single Central Register had been made. All Governors had current and compliant DBS certificates except Nina Cromwell and Thania Shabnum who had still to get a current certificate.

Action: NC and ST to obtain a current Enhanced DBS Certificate

5. SAFEGUARDING and CHILD PROTECTION POLICY 2020

5.1 Governors had received the LBH updated 2020 model policy on Safeguarding and Child Protection. Governors raised no points on the LBH Policy. It was noted that the Policy had been subject to scrutiny within the Council.

Decision: The Safeguarding and Child Protection Policy 2020 was Approved.

6. SCHEME of DELEGATION, TERMS OF REFERENCE and INSTRUMENT of GOVERNMENT

6.1 It was noted that DF and MF had met to review the Scheme but more work was required before it could be presented to the FGB. Pending the presentation and approval of a revised Scheme the current Scheme and the Finance Policy would continue to be used.

Action: the review of the revised Scheme of Delegation on the Agenda for the November meeting.

6.2 Terms of Reference: the terms required revision in accord with the new constitution

Action: DFQ and MF to present revised ToR at the November meeting

6.3 **Instrument of Government:** It was noted that LBH had issued the new Instrument of Government which is now posted to Governorhub. A statement of the new Constitution was being prepared which once finalised would be uploaded to the website.

7. MINUTES of the previous MEETING of 21 September 2020

7.1 The Minutes of the meeting of 21 September 2020 were **agreed** as being an accurate record; to be signed by the Chair at the earliest opportunity and retained by the BILC.

7.2 MATTERS ARISING from the meeting of 21 September 2020

(1) Licensed Deficit Application – on the Agenda; DFQ to report

(2) LBH Therapy Service – The Chair reported that the Therapy Service had been discussed at the Special Chairs meeting in September and concerns had been raised about the quality of provision. There was nothing additional to report. MD reported on a meeting that took place on 9 October at which it was noted that the 2015 protocol for service provision was being followed which was less rigorous than the 2016 protocol. It was agreed that the protocol should be redrafted to the 2016 template but at present the school had to use what was issued. It was noted that Commissioning Services should also be involved in the review as the demand on their service had significantly grown. MD reported that an eight- point action plan had been produced from the meeting but there was still uncertainty as to the outcome of the negotiations on a revised protocol.

The Chair thanked MD for her report and asked that the GB be kept informed of progress.

(3) MD reported that a meeting on the issue of the Brook Attendance targets for 2020/ 21 had occurred and a revised lower target of 90% had been agreed. The Attendance Policy for the Brook had been circulated.

Decision: The revised attendance target for the Brook for 2020 /21 of 90% was Approved

Decision: The Brook Attendance Policy was Approved

(4) DF asked that the attendance target for the Willow for 2020 / 21 had not yet been confirmed.

Action: Defer the issue of the Willow Attendance Target 2020/21 to the November meeting

(5) It was noted that KJ would be making a full review of the BILC website and report back to the FGB. It was noted that a HEP adviser would also be making a review in October. This report would be issued to KJ to inform her review of the website.

8. MINUTES of the MEETING of 13 July 2020

8.1 The Minutes were reviewed and agreed as being an accurate record; they were **Approved**.

8.2 It was noted that the matters arising from the meeting were to be discussed at today's meeting.

9. CHARITY TRUST PROPOSAL

9.1 The Chair reported that the proposal was still in draft and would require further discussion with the Heads before it could be presented to the GB.

Action: Draft proposal to be discussed at the November meeting

10. FINANCIAL REPORTS

10.1 KJ as Lead Governor, Finance, was asked to take the meeting through the finance papers. KJ asked DFQ, the BILC Director of Operations to present.

10.2 The Brook.

DFQ presented the 2nd quarter results (to 30 September 2020) for the Brook. Governors received the Balance Sheet noting that Debtors of £163k included £60k outstanding from the Willow and £183k cash in bank. Liabilities of £120k included creditors of £98k. Net Assets of £242.9k were recorded comprised of £204.9k brought forward and an in year surplus of £37.9k. The bank balance at 30 September was £216.9k with 58% of scheduled income received and 49% spent at 30 September.

Nina Cromwell left the meeting at 08.35am.

- 10.3 DFQ reported that the Brook had reported a healthy financial position but Governors should be mindful of present risks:
- a) the on-going impact of the pandemic Covid -19 on staff attendance and associated staff costs. It was reported that 27 staff are vulnerable or shielding with a possibility of more staff being absent as some families were now self-isolating. Managing this risk was a key concern for SLT. It was noted that the school was having to be cautious in its management of reported illness as the lack of a test system made it difficult to confirm if reported illness was Covid related or a more typical seasonal affliction.
 - b) the financial impact of site maintenance issues. It was noted that the present concerns included flooring in the Hall, unsafe rubber flooring, disjointed fire doors, the need to erect a partition in the Reception area to improve site security and some windows that were unable to function efficiently. LBH was aware of these issues and contractors were reported to be onsite but progress was slow and the overall cost to the Brook has yet to be determined.
 - c) the additional costs incurred to support pupils who required 1-1- support. It was noted that some pupils were displaying behaviour patterns which could not be managed in a group context. In such cases the school had to assign specific adult support to that pupil.
 - d) leavers: the impact of Covid-19 on adult employment was such that some families were re-locating out of London to regional areas with lower housing costs. These decisions had reduced the school roll and significant effort was being made to fill the places before Census day to avoid a financial reduction in the budget for 2021/22.

Action: the Risk Register to be updated to reflect the risk of pupil reduction due to relocation

- e) teacher pay scale changes from 1 September 2020: the new teacher pay scales for 2020 /21 had been received and were at a higher level than projected in the budget. The salaries for teaching assistants were also expected to be higher than the budget and combined these additional costs would impact on the salary budget. Governors noted the potential impact of higher staff costs on the current budget.
- 10.4 It was noted that the Brook had submitted a claim for £53k to DfE for reimbursement of Covid related costs but no income had yet been received. A further £70k was expected from LBH for the placement of an additional 5 pupils in the school. This income had yet to be received. It was noted that the expected £29k of catch up funding would be matched against expenditure; any underspend would go to Reserves.
- 10.5 DFQ reported that the Brook was taking a prudent approach to expenditure operating within its budget and consistent with the previous year. A break even position was now forecast at year end taking account of the pupil leavers and the lack of additional income to compensate but it was noted that the situation was flexible and the outcome at this stage in the year remains uncertain.

Governors were pleased to note the attention being paid to maintain close cost control despite the challenging situation. Governors offered to get involved in challenging LBH in regard to additional pupil placements but this was declined at present although the option remained open if no movement by LBH in November.

10.6 **The Willow**

DFQ reported that at the end of the 2nd quarter (30 September) the Willow had assets of £211k including a bank balance of £91k and liabilities of £220k, reporting a net deficit of £9k. The £100k loan from LBH to support immediate cashflow was included in the liabilities plus the £52k payroll liabilities to meet NI and pension costs. The in-year deficit was currently £82k. It was noted that, if secured, the Licensed Deficit Fund (LDF) will include the £100k short term loan. If secured the LDF will commence from 1 April 2021 with a three year repayment schedule

10.7 Governors noted that the current bank balance was £175k and the school had received 67% of expected income and spent 64%. While tight control of funds was being maintained the school expenditure was exceeding income, although some of this was due to the 100% payment of some charges on immediate receipt of invoice and some of the expected income from the Children's Centre had yet to be received.

10.8 Governors noted the range of current risks for the Willow:

- a) Covid -19 and the impact on the staff budget
- b) site maintenance costs – shared with the Brook
- c) a falling roll at the Children's Centre with both the Nursery class and Forest room being at 50% occupancy: it was noted that the Garden room was back to 100% occupancy and income for September was close to average at £29k.
- d) £39k of Covid related costs not being reimbursed by DfE

10.9 DFQ then presented Governors with a comprehensive overview of the Licensed Deficit Application (LDA). The School will be requesting a loan of £267k to be effective from 1 April 2021 to be repaid by 31 March 2024. The key issues supporting the LDA are:

- a) 16 pupils with an ECHP, all of whom require specific support at an additional £113k cost to the staff budget.
- b) higher salary costs as a result of the latest teacher pay round negotiations.
- c) the loss of £103k expected income from the Children's Centre due to the impact of the pandemic. With significantly lower uptake of paid places by parents at the CC this has an immediate detrimental impact on the Willow's finances.
- d) £39k of Covid related costs which may not be reimbursed.
- e) Reduced income from commercial activities
- f) higher staff costs as agency staff required to address daily staff absences

g) the salary budget was at 84% of total expenditure and there was no opportunity to re-structure the staff teams without significant disruption to teaching standards and an immediate decline in the service to pupils and parents. All departments were now operating at the margin of what could be achieved and still maintain expected service standards.

h) EHCP children were 3% of the pupil roll but support staff costs to support this cohort were rising (from £682k) to £787k in 202/21.

10.10 Headteacher, DF, reported that the school structure was now severely constrained and as such the Ofsted “Outstanding” award was at risk as there was no capacity or flex in the structure to enable the school to innovate or provide the level of intervention needed for accelerated progress.

10.11 It was noted that as part of the LDA there would be a review of all contracts including energy and opportunities for natural wastage among staff would be taken.

10.12 Governors asked for more detail about the pupil cohort and it was reported – Free School Meals 35%, EHCP 3% and EAL 52%.

10.13 Governors noted the declining trend in reported year end surplus which was evidence of the sustained period of financial pressure incurred by the school despite its best efforts to provide a financial headroom sufficient to support school activities.

10.14. The LDA set out a plan of action to address the deficit and rebalance the financial base:

Not replace the Assistant Headteacher	from 31/08/20
Not replace the Finance Manager	from 31/07/20
End temporary teacher contracts	from 31/08/20
End fixed term contracts (TA’s)	from 31/08/20
Maximise the income from the Childrens Centre	on going
Efficiency gains across the site	on going

The aim was to restore the income levels to those reported in 2018/19 and for this the income from the Children’s Centre would be a key part.

10.15 Governors noted the benchmarking report in which the Willow was compared to comparator primary schools across the Borough. It was noted that the higher EHCP cohort and over 52% of pupils being EAL had a marked impact of fixed staff budgets; the loss of variable income from the Children’s Centre had an immediate impact on income which could not be easily replaced through other commercial activity.

10.16 Governors thanked DFQ for a very comprehensive presentation of the LDA application. They noted the risks and the range of actions being planned to support the LDA and a return to a balanced

financial base. The Chair explained that that the previous meeting the school had been approved to proceed with the LDA; this was an opportunity for Governors to review the Application. Governors noted this and were in agreement that the school proceed.

Action: The presented Licensed Deficit Application was Approved, to be submitted to LBH

10.17 Governors noted the pressure being placed on the school and the Licensed Deficit Application (LDA) to manage the increasing number of SEND pupils and asked that this be discussed at the next meeting.

Action: The Agenda for FGB TLS on 17 November to include an item on the impact of SEND pupils on the LDA.

10.18 Governors were asked to confirm approval of the budgets 2020/21 for both the Brook and the Willow and the Qtr2 accounts. It was noted that these reports had been scrutinised, in detail, by a Governor working party of MF and KJ with DFQ. Governors noted that whilst the school had financial difficulties, as reported, the school was managing the situation and tight controls were in place to provide rigour and reassurance to the processes.

Decision: The Budget 2020 / 21 for the Brook was Approved

The Budget 202/21 for the Willow was Approved

The Qtr 2 financial accounts for the Brook were Approved

The Qtr2 financial accounts for the Willow were Approved

11. JOINT SERVICE BUDGET

11.1 This item was deferred

12. SCHOOL FINANCIAL VALUE STATEMENT

12.1 The SFVS has been drafted and will be sent to KJ for scrutiny and subject to comments approval

Action: KJ, Finance Link Governor, to review and authorise the SFVS

13. AUDIT REPORT – OUTSTANDING ISSUES

13.1 This item was to be deferred to the next meeting

14. POLICIES

14.1 The Chair noted that the Policy review schedule would have to be revised to enable the management of policies be shared among the Link Governors, each with policies appropriate to their role.

Action: Chair to discuss the policy schedule with Link Governors

15. ANY OTHER BUSINESS

- 15.1 KJ reported that she had made an initial on-site inspection of the BILC Asset Register. Some anomalies were noted during the inspection and a request was made to update the Register prior to her second inspection
- 15.2 Governors were asked to inform the school when they received updates on the school progress and performance.

16. DATE OF NEXT MEETING

- 16.1 The next virtual meeting will be at 11am on Monday 9 November – the Pay Committee
The next virtual meeting of the FGB and TLS agenda will be at 8am on Tuesday 17 November. Governor Nina Cromwell will lead the meeting.

There being no further business the Chair thank all for attending what was a protracted meeting which closed at 10.37 am.

There were items for discussion under Pt 2 – Confidential matters

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SIGNED:

Marilyn Francis

CHAIR OF THE GOVERNING BODY

DATE

Actions arising from the FGB Meeting of 13 October 2020

- 4.1 NC and ST to obtain a current Enhanced DBS Certificate
- 6.1 The review of the revised Scheme of Delegation on the Agenda for the November meeting
- 6.2 Revised FGB ToR to be presented at the November meeting
- 7.2(4) Defer the issue of the Willow Attendance Target 2020/21 to the November meeting
- 9.1 Draft Charity Trust proposal to be discussed at the November meeting
- 10.3 Risk Register to be updated to reflect the risk of pupil reduction due to relocation
- 10.16 The Licensed Deficit Application was approved, to be submitted to LBH
- 10.17 Agenda for FGB TLS, 17 Nov: to include an item on the impact of SEND pupils on the LDA
- 12.1 KJ, Finance Link Governor, to review and authorise the SFVS
- 14.1 Chair to discuss the policy schedule with Link Governors

BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)

Minutes of the virtual FGB Teaching, Learning and Standards (TLS) Meeting held on 7 December 2020 at 6.00pm

GOVERNING BOARD MEMBERSHIP	
<p>Local Authority Governor: (1) Vacant</p> <p>Co-opted Staff Governor (Elected) (2) Bradley Blanchard (BB) (Willow) Jessica Burke (CB), (Brook)</p> <p>Co-opted Governors: (4) Marilyn Francis, (MF), Chair Toni Mallett, (TM), Vice Chair Nina Cromwell (NC) Marva Rollins (MR)</p>	<p>Head Teacher Governors: (2) Dawn Ferdinand, (DF), (W) Maureen Duncan, (MD), (B)</p> <p>Associate Members: Duwan Farquharson, (DFQ) *Sarah Harris (SH)</p>
<p>Parent Governors: (2) Kanupriya Jhunjunwala (KJ) *Thania Shabnum (TS)</p>	
<p>Observers: Andrew Willett</p>	<p>Also Invited: Glenn Barnfield (HEP clerk)</p>
<p>Governing Body Clerk: Chris Lambert, HEP</p>	<p><i>*Denotes absence from the meeting</i></p>

PART I – Public Matters

1. WELCOME / INTRODUCTIONS & APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all to the meeting and the focus on the Teaching and Learning agenda. The meeting was quorate.
- 1.2 The Chair introduced Andrew Willett, a prospective Governor; he gave a summary of his career and present situation and expression of interest in joining the FGB. Andrew was an Observer. Glenn Barnfield, a new HEP Clerk, was attending this meeting as part of his induction.
- 1.3 It was noted that the Willow School had been notified of the bereavement of a recent past pupil. The Chair expressed her thoughts of condolence to the family and friends on behalf of the Governing Body.

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 TM declared that she was related to a member of the non-teaching staff at the school and has a contact at the Children’s Centre. DF declared that she was a colleague of MR in their respective roles for the HEP.

3. MINUTES OF THE PREVIOUS MEETING of 13 October 2020

- 3.1 The Minutes of the meeting of 13 October 2020 were **Approved** as being an accurate record; to be signed by the Chair at the earliest opportunity and a copy to be retained by the BILC.
- 3.2 **MATTERS ARISING from the meeting of 13 October 2020: Updates**
- 4.1 NC has an Enhanced DBS Certificate
TS has yet to receive her DBS certificate
- 6.1 The review of the revised Scheme of Delegation: this remains a work in progress . **On the agenda for January 2021 meeting**
- 6.2 Revised FGB ToR has been circulated; comments to MF: **on the Jan 2021 meeting agenda**
- 7.2(4) Willow Attendance Target 2020/21 – in HT’s report to the November meeting
- 9.1 Draft Charity Trust proposal: **defer to the Jan 2021 meeting**
- 10.3 Risk Register to be updated: **revised Register on the Agenda for the Jan 2021 meeting**
- 10.16 The Licensed Deficit Application was approved by LBH: funds due to be received on 15 December. **Update to FGB in Jan 2021.** LBH ask that a School Resource Manager assess the school’s integrated curriculum. DF concerned that the report would pass directly to DfE and the Willow would have no input to the Report. Governors asked to be kept informed of this situation.
- 10.17 Agenda for FGB TLS, 17 Nov: On the Agenda
- 12.1 KJ, Finance Link Governor, to review and authorise the SFVS: **on going**
- 14.1 Chair to discuss the policy schedule with Link Governors: **on going**

Nina Cromwell, Lead Governor TLS, then took the Chair

5. FGB TERMS of REFERENCE

- 5.1 Draft FGB Terms of Reference had been circulated before the meeting. Governors were asked to give feedback to MF in the draft Terms by 14 December. On the January FGB Agenda.

Action: Draft FGB Terms of Reference on the January FGB Agenda

6. HEADTEACHER’S REPORT – THE BROOK

- 6.1 MD’s Headteachers comprehensive report had been circulated prior to the meeting. Governors were informed of the key points:
- the current focus was on phonics and early reading building on the progress made since September 2019.
 - A spiral curriculum was in place and this assisted movement by pupils between areas
 - Most of the schemes of work have been prepared using the “I know – I can” approach
 - The school is working successfully in partnership with other special schools including the Grove, the Vale, Riverside and Blanche Nevill, sharing best practice
 - The Recovery curriculum will continue to end of Term as some pupils found the return to school more challenging than predicted; incidents of violence and distress have occurred and the Recovery Curriculum supports their integration back into the school routine.
 - Focus on PSED topics as well as the usual subjects: focus on the child’s emotional register

- There was some evidence of regression in learning so pupils have been given space to settle back into the learning routines
- New bespoke curriculum starts in January 2021; the curriculum has been developed by curriculum leads and teams
- MD and the school SIP have met to review the school in advance of a possible Ofsted inspection in 2021
- The Assessment Framework has been very well received; described as a leading example in the field.
- The Phonics programme has been developed but there is still more to be done. It is acknowledged that not all children will have the ability to move to Stage 2 of the programme. A phonics expert will be working with the Brook for 5 days to help review and challenge the Phase 1 of the programme
- The Brook continues to promote the importance of early reading to parents. Library books are being taken home more frequently and there is more evidence of parents reading with their children, for pleasure. A reading for pleasure programme is being run on site to help embed the importance of reading.
- Attendance is at 90%; an encouraging outturn under the circumstances.
- Absenteeism is limited to instances of coughs and colds and stomach bugs; there have been no outbreaks of Covid on site.
- The Sleuth programme has been purchased to help provide a more rigorous numerical and data analysis of behaviour; teachers are being trained on the programme; launch by Term end.
- Sleuth complements the MyConcern Safeguarding system.

6.2 Governors were very pleased to note that in a national competition the school won a national Gold award for its Erasmus project. Equally the Brook came second of 8000 schools in the International category and won an “Outstanding” Award and the school and project was featured in the Times Educational Supplement.

6.3 Governors received the School Evaluation Framework (SEF), October 2020. The document described the steps the school needs to take to reach the next stage in its development. The SEF ascribed tasks under four categories: Leadership and Management, Quality of Education, Behaviour and Attitudes and Personal Development. Governors noted the SEF.

6.4 Governors received Brook Covid-19 Contingency Plans which described actions to be taken under four sections: (1) Following a Positive Test (including flow chart); (2) Plans and Actions for Staff Absence; (3) Planning for Tiered Restrictions; and (4) Plans for Remote Learning at The Brook. Governors noted the Plan.

7. **HEADTEACHER’S REPORT – THE WILLOW**

7.1 Governors received the following papers in advance of the meeting:

- (i) Covid -19 Contingency Plan
- (ii) Improvement Plan

- (iii) On Line Safety Policy – draft
- (iv) Headteachers’s Report

7.2 DF, Headteacher, set out the key points from her comprehensive report to Governors, previously circulated.

- Attendance was consistent at c95.7%; a very good outturn. Governors discussed the target for 2021/22, noting that it should be challenging but realistic. The Attendance target for 2020/21 was agreed at 96%.
- School roll was currently at 464 and the vacant places were gradually being taken up. The Reception class is presently oversubscribed, with no vacant places. Out of the closest 25 schools, The Willow has more first choice application than any other school.
- Staff: 4 are on long term sick and many have had to self-isolate. This creates a daily challenge for SLT to ensure that all classes are covered. Support staff have been very proactive and supportive throughout this Term, providing cover in the classroom as required
- Staff wellbeing is being monitored;
- Hope in Tottenham (HiT) provides a counselling service one day a week; the counsellor sees up to 5 children on a 1-1 each week. HiT have secured a grant to provide an additional counsellor for one day a week.
- On the next INSET the whole school will close at midday as a way of thanking staff for their efforts this Term.
- The response and behaviour of pupils this half of the Term has been more mixed.
- Contingency plans have had to be revised frequently reflecting the changing situation
- The Remote Learning Policy is being updated to be consistent with the expectations of the Google classroom. Governors received a short video presentation on the Google Classroom in the home learning environment.
- On the remote learning programme pupils without an IT device would receive paper copies. It was noted that 60 chrome books had now been delivered to the school and the SLT were assessing how to make best use of the devices.
- The SIP priorities have been revised for 20-21.
- The school was working with HEP consultant, Tom Sherrington, in developing WalkThrus as part of teacher development. Each Walkthru is a five step guide to a concept on teaching strategy. The aim is that Willow takes a lead in supporting other schools in Haringey to introduce the Walkthru approach.

7.3 The school continues to cease on site teaching at midday on Fridays; this provides time in the afternoon for teacher PPA and interventions. Governors queried the benefit of this approach and the longer term plan for weekly Friday PM closure. It was noted that an Intervention Tracker is used to record the in school intervention. To date teacher feedback had been very positive as it supports both 1-1 work and small group work equally well. DF stated that the next step is data analysis of the intervention to determine the case for maintaining early PM closure in 2021. It was suggested that pupil and parent feedback on the early closure should be taken to support any future decision. It was suggested Survey Monkey be used to gain opinions.
Action: In Spring 2021 the school will survey parents on the merits of the Remote Learning programme

- 7.4 Governors were concerned at the proposal to extend the Friday early closure for the rest of the academic year and asked for evidence to support the proposal. It was suggested that Termly evaluations should be made.
Action: It was agreed that Friday PM closure would continue for the Spring Term; and the FGB March 2021 meeting would consider and review the case for a Summer Term Friday PM closure.
- 7.5 It was reported that EYFS Reception class had settled in well; the class included 5 pupils with EHCP. Tapestry – an on line tracking and reporting system - had been introduced. The Forest class 1& 3 were now open and Forest 2 was due to open in January 2021. There was one closed POD in the children centre. The administration team were managing 8 applications for EHCP and 27 SEND Concern forms. Student volunteers were supporting the Children’s Centre.
Action: a report on the Children’s Centre to the 19 January 2021 FGB meeting.
- 7.6 Governors noted the key points detailed by DF as set out in the RAG report within the HT’s Report. The Financial position (requiring a Licensed Deficit Application) was the key priority and Red rated due to the potential adverse consequences for the Willow and other issues rated Amber were at risk due to the current financial position.
- 7.7 The quality of the teaching and learning provision was noted and pupils were receiving a good grounding in the core subjects. It was noted that the deficit would impose some spending constraints but the curriculum would continue to be the priority and receive appropriate funding. It was proposed that presentations at future meetings would be more targeted.
Action: Governors to advise DF on which subjects they would like presentations at future meetings.
- 7.8 Governors were pleased to note the School’s wide range of contacts and partnerships all helping to support and supplement the school’s offer: Felix, Magic Breakfast, Hope in Tottenham, Foodbank, Streetz Ahead, TeachFirst, the Police, Job Centre Plus and North London Citizens were cited partners.
- 7.9 It was noted that the Teaching Policy had been sent to the Teaching and Learning Link Governor and that she was in the process of reviewing it.
Action: NC (Lead Governor for Teaching and Learning) to review the Teaching and Learning Policy with the School Heads and prepare a summary document for FGB with recommendations.
- 7.10 DF stated that the school was expecting to receive Catch Up funding which would be of interest to both FPP and TLS agenda.
Action: DF to send the catch up funding proposal to both the finance and teaching and learning link governors.
- 7.11 It was noted that the proposed LA review of the Children Centre had been cancelled, at short notice. No explanation had been given.
- 7.12 The Covid-19 Contingency Plan SIP was discussed and reviewed at this meeting. Governors were informed that the Plan had been updated frequently to address a fast -changing situation. Governors appreciated the challenge in presenting a current Plan in the context of the situation and commended the school for its

efforts. It was noted that the Remote Learning Policy was being finalised to ensure that it was consistent with up to date practice.

Action: The Willow School Contingency Plan was noted

- 7.13 Governors received the Willow School Improvement Plan – updated for 2020 / 2021. They were satisfied with the Plans and it was accepted that elements of the Plan would come under more scrutiny at future meetings. **The SIP was APPROVED.**

It was noted that the Brook SIP had been reviewed and Approved at the previous FGB in October 2020.

8. HEADTEACHER'S PERFORMANCE MANAGEMENT

- 8.1 It was reported that on 3 December 2020 the Panel had appraised both MD and DF in their individual annual appraisals. Robert Singh had supported the panel as the external adviser.

9. TEACHERS PAY RECOMMENDATIONS

- 9.1 MF reported on the meeting of the Pay Committee on 9 November 2020 to receive the HT's recommendations on teacher pay changes for both the Willow and the Brook. MF reported that this had been a positive meeting and the efforts made by staff to support their school were clearly articulated. It was uplifting to recognise the strength of the teaching cohort and so many teachers progressing so well in their careers.

MF stated she had written to all staff thanking them for their support and contribution this year.

10. ANY OTHER BUSINESS

- 10.1 DFQ reported that the Willow Licensed Deficit Application had been approved; funds were due at the school on 15 December. He asked that £106,215 of the new income be ringfenced to support the Willow budget for 2021/22.
- 10.2 DFQ asked that £100,000 be ringfenced for the Brook budget 2021/22 which would allocated towards staff costs in the delivery of the curriculum.

Action: DFQ to present the draft 2021/22 budget to the FGB meeting on 19 January 2021.

- 10.3 DFQ reported on the receipt of a letter from LBH dated 14 October 2020 confirming that the Children's Centres Service Level Agreement had been agreed. The Council has agreed to provide funding for the Centre for the period from 1 April 2020 to 31st March 2021, with provision for extension for a further year. The rate of funding for the year is £235,365.93. The Governors received and noted the draft copy of the Service Level Agreement which, it was noted, has been signed by the Chair.

11. DATE OF NEXT MEETING

- 11.1 The next virtual meeting of the FGB and FPP agenda will be at **6pm on Tuesday 19 January 2021** Governor Kanupriya Jhunjunwala (KJ) will lead the Finance section of the meeting. The meeting will also receive a report from TM Link Governor for Community Services.

- 11.2 FGB meetings will start at 6pm for the foreseeable future.

There being no further business the Chair thanked all for attending the meeting which closed at 7.56pm.

There were no items for discussion under Pt 2 – Confidential Matters

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SIGNED:

DATE

Marilyn Francis

CHAIR OF THE GOVERNING BODY

Actions arising from the FGB Meeting of 7 December 2020

Item	Action	Who
3.2 (6.1)	Scheme of Delegation on the FGB agenda for January 2021 meeting	DFQ
(9.1)	Draft Charity Trust proposal: defer to the Jan 2021 meeting	MF
(10.3)	Revised Risk Register on the Agenda for the Jan 2021 meeting	DFQ
(10.16)	Financial update to FGB in Jan 2021.	DFQ
5.1	FGB Terms of Reference on January Agenda	MF
7.3	The Willow will survey parents on the merits of the Remote Learning programme in Spring 2021	DF
7.4	At the Willow Friday PM closure would continue for the Spring Term; and the March meeting of FGB would consider and review the case for a Summer Term Friday PM closure.	DF
7.5	FGB to receive a report on the Children's Centre at the 19 January 2021 meeting.	DF/ DFQ
7.7	Governors to advise DF on which subjects they would like presentations at future meetings	FGB /DF
7.9	To review the teaching and Learning Policy and prepare a summary document for FGB, with recommendations.	NC/DF/MD
7.10	Send the catch up fund proposal to the finance and teaching and learning link governors.	DF
7.13	The Willow SIP was APPROVED.	FGB
10.2	Present the draft 2021/22 budget to the FGB meeting on 19 January 2021.	DFQ

BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)
Minutes of the virtual FGB meeting with FPP and C&S focus
held on 19 January 2021 at 6.00pm

GOVERNING BOARD MEMBERSHIP	
<p>Local Authority Governor: (1) Vacant</p> <p>Co-opted Staff Governor (Elected) (2) Bradley Blanchard (BB) (Willow) Jessica Burke (CB), (Brook)</p> <p>Co-opted Governors: (4) Marilyn Francis, (MF), Chair Toni Mallett, (TM), Vice Chair Nina Cromwell (NC) Marva Rollins (MR) Andrew Willett (AW)</p>	<p>Head Teacher Governors: (2) Dawn Ferdinand, (DF), (W) Maureen Duncan, (MD), (B)</p> <p>Associate Members: Duwan Farquharson, (DFQ) Ed Putnam (EP) Alison Walmsley (AWal) *Sarah Harris (SH)</p>
<p>Parent Governors: (2) Kanupriya Jhunjunwala (KJ) Tahniah Shabnum (TS)</p>	
<p>Observers:</p>	<p>Also Invited:</p>
<p>Governing Body Clerk: Chris Lambert, HEP</p>	<p><i>*Denotes absence from the meeting</i></p>

PART I – Public Matters

1. WELCOME / INTRODUCTIONS & APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all to the meeting. The focus of the agenda would be on Finance, Premises and Personnel with an additional report from the Children’s Centre. The meeting was quorate. Sarah Harris’ absence was noted and accepted.
- 1.2 The Chair welcomed both Andrew Willett to his first meeting as a new Co-opted governor and Tahniah Shabnum as a new parent Governor. Alison Walmsley was welcomed as the Lead for Learning at the Children’s Centre. Both AW and TS were asked to complete their Declarations of Interests on Governorhub. It was noted that DBS checks by the school on both AW and TS were in progress.

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 TM declared that she was related to a member of the non-teaching staff at the school and has a contact at the Children’s Centre. DF declared that she was a colleague of MR in their respective roles for the HEP.

3. MINUTES OF THE MEETING of 7 December 2020

3.1 The Minutes of the meeting of 7 December 2020 were **Approved** as being an accurate record; to be signed by the Chair at the earliest opportunity and a copy to be retained by the BILC.

4 **MATTERS ARISING from the meeting of 7 December 2020:**

3.2 Revised Scheme of Delegation: this remains a work in progress. **defer to the 9 February meeting**

3.2 Draft Charity Trust proposal: **defer to the 9 February meeting**

3.2 Risk Register to be updated: **revised Register on 9 February agenda**

7.3 The Willow will survey parents on the merits of the Remote Learning programme: **in Spring 2021**

7.5 A report on the Children's Centre: **on the Agenda**

7.7 Governors to advise DF on which subjects they would like presentations at future meetings: **ongoing**

7.9 NC To review the Teaching and Learning Policy: **defer to February FGB**

7.10 Catch Up fund proposal issued to NC and KJ; it was noted that as a Chair's Action funds had been allocated to the purchase of additional Chromebooks to support the catch up agenda. The Chair asked for a copy of the revised Catch Up proposal.

The Catch Up fund proposal to be reviewed by Governors at the 9 February FGB

10.2 The draft 2021/22 budget: **defer to the 9 February meeting**

12.1 KJ, Finance Link Governor, to review and authorise the SFVS: **on 9 February agenda**

14.1 Chair to discuss the policy schedule with Link Governors: **on going**

5. **FGB TERMS of REFERENCE**

5.1 Governors had been asked to feedback to the Chair on the draft FGB Terms of Reference by 14 December. As there were no comments received from Governors on the draft Terms it was accepted that the Terms of Reference were approved. To be reviewed annually.

Action: the FGB Terms of Reference were Approved; to be reviewed annually

6. **PUPIL PREMIUM (PP) AND SPORTS PREMIUM (SP)**

6.1 Governors to receive these documents; any comments to be sent to DFQ. If there are no comments received by 26 January 2021 the Pupil Premium and Sports Premium will be Approved.

Action: subject to comments from Governors by 26 January the PP and SP were Approved

7. **GOVERNOR MEMBERSHIP**

7.1 MF reported that AW was joining the GB as a Co-opted Governor but there was no vacancy under the constitution for an additional Co-opted Governor. The LA Governor role was vacant and MF was in discussion with HEP on AW joining as the LA Governor.

Action: MF to speak to AW about the vacant LA Governor role

8. **TERM DATES 20201 /22**

8.1 DF and MD confirmed that they had not yet considered the 2021/22 Term dates and would revert with a proposal at the March meeting.

Action: Term dates - an agenda item for the March FGB

9. GOVERNOR DAY 9 FEBRUARY 2021

- 9.1 Governors discussed the options of holding a Governors Day on 9 February, under Covid -19 restrictions. It was accepted that onsite visits would be unacceptable so curtailing any meetings with parents and children. In the circumstances the planned day was cancelled.
- 9.2 Governors suggested that the time lapse to the next scheduled FGB on 25 March was too long and asked that the 9 February be used to hold a FGB with a teaching and learning focus. The T&L Policy to be an agenda item. It was agreed the next FGB would be on 9 February at 6pm

10. HEADTEACHER'S REPORT – THE BROOK

- 10.1 MD gave a verbal report stating the key points:
Under Government guidance all vulnerable children were eligible to be at school. At present 80 pupils (75%) attend daily but this could increase no child could be refused. At present 8 staff are absent shielding. A blended learning offer is available to those pupils whose parents prefer to keep their child at home.
- 10.2 It was noted that unlike other special schools in LBH the Brook has an exceptionally high demand from parents and pupils to be at school and this is causing some concern among staff. Actions have been taken in school to mitigate the daily risks of such high numbers on site but staff were concerned at the attendant environmental risks and there was a suggestion that the school would be issued a Sct 44 notice, declaring the environment unsafe for staff. As yet this has not occurred.
- 10.3 Governors noted that pupils were being retained in their designated bubbles to reduce the opportunity for cross contamination or transfer. The Risk Assessment has been updated to reflect the new situation. A Covid working party has been established to address staff issues and staff are working to an agreed rota as part of the wider wellbeing programme. The aim was for the rota to apply to February half term.
- 10.4 Pupils staying at home were offered a quality learning programme but it was accepted that the pupils were always going to be better served and supported in class and for the Brook pupils Zoom learning was not a viable option.
- 10.5 MD stated that the remote learning offer and issues of safeguarding for all pupils were under constant review.
- 10.6 Governors asked about transport arrangements for the children attending the Brook and it was noted that most attend by bus with a minority coming in daily with their parents. In the event of a bubble having to close the parents would be expected to collect their child or the school would use the minibus to return the child home. If a child needs to be isolated whilst at school arrangements were in place: a staff member in full PPE would remain with the child in the room pending collection.
- 10.7 JB, a teacher at the Brook, acknowledged the efforts being made by the SLT in managing the school under such challenging circumstances. The Covid committee was cited as one example of how the SLT was supporting the staff.

- 10.8 Governors asked how they could support the Brook and MD acknowledged the offer. She suggested that Governors continue to act as a sounding board, providing a reality check to ideas proposed to address current circumstances and to support staff wellbeing.
- 10.9 It was noted that pupils would be in full time even if the staff were working to a rota system.
- 10.10 Governors thanked MD and her team for their hard work under difficult circumstances.

11. HEADTEACHER'S REPORT – THE WILLOW

11.1 DF gave a verbal report stating the key points:

- 9 teachers have tested positive for Covid since Xmas
- 4 staff absent – of which two have long Covid
- The school offers a full on-line remote learning offer to pupils, with a daily timetable of lessons and activities
- Teachers are at home managing the remote learning offer; support staff are at school supporting the few on site children. The home learning was a balance of educational and wellbeing programmes
- A daily attendance register is being taken and teachers follow up on the few cases of poor attendance
- Chrome books are being issued to those without devices on an as need and priority basis
- Maths is being done in work books rather than on line and reading books have been circulated
- A dedicated email address has been established for pupils to support their communication with school
- Parents have been very positive in the comments about the current offer to pupils; they are being surveyed.
- Staff are all making a consistent and positive contribution
- In school counsellors were available to parents, supporting their welfare

Action: The parent survey will be presented to the next FGB on 9 February

- 11.2 Governors were pleased to receive such a positive report from the school and parents on the remote learning programme; it was noted that additional opportunities were available to pupils and were being promoted. The Streets Ahead mentoring programme was one example providing dance classes on Zoom and wider mentoring opportunities.
- 11.3 It was noted that the children of Free school Meals were receiving vouchers under the Government scheme. Administration arrangements were reported to be more efficient in this instance.

12. LEAD FOR LEARNING REPORT – THE CHILDREN'S CENTRE

12.1 AWal gave a verbal report on the Children's Centre. It was noted:

- The Centre is now almost full across all age ranges. Once full it would have 150 pupils and 40 staff.
- Some staff were working from home supporting on line teaching and activities; home packs had also been issued
- Small groups of pupils were on site; typically 35 pupils per day on site
- Under Government guidelines the Centre was expected to be open for all and operate without any Covid restrictions
- in recent survey 86% of parents reported that they would like to send their child to the Centre; AW reported that this could be 129 pupils on site per day and this number would be too challenging for the staff. At present children of key workers and vulnerable pupils were on site.

- The funding for the Centre was contingent on it being open to all pupils. If parents elect not to send their children to the Centre funding would still be received. If the Centre declined to accept pupils on site despite being open, then funding would be stopped in regard to that pupil.
- There was an issue with a burst water pipe at the Centre and that might restrict numbers available on site under H&S limitations
- Taking account of staff comments a Risk Assessment plan was being developed; staff morale remained high and staff felt safe under the present arrangements
- Home learning was available on line through I-Connect; the Forest class was also receiving on line resources for literacy and numeracy
- Four staff have reported Covid positive since Xmas; 1 has long Covid
- Staff meetings were keeping staff connected; the next one was schedule for 20 January.

12.2 Governors thanked AWal for her Report and discussed the issue of whether to now open the Centre to more children. It was noted that the parent survey closed today, 19 January. Governors noted the range of issues about opening the Centre to a wider pupil intake including risk to pupils, risks to staff, possible contamination issues and management issues. Governors agreed that this issue required more discussion and a working party was formed to discuss and reach a decision. The Governors agreed to delegate the final decision on a wider opening of the Children Centre to the working party.

Action: A working party of MF, TM, DF, DFQ ,AWal to meet on line on 20 January at 11am to discuss the options on a wider opening of the Centre under Covid restrictions. Any decisions were delegated by GB to the working party.

13. FINANCIAL REPORT (KJ leads as Lead Governor – Finance)

13.1 KJ reported that the 3rd quarter financial reports for the Willow and the Brook had been reviewed in detail by MF, AW and herself with DFQ prior to the meeting. The financial report of each school was shared on screen.

THE WILLOW

13.2 The Willow had a bank balance of £462,738 at 31 December 2020, including receipts of a loan from LBH of £267,826. At present there had been no drawdown of the loan required to support cashflow due to savings achieved through a series of measures including closure of 1 nursery class in summer term 2020, a reduction in agency staff costs, additional income received including Covid related costs reimbursement, internal efficiency savings and a windfall for teachers grants and pensions costs.

13.3 The two key risks are Covid related additional costs and premises and maintenance costs. Both are under review. The financial impact on the decision about a wider opening of the Children's Centre – or not - to more children was considered. It was noted that that though detrimental to the Willow finances a decision to retain the current position would not significantly damage the Willow's finances. The decision would be delegated to the Centre Meeting as stated in 12.2

Action: The Willow 3rd Quarter Financial Report was Approved: to be submitted to LBH

13.4 KJ reported on the use of key financial performance indicators to support long term strategic planning; it was noted that 75% - 80% of income was designated towards total staff costs and changes in the ratio would provide Governors with information necessary to support financial and curriculum planning. Governors were advised that taking a longer term financial perspective would support a more strategic focus on curriculum



and school development. It was noted that this was a new approach which would be refined over the coming terms so that variance reports were more meaningful.

THE BROOK

13.5 The Brook had a bank balance of £349,374 at 31 December 2020 and was projecting a surplus of £206,100 at year end 31 March 2021. Education support staff costs and wider salary costs were the key areas of expenditure. Risks currently included items of maintenance – fire doors and flooring both of which were being addressed by LBH.

13.6 Governors were encouraged by these 3rd Quarter results and the expected annual outturn but were concerned at a possible deficit in 2023/24 based on present assumptions. The benefits of the longer term forecasts were appreciated as the information would support longer term planning.

Action: The Brook 3rd Quarter Financial Report was Approved; to be submitted to LBH.

14. ADMISSIONS

14.1 This item to be deferred to the 9 February 2021 meeting

15. GOVERNORS DAY – 9 February 2021

15.1 The day has been postponed due to Covid restrictions

16. GOVERNOR VISITS, TRAINING AND DEVELOPMENT

16.1 This item deferred to 9 February 2021 meeting

17. ANY OTHER BUSINESS

17.1 There were no item to report

18. DATE OF NEXT MEETING

18.1 The next virtual meeting of the FGB will be at **6pm on Tuesday 9 February 2021**
Governor Nina Cromwell (NC) will lead the T&L section of the meeting.

There being no further business the Chair thanked all for attending the meeting which closed at 8.18pm.

There were no items for discussion under Pt 2 – Confidential Matters

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SIGNED:

Marilyn Francis

CHAIR OF THE GOVERNING BODY

DATE

Actions arising from the FGB Meeting of 19 January 2021

Item	Action	Who
5.1	the FGB Terms of Reference were Approved; to be reviewed annually	FGB
6.1	subject to comments from Governors by 26 January the PP and SP were Approved	FGB
7.1	MF to speak to AW about the vacant LA Governor role	MF /AW
8.1	Term dates - an agenda item for the March FGB	DF/MD
11.1	The Willow parent survey will be presented to the next FGB on 9 February	DF
12.2	MF, TM, DF, DFQ , AWal to meet on line on 20 January at 11am to discuss the options on a wider opening of the Centre under Covid restrictions	MF, TM, DF, DFQ ,AWal
13.3	The Willow 3 rd Quarter Financial Report was Approved: to be submitted to LBH	DFQ
13.6	The Brook 3 rd Quarter Financial Report was Approved; to be submitted to LBH.	DFQ

Items deferred to the 9 February 2021 FGB meeting

- Revised Scheme of Delegation
- Draft Charity Trust proposal
- Updated Risk Register
- Teaching and Learning Policy
- The Catch Up fund proposal
- The draft 2021/22 budget
- The draft School Financial Value Standard
- Admissions
- Governor visits, training and development

BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)
Minutes of the virtual FGB meeting with TLS focus
held on 13 July 2021 at 9.30am

GOVERNING BOARD MEMBERSHIP	
<p>Local Authority Governor: (1) Andrew Willett (AW)</p> <p>Elected Staff Governor (2) Bradley Blanchard (BB) (Willow) Jessica Burke (CB), (Brook)</p> <p>Co-opted Governors: (4) Marilyn Francis, (MF), Chair Toni Mallett, (TM), Vice Chair *Nina Cromwell (NC) Marva Rollins (MR)</p>	<p>Head Teacher Governors: (2) Dawn Ferdinand, (DF), (Willow) Maureen Duncan, (MD), (Brook)</p> <p>Associate Members: *Duwan Farquharson, (DFQ) (Willow / Brook) *Sukina Campos (SC) *Sarah Harris (SH) *Nofer Fari (NF)</p>
<p>Parent Governors: (2) *Kanupriya Jhunjhunwala (KJ) Tahniah Shabnum (TS)</p>	
<p>Observers:</p>	<p>Also Invited:</p>
<p>Governing Body Clerk: Chris Lambert, (CL) HEP</p>	<p><i>*Denotes absence from the meeting</i></p>

PART I – Public Matters

1. WELCOME / INTRODUCTIONS & APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all to the Zoom meeting.
- 1.2 Apologies for absence had been received from NC, KJ, DFQ, NF, SC, SH and Carlos who had been due to present on the Brook Swimming project.

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 TM declared that she was related to a member of the non-teaching staff at the school and has a contact at the Children’s Centre.

3. MINUTES OF THE MEETING of 1 July 2021

- 3.1 The Minutes of the meeting of 1 July 2021 were **Approved**. It was noted that when TM made her inspection of the Childrens Centre she noted the general dilapidations including incoming water and had asked that a letter be sent to LBH on the matter. A copy of the Minutes will be signed by the Chair at the earliest opportunity and a copy retained by the BILC.

4 MATTERS ARISING from the meeting of 1 July 2021

Item	Action	Update
6.10	The LPPA Action Plan will be emailed to Governors	To be done
6.12	NC to liaise with MD and FR on the LPPA application	Completed; FR and NC to meet in September
10.1	TM to speak to MF about the next steps in providing support to DFQ and the Centre management about remedial works to the Centre	Letter to be sent to LBH

5. PRESENTATION

5.1 Due to the absence of the PE co-ordinator the Brook report on the new swimming award scheme was deferred to the Autumn term.

6. CHAIR'S ITEMS

6.1 Meeting dates for 2021/22: it was noted that the meetings held in 2020/21 had been reasonably successful under the new monthly FGB format but some issues of agenda content and time management had yet to be refined. The meeting schedule for 2021/22 was a work in progress and would be circulated once finalised.

6.2 Moselle Site proposal: MF reported that a letter had been issued to LBH which included BILC's required conditions. LBH determined that the conditions should not be included in the body of the letter to be sent to the DfE and that LBH would issue BILC with a Letter of Comfort. BILC has yet to receive this Letter and the LBH letter. Governors asked that LBH be chased for the Letter of Comfort. AW was pleased to note the focus on maintaining all documentation, as evidence, for Audit purposes and asked that any communication with DfE be retained.

Action: MF to ask LBH for the Letter of Comfort confirming their acknowledgement of the conditions expected to be secured by BILC in the site re-development.

Action: MF to send BILC a copy of the letter issued by LBH to DfE, for Audit purposes

7. FINANCE

7.1 DFQ was absent but had issued a note to the FGB which Governors received in full: "As at the 30th June 2021, the schools have no reason to deviate from the projected balances that were discussed and agreed by governors in May 2021. Both schools have concerns relating to possible increase in staff cost because of staff absences and, or higher maintenance cost. The focus of the FWG will be on building a reserve policy this financial year."

7.2 AW reported on the key recommendations of the Finance Working party (FWP) meeting held on the 12/07/2021:

1. the Brook school to review its Budget and Risk Strategy twice per year, with specific focus on the management of staffing expenditure
2. In future reports the Brook and Willow to quantify both its staff risks or any other risks

3. the projected year-end balance for March 2022 was explained: “For the period ending 30th June 2021 there has been no changes to the projected carry forward that was agreed in May 2021 as part of the three year budget strategy; however as a result of the risks identified in the report the year-end balance might change. For this reason the rag rating will remain amber and not green”.
4. the schools to benchmark their reserve policy with other Haringey schools and report back to governors
5. the schools to add the reserve KPI metrics to manage their reserve policy
6. the schools to use figures rather than percentages for the budget variances to enable governors to identify the material risk easily
7. the schools to report occupancy KPI benchmarks

7.3 DF stated that a Reserves Policy was fine in principle but the purpose of the school funds was to support the present pupils education. AW suggested that the use of the funds would be defined by FGB agreement in the Reserves Policy, once this had been drafted.

Action: BILC to draft a Reserves Policy

7.4 Willow Summer Holiday Programme feedback and accounts.

Governors received a statement of accounts for the Summer Holiday Fund which reported a current balance of £201,767. Total income received between 1 January 2019 and 9 July 2021 was £347,526. The school spent £122,609 on the summer programme in summer 2019. £2,533.05 was spent on the Boys are born, Men are made Programme. £19,909.61 was spent to support families during COVID-19 pandemic and £706 was spent on other expenditure such as QuickBooks financial package.

7.5 DF reported on the Haringey Holiday and Fun (HAF) programme for Summer 2021. Some of the Summer Holiday fund will be added to the HAF fund to support additional activities and experiences for the pupils. The rationale for asking the Brook parents to contribute towards their children’s summer activities was noted and accepted. MD reported that 90 (of 120) Brook pupils were expected to take part in a summer programme; this requires a higher staff / pupil ratio and additional costs. The Willow was expecting 120 pupils plus some sibling ex-pupils on their programme. It was noted that this summer with Covid restrictions prevalent it would not be feasible to introduce children from other schools onto the summer programme.

Action: FWP to review funding requests from the Brook

7.6 Governors asked that a working party be set up to review the spending of the Summer Holiday fund and a Policy be developed to determine how the fund is allocated. After discussion it was agreed that the FWP would review the Summer Fund accounts; they will report to FGB on proposals and accounts.

Action: FWP to review the Summer Holiday Fund and report to FGB on proposals and accounts.

8. HEADTEACHER’S REPORTS

8.1 **The BROOK:** MD reported that attendance was at 92%, above the national average and the Brook’s targets. There were no concerns about those pupils absent. Assessments had been made based on three levels of attainment. Teachers were using their own judgements in a rigorous and transparent way as

evidenced by the Brook School Improvement Adviser. All pupils were reported to be making Expected Progress and a full report will be made to FGB (TLS) in September.

8.2 The Phonics assessment results are due and progress is expected. Teacher training continues on phonics delivery and the programme is going well. A £6,000 grant has been received to support the new scheme teaching letters and sounds: this scheme also requires new reading books and new in class displays. MD reported that progress has been positive and encouraging and staff will be further trained in the teaching of Phonics on a Phonics Inset day due to take place in the Autumn. It was noted the grant is awarded on merit based on the criteria of need, application and current provision.

8.3 The RSE Curriculum which has started as a pilot has been successful to date and the subjects are already embedded in the curriculum. It was reported that some pupils have received external AQA accreditation. A new “talented group” of pupils will be set up in September to help them to further develop their evident creative arts skills. Governors queried the merit of a specialist group which might be considered as putting other pupils at a disadvantage but were reassured by MD that all pupils are provided with provision according to their aptitudes and skills and this new group was no exception.

8.4 The Chair thanked MD and her team for their significant efforts this year under particularly challenging circumstances. The Brook has made progress despite the Covid restrictions and that is a validation of all the efforts by the entire staff. MF would send staff a letter of thanks to staff.

8.5 **The WILLOW:** DF reported that assessments were on going and data reports would be available in September. The SIP year-end evaluation had been circulated; the curriculum had been delivered and evident progress had been made. From September the school will open all week with a plan to retain a more creative activity focus on Friday afternoons. Some redrafting of the Science and RE curriculum was required to bring them into the Willow format. Work on the Reading and Writing curriculum were going well supported by the subject leads. It was noted that the School Counsellor left at half-term and with 10 pupils already on the waiting list it was already a struggle to provide appropriate support. Raspberry Pi had made a further generous donation of 30 computers to the 80 previously donated.

8.6 It was noted that issues of race, culture, gender, and equality were being addressed through the curriculum and teacher led discussions. MR asked to be kept informed of these discussions and outcomes. Walkthru's were going well as part of the pupil review process. The move to an on-line Newsletter had been widely approved and was seen as a positive development. Attendance was also going well. DF reported that the list of vulnerable children was growing with 23 pupils being supported by a family support or a social worker. This cohort required both DF and SLT input through meetings and latterly increased levels of mediation. The demand on the DSL and DDSL's time in meetings and in drafting MASH referrals was noted and the case work was now considerable. To provide support the school was linking to South Bank University and asking graduates with a Social Work degree to provide support to the Willow. Each graduate was being asked to provide 70 days support over 6 months, to undertake key administrative tasks such as referrals as case notes; this releases time for the DSL team to support the pupils.

8.7 Governors queried the support now available in school for pupils and noted that this ranged from a Counsellor (joining in in September), Trailblazers (though latterly this had been a disappointing service),

Learning mentors, the SendCo, staff and SLT. It was noted that the Willow expected all its vulnerable children to attend the Summer camp and, as required support, will be on hand for the children.

8.8 DF described the staff movement at Term end and the recent appointment of 14 Kickstart recruits, funded by DfE, all would take their place in September. The School Roll was still good, but it was noted that recent family movement meant some pupils were travelling some distance, from out of Borough, to come to school.

8.9 DF stated that the partnership with UCL was going well as part of the school's drive to engage more in the wider community, sharing good practice in an outward facing mode.

8.10 MR gave a favorable reaction to the Newsletter, which was noted for being informative, detailed and professional.

8.11 In regard to Covid cases MD reported that three staff were isolating, being positive cases; one bubble had been sent home, and the swimming club instructor was also a positive case. 24 children and 12 adults were self-isolating. DF reported that the Nursery had only recently re-opened. A staff member had tested positive so the bubble has been sent home and a planned trip might have to be cancelled, subject to the outcome of a PCR test result.

8.12 It was noted that the schools were waiting on Government guidance for the Autumn plans and the expectations on staff about vaccinations (or not) and the rules on isolation. Governors noted that staff forced to isolate, but not being ill, would receive full pay – and the school would have to engage Agency staff to cover the classroom: the cost impact on the schools' budgets could be significant.

8.13 Governors suggested that Heads of Special schools and the Unions should challenge DfE on this issue as the impact on Special schools would be significant. Governors queried the circumstances under which the schools might have to close in the Autumn but recognized that no clarity could be reached without new government guidance.

9. TEACHING and LEARNING

9.1 Due to Governor NC being absent this item was deferred.

10. POLICIES

10.1 No Policies presented for review

11. GOVERNOR VISITS, TRAINING AND DEVELOPMENT

11.1 The Chair stated that the HEP had yet to respond to a request for BILC Governor training in preparation for an expected Ofsted inspection in 2022.

12. ANY OTHER BUSINESS

12.1 There were no additional items

12. DATE OF NEXT MEETING

12.1 The next FGB meeting of the FGB will be at 6.00pm on 21 September 2021; location to be confirmed



There being no further business the Chair thanked all for attending the meeting which closed at 10.53am.

There were items for discussion under Pt 2 – Confidential Matters

.....
SIGNED:

DATE

Marilyn Francis

CHAIR of the GOVERNING BODY

Actions from the Minutes of 13 July 2021

Item	Action	Who
6.2	MF to ask LBH for the Letter of Comfort confirming their acknowledgement of the conditions expected to be secured by BILC in the site re-development.	MF
6.2	MF to send BILC a copy of the letter issued by LBH to DfE, for Audit purposes	MF
7.3	BILC to draft a Reserves Policy	DFQ
7.5	FWP to review funding requests from the Brook	FWP
7.6	FWP to review the Summer Holiday Fund and report to FGB on proposals and accounts	FWP

BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)
Minutes of the FGB meeting held at the BEEHIVE
on 21 September 2021 at 6.00pm

GOVERNING BOARD MEMBERSHIP	
<p>Local Authority Governor: (1) *Andrew Willett (AW)</p> <p>Elected Staff Governor (2) *Bradley Blanchard (BB) (Willow) Jessica Burke (CB), (Brook)</p> <p>Co-opted Governors: (4) Marilyn Francis, (MF), Chair Toni Mallett, (TM), Vice Chair *Nina Cromwell (NC) Marva Rollins (MR)</p>	<p>Head Teacher Governors: (2) Dawn Ferdinand, (DF), (Willow) Maureen Duncan, (MD), (Brook)</p> <p>Associate Members: *Duwan Farquharson, (DFQ) (Willow / Brook) *Sukina Campos (SC) Sarah Harris (SH) Nofer Fari (NF)</p>
<p>Parent Governors: (2) Kanupriya Jhunjunwala (KJ) *Tahniah Shabnum (TS)</p>	
<p>Observers:</p>	<p>Also Invited: Sally Willcock (SW) – Clerk HEP</p>
<p>Governing Body Clerk: Chris Lambert, (CL) HEP</p>	<p><i>*Denotes absence from the meeting</i></p>

PART I – Public Matters

1. WELCOME / INTRODUCTIONS & APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all to the Beehive, Tottenham for the first FGB meeting of the year which was combined with a Governor social event. The meeting which commenced at 6.15pm was quorate.
- 1.2 Apologies for absence had been received and accepted from AW, NC, TS, DFQ, SC.

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 TM declared that she was related to a member of the non-teaching staff at the school and has a contact at the Children’s Centre.

3. ELECTION of CHAIR and VICE CHAIR

- 3.1 It was noted that the aim was for the role of Chair to be split this year with two Co-Chairs plus a Vice Chair
- 3.2 The Clerk asked for nominations for the role of Co-Chair for 2021/22. MR nominated MF; this was seconded by DF and with unanimous support MF was elected Co-Chair for 2021/22. MF proposed that another Co-Chair be elected and nominated NF as Co-Chair. This proposal was seconded by MR and with unanimous support NF was elected Co-Chair with MF for 2021/22.

3.2 MF asked for nominations for the role of Vice Chair and proposed TM; this was seconded by MR and with unanimous support TM was elected Vice Chair for 2021/22.

4. MEMBERSHIP of the GOVERNING BODY and LINK GOVERNORS

4.1 Governors agreed that the composition of the Staff Disciplinary / Dismissal Committee and the Staff Appeals Committee would be decided as and when required.

4.2 The membership of the Pay Committee was discussed, and the composition agreed as being: MF, TM and NF.

4.3 The panel to carry out the Headteachers' Performance Reviews was agreed as being: MF, TM and KP with NF as an Observer.

4.4 It was agreed that the Chairs of the Committees – Finance, Teaching and Learning and Community Services would be agreed at the first FGB at which those Committee agenda were presented.

Action Chairs of Committees

4.5 It was agreed that the current Link Governor roles would continue for 2021/22; NF would assume a Link role for the SEND agenda, alongside Jessica.

4.6 It was noted that the late resignation of BB from the Willow has created a vacancy for a Staff Governor – Willow.

Action DF confirmed that an election would be held for the vacant role.

4.7 Governors noted the BILC Instrument of Government, made 1 September 2020, and confirmed that no changes were required.

4.8 The Scheme of Delegation was not presented to the meeting and would be reviewed at the October meeting

Action: Scheme of Delegation to be reviewed at the October meeting

4.9 Governors reviewed the FGB Terms of Reference which were **approved**, and no changes were required.

4.10 It was noted the Co- Chairs had not yet had an opportunity to discuss FGB objectives for the coming year with the Headteachers. This issue was to be carried forward.

Action: FGB objectives for 2021/22 to be further discussed by Co-Chairs and HTs, before presentation to the FGB

5. GOVERNANCE

5.1 Governors present at the meeting considered and agreed to the Governor Code of Conduct. The Clerk was asked to update the noted confirmations, on Governorhub.

5.2 Governors were asked to complete and sign the hard copy Register of Business Interests Form and return to the Clerk to enable the summary Register 2021/22 be completed and the confirmation made on Governorhub.

Action: Governors to complete, sign and return the Register of Interests Form to the Clerk

5.3 Governors present confirmed that they had read the updated DfE KCSiE Sept 2021 edition (Part 1 and Appendix).

Action: Clerk was asked to confirm the KCSiE2021 declaration on Governorhub for those present at the meeting.

5.4 New Governor NF was asked to complete his skills audit and send it to the Clerk

The meeting paused at 18.42 for 10 minutes and recommenced at 18.52

6. MINUTES OF THE MEETING of 13 July 2021

6.1 The Minutes of the meeting of 13 July 2021 were **Approved** as being an accurate record. They were signed by the Chair and passed to the school for filing.

6.2 MATTERS ARISING from the MEETING of 13 JULY 2021

Item	Action	Update
6.2	MF to ask LBH for the Letter of Comfort confirming their acknowledgement of the conditions expected to be secured by BILC in the site re-development.	MF to follow up with LBH
6.2	MF to send BILC a copy of the letter issued by LBH to DfE, for Audit purposes	MF to action
7.3	BILC to draft a Reserves Policy	DFQ to action and report to October FGB
7.5	Finance Working Group (FWP) to review funding requests from the Brook	FWP to meet before October FGB and report back
7.6	FWP to review the Summer Holiday Fund and report to FGB on proposals and accounts	FWP to report to October meeting
	It was noted that when TM made her inspection of the Childrens Centre she noted the general dilapidations including incoming water and had asked that a letter be sent to LBH on the matter	Matter to be discussed under Premises

7. HEADTEACHER's REPORT

7.1 The BROOK (MD gave a verbal report)

The Brook was full with 121 children plus one additional child who it was assumed would soon be reassigned to LB Hackney.

- a) Attendance was good; there had been some initial issues regarding pupil transport and as required home learning was instigated to support those children unable to come to school
- b) An Ofsted monitoring visit had occurred six days prior to Summer term end: this had proved to be a very helpful visit signposting the positive direction of the Brook which was now deemed to be on track to achieve Good rating at the next inspection. It was noted that Safeguarding and school Leadership was rated Good and progress with phonics was marked as being special merit, but

humanities and developing the reading scheme were points for development (which the school had itself identified). Governors were pleased to receive such a positive report and noted that a further Ofsted inspection could be expected in 2021 at which it was hoped the Brook would receive a Good rating.

- c) The Erasmus programme had restarted after the hiatus caused by Covid and an on-site visit from 15 Erasmus colleagues, from across Europe, was due to start on 8 November. The four-day delegate visit to the Brook was eagerly anticipated by pupils and staff.

Action: FGB to receive final details of the Erasmus visit programme, once finalised - MD

- d) The Summer Holiday club was very well attended with 95/120 pupils on site for the four-week programme. This was much appreciated by parents
- e) Kid City had now become Tower Gardens and this organisation was to be subsumed into the Brook on a trial basis providing an after-school activity programme. Governors noted that this action would ensure that the club's safeguarding would be of the highest standard operating to the same standards as the Brook.
- f) Governors noted the issues and additional costs created by staff absence and noted the pilot staff cover scheme that had been devised to provide affordable and appropriate levels of cover in the Brook, as required, without recourse to external agency support.

Governors thanked MD for her report.

7.2 The WILLOW (DF gave a verbal report)

- a) All staff had returned to school for the new Term but there were two vacancies (one in the Willow and one in the Children's Centre). Recruitment was taking place but there were few candidates at present.
- b) The school Roll was variable: Reception was full, Y1 was almost full but there were vacancies in Y2 (6), Y3(7) and Y4 (9). If the places are not filled by October Census Day the reduction in pupil numbers will impact school core funding for 2022/23.
- c) Attendance was presently good.
- d) There had been two Covid cases and these were being managed in line with current DfE guidance.
- e) The children were settled and focused on learning: a learning walk was scheduled for next week.
- f) The cohort in Reception included several children with very high needs presenting challenging behaviour which was already stretching staff resources. Alternative provision was being explored for these children.
- g) The Children Centre was almost full again and a full programme of community activities was underway. BESS started again on 20 September and is already proving popular. The Summer camp was very successful with 70-100 children on site per day over the four weeks of the programme.

Governors thanked DF for her report

Action Report on Gender Pay Gap: deferred to the next meeting

8. HEALTH and SAFETY

8.1 TM asked for an update on the issues she had previously reported about the condition of the Children's Centre roof and general dilapidations including incoming water: TM had asked that a letter be sent to LBH on the matter. There was some uncertainty about how this issue was being managed and TM agreed to contact the Children's Centre for a condition report. MF and TM also agreed to discuss the matter further outside the meeting.

Action: MF and TM to discuss the condition of the premises at the Children's Centre.

8.2 It was reported that the longstanding issues at the BILC had not yet been addressed by LBH. Governors were concerned that the floors were still in poor condition and the state of the fire exits had not been addressed. MF expressed her concern at the lack of progress on the required remedial works and the lack of urgency shown by LBH. If this continues as is the poor condition of the premises could put the BILC at risk of closure so there was an obvious urgent need to escalate the matter within LBH.

Action: MF, MD and DF to meet to discuss a premises action plan

9. POLICY REVIEW

9.1 Governors had received the **LBH Model Pay Policy** but there was no explanation of how the model policy applied to the BILC and further discussion was required.

Action: Pay Policy on the October 2021 Agenda

9.2 The **Willow Complaints Policy** was not available for discussion.

Action: Defer the Willow Complaints Policy to the October meeting

9.3 **BILC Safeguarding Policy:** MF confirmed that she had reviewed the draft Policy and recommended that the Policy be approved. Governors agreed to the recommendation and the Policy was **Approved.**

10. GDPR / FOI / Communications

10.1 No discussion held

Action: This item was deferred to the October FGB meeting

11. CHAIR'S ITEMS

11.1 No items raised for discussion

12. GOVERNOR VISITS, DEVELOPMENT and TRAINING

12.1 It was noted that Governor visits to the school were now encouraged but Governors were asked to contact the HT prior to a visit and to complete a Visit Report as a record of the visit.

12.2 It was noted that the HEP Governor training programme for 2021/ 22 was now available and all were encouraged to make best use of the training opportunities.



12.3 Governors were pleased to note that the BILC Summer schools had been cited as excellent programmes, being of benefit and value to the school community.

13. ANY OTHER BUSINESS

13.1 The Chair expressed her thanks to MD and DF for all they had done as Heads of the Brook and Willow respectively over the past 18 months during a period of exceptional uncertainty and disruption. Both were commended for managing under very difficult circumstances and yet able to ensure all pupils received continuous education throughout the period.

13.2 It was noted that BB was no longer at the Willow and the Chair expressed her thanks to him for his service and support both within the Willow and also as a Staff Governor and wished him future career success.

13.3 It was noted that this was the last meeting for Chris Lambert as the HEP Clerk to the BILC, having served the school for three years. The Chair and Governors expressed their thanks for his support as Clerk and wished him well for the future.

13.4 The Chair introduced Sally Willcock as the new HEP Clerk who would assume responsibility for the Governing Body with immediate effect. Governors were pleased to welcome Sally.

14. DATE OF NEXT MEETING

14.1 The next FGB meeting will be held on Tuesday 12 October 2021 by ZOOM with a TLS Focus by The Willow.

There being no further business the Chair thanked all for attending the meeting which closed at 20.05pm.

There were no items for discussion under Pt 2 – Confidential Matters.

The Pt 2 Minutes of the meeting of 13 July 2021 were carried forward to the October meeting

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SIGNED:

Marilyn Francis

CO - CHAIR of the GOVERNING BODY

DATE

Actions from the Minutes of 21 September 2021

Item	Action	Who
4.8	Scheme of Delegation to be reviewed at the October meeting	FGB
4.10	GB objectives for 2021/22 to be further discussed by Co-Chairs and HTs, before presentation to the GB	MF, NF, DF, MD
5.2	Governors to complete, sign and return the Register of Interests Form to the Clerk	FGB /SW
5.3	Clerk was asked to confirm the KCSiE2021 declaration on Governorhub for those present at the meeting.	CL
7.1 (d)	FGB to receive final details of the Erasmus visit programme, once finalised.	MD
8.1	MF and TM to discuss the condition of the premises at the Children's Centre.	MF /TM
8.2	MF, MD and DF to meet to discuss a premises action plan	MF/MD/DF
9.1	Pay Policy on the October 2021 Agenda	SW
9.2	The Willow Complaints Policy on the October Agenda	SW
10.1	GDPR / FOI / Communications on the October Agenda	SW

BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)

**Minutes of the virtual meeting of the FGB with meeting focus on
Teaching, Learning and Standards (The Willow)
on Tuesday 12 October 2021 at 9.30 am**

Governor	Initials	Type	Role/Link	Expiry	Attendance
Marilyn Francis	MF	Co-opted	Chair	31/8/22	Y
Toni Mallett	TM	Co-opted	Vice-Chair	?	Y
Nina Cromwell	NC	Co-opted		7/7/24	N*
Marva Rollins	MR	Co-opted		11/12/23	Y
Dawn Ferdinand	DF	Head Teacher	HT –The Willow	Ex officio	Y
Maureen Duncan	MD	Head Teacher	HT-The Brook	Ex officio	Y
Kanupriya Jhunjhunwala	KJ	Parent		8/12/23	Y
Tahniah Shabnum	TS	Parent		12/10/24	Y
Jessica Burke	JB	Elected Staff		15/9/24	N*
Vacancy		Elected Staff			
Andrew Willett	AW	Local Authority		18/01/25	N*
Nofer Fari	NF	Associate Member		24/5/25	Y
Duwan Farquharson	DFQ	Associate Member		?	Y
Sukina Campos	SC	Associate Member		24/9/25	N*
Sarah Harris	SH	Associate Member		?	Y
Edward Putnam	EP	Associate Member		24/9/25	N

Y present.

N absent (no apologies)

N* absent (apologies sent)

Others Attending	Initials	Role
Sally Willcock	SW	Clerk
Andreas Adamides	AA	Clerk Mentor – HEP
Edyta Ballantyne	EB	AHT/Curriculum leader

Documents circulated to governors in advance of the meeting:

- Final FGB Minutes Part 1 Meeting 21 September 2021
- Final FGB Minutes Part 2 Meeting 13 July 2021 (non-staff governors only)
- Finance Update from Finance Working Party - note of meeting 8 October 2021
- Headteacher's Report – The Willow – October 2021
- The Willow and Children's Centre Improvement Plan – updated
- The Willow School Data – Summer 2021
- The Willow Safeguarding Report

Further Documents referred to/presented at the meeting

- Presentation of SH

Part 1 Public Matters

1. Welcome, and apologies for absence

The Chair welcomed everyone to the meeting and thanked AA for his support as a mentor to new clerk SW. Apologies for absence were received and accepted from Andrew Willett, Nina Cromwell and Jessica Burke. The Chair reminded governors that they were expected to attend all FGB meetings.

Action 1: SW to circulate attendance details from FGB meetings for the prior year to the Chair.

2. Declaration of business interests, pecuniary or otherwise in respect of items on the agenda

There were no declarations of interest except for the standing declaration of TM that she was related to a member of the non-teaching staff at the school and has a contact at the children's centre.

3. Minutes of the previous FGB Meeting held on 21 September 2021

The Chair to deal with an item of clarification arising out of the minutes of the meeting later in the agenda. The minutes were agreed by governors as an accurate record of the meeting to be signed by the Chair at the earliest opportunity.

4. Matters Arising from the Minutes of 21 September 2021

Item	Action	Who	12 October update
4.5	To arrange for the election of a new staff Governor member of FGB following the resignation of Bradley Blanchard.	DF	Work in progress. Action 2: SH to add as an agenda item to the staff business meeting and DF to generate interest there.
4.8	Scheme of Delegation to be reviewed at the October meeting.	FWP	To be reviewed by FWP and presented to the January finance focused meeting.
4.10	GB objectives for 2021/22 to be further discussed by Co-Chairs and HTs, before presentation to the GB	MF, NF, DF, MD	Ongoing
5.2	Governors to complete sign and return the Register of Interests Form to the school and to confirm to the clerk they had done so so that clerk will update governorhub.	Clerk	Action 3: By the end of October 2021
5.3	Clerk was asked to confirm the KCSiE2021 declaration on GovernorHub for those present at the meeting.	Clerk	Part Completed. Action 4: Governors who have not confirmed to clerk that they have read Parts 1 and 2 of KCSiE to do so. Clerk will identify those governors who have not yet provided KCSiE 2021 confirmations.

5.4	Governors were invited to update their skills and new Governors appointed since September 2020 were asked to provide a summary of their skills to the chair	FGB NF	Ongoing
7.1 (d)	FGB to receive final details of the Erasmus visit programme, once finalised	MD	Deferred to T&L November meeting
8.1	MF and TM to discuss the condition of the premises at the Children's Centre.	MF/TW/ KP	To be reviewed at CS meeting in December
8.2	MF, MD and DF to meet to discuss a premises action plan	MF/MD/ DF KP	Deferred to FWP and Finance Focus Meeting in January
9.1	Pay Policy on the October 2021 Agenda On Agenda	Clerk	See item 8.2 but note that the Pay Policy has not yet been received from Haringey.
10.1	GDPR / FOI / Communications on the October Agenda	KP/SW	Defer to Finance Focus Meeting January

5. Matters arising from the Minutes of 13 July 2021

The minutes of the meeting on 13th July were agreed at the previous meeting FGB meeting on 21 September 2021 but the following matters were arising from those minutes:

Item	Action	Who	12 Oct update
6.2	MF to ask LBH for the Letter of Comfort confirming their acknowledgement of the conditions expected to be secured by BILC in the site re-development.	MF to follow up with LBH	School has received satisfactory letter of comfort.
6.2	MF to send BILC a copy of the letter issued by LBH to DfE, for Audit purposes	MF to action	Action 5: MF to circulate to governors asap
7.3	BILC to draft a Reserves Policy	DFQ to action and report to October FGB	Defer to Finance Focus Meeting January
7.5	Finance Working Party (FWP) to review funding requests from the Brook	FWP to meet before October FGB and report back	Ongoing

7.6	FWP to review the Summer Holiday Fund and report to FGB on proposals and accounts	FWP to report to October meeting	Report to be presented by FWP in January
	TM's inspection of the Children's Centre noting general dilapidations including incoming water. TM request that a letter be sent to LBH on the matter Defer to CS meeting December		Deferred to CS Meeting December

6. DBS Checks – to confirm the status of Governors re DBS

Item deferred to the January FGB meeting and in the interim

Action 6: MF would liaise with school office and ensure that all DBS checks were up to date.

7. FWP Finance Recommendations to GB - KJ and DQF

A summary note of the meeting of the FWP on 8th October 2021 (which had received a full financial report) had been circulated to governors. Q2 accounts were required to be submitted to the LA and required approval ahead of the scheduled finance focused FGB meeting.

DFQ presented highlights in the summary report to governors and invited questions on The Brook.

Q: Where is the additional expected £42K income to The Brook coming from?

A: It is coming from various boroughs including Haringey following evidence submitted by MD (HT), requesting extraordinary funding in view of additional SEND needs of children who thus require additional staff (including cases needing a 1 -to – 1 staffing ratio) to meet their needs. Normal staffing at the Brook allows for an 8:2 ratio. The school had received email confirmation saying that the additional monies would be forthcoming.

The Willow expected to realise a surplus of £162k (significantly less than had been projected) and the summary note highlighted the main risks – (long-term staff sickness, high maintenance costs and high number of children with unfunded special needs.)

FWP were meeting regularly and would return to FGB with a plan of action. The FWP was keeping a close eye on staff cover costs as a key item which affected the school's finances. The school was also waiting to see the impact on the finances of the recent reorganisation of cover staff applied to reduce staff costs. Governors were reminded that the school year and financial year did not match up. The school needed to continue to have a surplus to meet unexpected costs given the uncertainties which were particularly present now.

Q: Could the school access any capital funds to reduce the premises maintenance costs?

A: There were ongoing communications with the LA which appeared now to be engaging with the fact there were issues which needed to be dealt with despite the fact that this was a new building.

Governors **agreed** to approve the Q2 accounts.

Action: 7 KP to publicise date of next meeting of FWP and invite any further questions from governors.

8 The Willow - DF

8.1 The Willow Report including Pupil Premium and Pupil Attainment

DF had circulated the updated school improvement plan and her HT report in advance to governors and pointed out some main themes. SLT had had to adapt its priorities in the light of the challenges of COVID. DF invited questions on the School Improvement Plan.

Q: Can you explain about the red RAG areas which had been carried over from previous years?

A: Some priorities are being carried over to this year but it had been determined that other priorities were no longer appropriate– given the COVID environment.

SH talked Governors through the data which recorded historic information from a mixture of tests and teacher assessment which had taken place in the Summer 2021 term. References to year groups were based on Summer 2021. SH talked governors through a presentation (to be circulated to governors) on the results. The data represented a whole school overview and reflected 2 years of COVID. Governors were asked to bear in mind that Year 2 had not yet had a whole school year of schooling due to lockdowns and staff absence and that Year 2 were now facing SATS. The children 'on track' were pupils who would have been at their Age Related Expectations if their education had not been interrupted by COVID. Booster children were pupils who were within range and who through additional catch-up interventions may be able to become on track (not necessarily over 1 year.) Expected progress figures were shown as adjusted for COVID with the expected progress had there not been COVID. Disapplied children were included in the data. The booster column is cumulative with those who are on track.

Q Does the data mean that in Year 1 33% of pupils are assessed as either below the booster range, or reflect the fact that they are amongst pupils not included in this data?

A: The attainment data includes all children. Disapplied pupils are only taken out of the data in the Year 6 analysis and group data, this does not impact on SATs. 33% of the Year 1 group are assessed as below booster.

Q: How do we compare locally and nationally – is there any data available?

A: Neither national nor (reliable) local data are available for comparison. Targets are being set for the school's children which are supposed to be in line with (unknown) national targets.

Q: In the absence of such data are we comparing our current cohort with previous years?

A: Yes we are comparing with our 2019 cohort and broadly we are finding that 2019 performance sits around the booster level.

Q: Has the school accessed the tutoring funding?

A: Not yet received. The school has been allocated £15K this year (£30K + last year)-a large proportion will be used for an academic mentor (£9K) working full time in the school and the remaining sums are to be used on reading catch up interventions.

SH highlighted areas going well in the data: The percentage of children within booster range is within or above expected outcomes. Reading outcomes are lower than previously because of COVID but in the circumstances progress is strong. The KS2 reading programme is reaping benefits. The key point was that progress on accelerated improvements was going well (the data in Year 1 was dealt with slightly differently). Expected progress was largely in line with what the school would expect.

Key areas for action: There are some issues with last year's Years 3 and 5 – (now Y4 and Y6 are key groups) which can be seen from the data and this is being dealt with by the intervention of

an additional teacher resource and a pilot reading group resourced externally for Year 4. Friday afternoons were being timetabled on a termly rota basis across the years for additional enrichment activities (2 years at a time) freeing up teachers not involved in the enrichment to complete one on one writing conferencing lessons with targeted pupils requiring support. Additional support including at weekends and in holidays is being provided to targeted children. KS2 has a priority focus on writing.

The school's analysis of groups shows that boys' progress is improving. Pupil Premium progress is in line with the rest of their year groups in most areas – except in Year 1. There were disappointing results from the Black Caribbean Group (18 children) but ¾ of the BCR children have at least one recognised barrier. SLT is monitoring and will implement appropriate intervention plans for improvements with this group.

Q: How often are learning walks carried out?

A: Senior leaders and middle leaders both carry out at least 1 learning walk per term and provide full staff feedback reporting on the children generally and reporting on follow ups.

Action 8: Feedback from learning walks to be shared with governors.

Action 9: DF to liaise with MR so that she can accompany SLT on a focused learning walk before Christmas.

Q: What additional targeted work/strategy with Turkish/Kurdish children has resulted in the improvement in their outcomes?

A: Additional marking support and other targeted support around their language and vocabulary has contributed to improvements.

Q: Are EAL considered a vulnerable group?

A: No. It was also noted that children are to be assessed and graded under EAL 5 stages in the coming weeks.

Q; Do the schools have a wish list of items of expenditure they would like to have which could be costed and if the LA is not providing funding should the school look at ways to raise the necessary funds?

Targets: Year 6 Willow targets for Summer 2022 were discussed with reference to the FFT (Fisher Family Trust) scale (in which FFT 50th represents average progress compared to schools nationally and FFT 20th represents the top 20%). Each child was to be given a target, a booster target and a super booster target – the latter being highly aspirational, and governors were talked through what the differing outcomes would look like. The Willow usually set progress targets at FFT 20%. These are very aspirational targets which have not been adjusted for COVID.

Q: How do parents understand what children need to do to meet targets and how is the school communicating with them?

- **A: Pupil targets are communicated at parents' evenings.**
- **Curriculum leaflets are produced each term explaining to parents what will be covered and the ways that parents can support this**
- **Pupils are given weekly homework covering maths, spelling and project work.**
- **Pre-SAT meetings take place in Years 2 and 6 for parents and children are given workbooks for SATS to take home.**

Q: What is the school doing outside of statutory hours to support children who may need additional help?

A: Saturday classes are provided in maths together with targeted after school classes and holiday classes will be introduced.

SH briefly discussed Walk Throughs as a way to promote consistent high-level teaching by capturing best practice. Further detail would be available in SH recording.

Action 10: SH to record further items in her presentation and send this to SW to circulate this together with her presentation to governors via Governor Hub

EB presented to governors on the EYFS (Early Years Framework) changes. The changes are intended to require less paperwork based on observations and put renewed focus on improvement of outcomes for disadvantaged, big focus on language and depth of learning.

Key points included:

- Reception pupils were required to be base line tested within 6 weeks of the start of school focusing on literacy and numeracy (example to be generated and provided to governors)
- School will carry out its own baseline assessment which it considers will be more useful
- Key changes to the curriculum were included in the slides presented
- Changes have been made to the banding reducing 6 bands to 3 which will make it more difficult to produce detailed comparable data.

Discussion of the current Year 1 Cohort:

The current cohort was like no other and was exceptionally challenging. It was very male dominated with a high level and range of SEND needs and rising (a number of EHCP plans were in progress), several were non-verbal and several were not potty-trained. The school was working closely with the Brook to support Willow staff with a number of the children (and some children had been offered places at the Brook). Issues with socialisation in the cohort as a result of COVID were evident through e.g., difficulties that students had with sharing.

Q: Does this cohort reflect that BILC has a good reputation with SEND pupils and this may attract more pupils with these needs?

A: It was recognised that SEND pupils would be attracted to the school.

DF returned to flag key points in her report:

Attendance: Has gone well considering COVID and figures included those learning from home. The Target 96.3 % attendance for last year had been achieved. Following a discussion, it was **agreed** to set an aspirational target for attendance for this year of 96.5%.

Safeguarding: DF referred governors to her safeguarding report and reported on the large increase in children being monitored by social workers and the consequential increase in demands on teachers to produce reports on children and to attend meetings.

Behaviour: Following a successful pilot a new behaviour system will be rolled out after half term.

Summer Fund: Half term camps would take place. The LA funded Summer, Christmas and Easter camps and the school raised or reserved funds to enable school camps to take place over half terms.

Work had been done to prepare pupils for transition to senior school.

Q: How does the school assess the quality of the teaching and performance manage teaching?

A: Full observations take place at the end of the year supplemented by informal observations from learning walks. The school also looks at children's books and at data outcomes.

School roll - there is an issue of vacancies (26 or 27) in the middle of the school which impacts on the school's budget. This is a borough-wide issue.

Q: What sorts of steps is the school taking to generate new pupils?

A: The school is updating its website and recording a video.

9 POLICIES

9.1 Review the Schedule of Policies

Action 11: DFQ to update the original Policy Schedule detailing when policies are required to be reviewed and post this to Governorhub.

9.2 Teachers Pay Policy - Deferred pending receipt of the policy from Haringey.

STANDING ITEMS

10 Chair's Items

Governors noted that the GB has a full membership and as NF is an Associate Member, he could not be formally appointed as Co-Chair. However, he will continue to participate as an observer at various meetings with the Chair as part of the governing board succession planning. In future NF could be elected to be a governor (once there is a vacancy) and could be elected to the role of chair next academic year.

MF reported that there had been longstanding issues regarding the fire doors and flooring which presented health and safety issues which had not been adequately dealt with despite various visits and surveys.

Action 12: MF to write to LA requesting that they complete essential works over the Easter break pointing out that if the school does not comply with statutory health and safety requirements a letter will be written to the parent community to advise of the potential closing of the building after the Easter holidays.

Governors **agreed** to renew the appointments of SC and EP as Associate Members for a period of 4 years so that their terms would continue until 24 September 2025.

11 Governor Visits, Development and Training

Chair was organising some training with a focus on OFTED given that the school was in an OFSTED inspection window. **Action 13:** MF to circulate further details to governors by email.

12. Any Other Business – no other business.

13. Date of Next Meetings

- **FGB Meeting: TLS The Brook (virtual) Tuesday 16 November at 9.30 Lead: Nina**
- **Pay Committee (virtual) 30 November – MF/TM/NC/Heads (providing policy has been received from HEP)**

There being no further Part 1 business the Chair thanked all for attending the meeting.

SIGNED:

DATE

Marilyn Francis

CO - CHAIR of the GOVERNING BODY

Meeting closed at 11.30am

List of agreed actions:

Paraph Ref	Action and owner	When
1	SW to circulate attendance details from FGB meetings for the prior year to the Chair	ASAP
4	SH to add as the election of a staff governor as an agenda item to the staff business meeting and DF to generate interest there.	ASAP
4	Governors to complete, sign and return the Register of Interests Form to the school and confirm to the Clerk they have done so for clerk to update Governorhub	By end of October
4	Governors who have not yet provided KCSIE 2021 confirmations (i.e. that they have read parts 1 and 2 of the updated KCSIE) to the clerk to complete the reading and inform the clerk,	By end of October
5	MF to send BILC a copy of the letter issued by LBH to DfE, for Audit purposes	ASAP
6	MF to liaise with school office and ensure that all DBS checks were up to date.	Ahead of January FGB
7	KP to publicise date of next meeting of FWP and invite any further questions from governors.	ASAP
8	DF to share feedback from learning walks be shared with governors.	Ongoing
8	DF to liaise with MR so that she can accompany SLT on a focused learning walk before Christmas.	
8	SH to record further items in her presentation and send the recording and her presentation to SW to circulate to governors via Governor Hub	By end of October
9	DFQ to update the original Policy Schedule detailing when policies are required to be reviewed and post this to Governorhub.	Time frame? 1 week before next FGB?
10	MF to write to LA requesting that they complete essential Health and Safety repair works over the Easter break and circulate to governors	ASAP
11	MF to circulate details of OFSTED training to governors by email.	ASAP

Part 2 Confidential Matters – held over to the November Meeting

- 1 Minutes of the FGB Confidential Meeting held on 13 July 2021 – to confirm and sign the Part 2 (Confidential) Minutes.**

This item is deferred until the next meeting.

- 2 Matters arising from the FGB Confidential Meeting held on 21 September 2021.**
There were no matters arising except the approval of the Part 2 (Confidential) Minutes of the Meeting on 13 July 2021.

- 3. Chair's items**

- 4. Headteachers' items – notified to the Chair prior to meeting**

- 5. Any Other Business – notified to the Chair prior to meeting**

SIGNED:

Marilyn Francis

CO - CHAIR of the GOVERNING BODY

DATE

BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)

Minutes of the MEETING OF THE FULL GOVERNING BODY

with focus on CS, held virtually on 7 December 2021, at 9.30am

Governor	Initials	Type	Role/Link	Expiry	Attendance
Marilyn Francis	MF	Co-opted	Co Chair	31/8/22	Y
Nina Cromwell	NC	Co-opted		7/7/24	N*
Marva Rollins	MR	Co-opted		11/12/23	Y
Dawn Ferdinand	DF	Head Teacher	HT –The Willow	Ex officio	Y
Maureen Duncan	MD	Head Teacher	HT-The Brook	Ex officio	Y
Kanupriya Jhunhunwala	KJ	Parent		8/12/23	N*
Tahnia Shabnum	TS	Parent		12/10/24	Y
Jessica Burke	JB	Staff-Brook		15/9/24	Y
Lorna Wright	LW	Staff-Willow		9/11/25	N*
Andrew Willett	AW	Local Authority		18/01/25	Y
Nofer Fari	NF	Co-opted	Co- Chair	24/5/25	Y
Duwan Farquharson	DFQ				N*
Sukina Campos	SC	Associate Member		24/9/25	N
Sarah Harris	SH	Associate Member			N
Edward Putnam	EP	Associate Member		24/9/25	Y

Y present.

N absent (no apologies)

N* absent (apologies sent)

Others Attending	Initials	Role
Sally Willcock	SW	Clerk
Cherri Fox	CF	Centre Manager - Children's Centre (part)
Alison Walmsley	AW	Leader of Learning (part)

Documents circulated to governors in advance of the Meeting:

- Draft Minutes of the BILC FGB Meeting on 16 November 2021
- Broadwaters Children's Centre Services and Operational Model Presentation – November 2021
- Governors Report on Childcare – December 2021

PART 1 PUBLIC MATTERS

1 Welcome / Introductions and Apologies for Absence

MF welcomed all to the meeting. Apologies for absence were received from NC, LW, KJ and DFQ and were accepted.

2 Declarations of Interest, Pecuniary or otherwise in respect of items on the Agenda.

None.

Item 6 of the agenda was dealt with at this point.

3 Governance – to elect a new Vice Chair to the FGB and revisit link responsibilities following TM’s resignation and NF’s appointment as Co-Chair

MF invited nominations for the position of Vice Chair which was vacant following Toni Mallet’s resignation. Traditionally the Vice Chair role had not been given specific additional responsibilities except to deputise for the Chair. MF nominated KJ and would follow up with a discussion with her outside of the meeting to see if she would be willing to take on the role. Governors agreed that they were supportive of this nomination.

MF invited nominations for the link role of CS and in the absence of any nominations at the meeting would follow up separately with governor discussions.

Action: MF to discuss with governors outside the meeting the vacant link role with a view to securing a nomination.

4 Minutes for the previous Meeting

The minutes of the previous meeting of the FGB on 16 November 2021 were approved as being an accurate record and were to be signed by the Chair and passed to the school for filing at the earliest opportunity.

5 Matters Arising

To consider any matters arising from the previous meeting on 16 November 2021 not otherwise covered in the agenda

Item Ref	Action and owner	When	Update
4	Clerk to add LW to GovernorHub and to inform HEP of governor changes	ASAP	Done
4	KJ to notify governors of matters for discussion in advance of next FWP on 2 December 2021	Ahead of the meeting	Meeting rescheduled to early January ahead of FPP focus meeting
4	MF and Clerk to review the policy schedule		Ongoing. MF to follow up with DWF

4	MF, AW and HTs to attend meeting with LA to discuss essential repairs	date tbc	Meeting expected to be scheduled in the new year. See further comments below
7	MD to look at the feasibility of moving policies to Google slide format		Ongoing/ done
9	SW to inform HEP of governor changes (TM and NF) and to update GovernorHub	ASAP	Done

Further comments – item 4

LA workers were now active in their investigations of the premises with a view to carrying out some works at Christmas and at Easter to avoid school disruption. LA had not yet articulated its repair plan. Governors were concerned to see action beyond the investigations and on a speedy basis.

ACTION: DWF to produce a premises report ahead of the next FGB listing the property issues / progress required and agreed timelines for progress – so that this was available as a single point of reference for governors (especially in advance of any LA meeting) Finance report to be presented by DWF separately from this at next FGB.

MF to upload to GovernorHub a copy of her letter to the LA regarding the need for the work on the premises

6 CS Update

6.1 Report from the Centre Manager on the Broadwaters Children’s Centre Services and Operational Model

- CF talked governors through the very full timetable at the Children’s Centre (CC) which featured a varied range of sessions including stay and play (sessions for different ages), midwifery clinic appointments, employment advice clinic 1 day per week and clothes and toy bank facilities. The CC ran an 8-week parenting course which aimed to have parents focus on their child’s behaviour and how their parenting could positively influence this. It also ran an 8-week healthy living course (Henry) and hosted several special interest groups (e.g., childminding, Latin American Women’s Group, New parents Group). Lottery funding had been obtained for some of the groups. The CC was receiving requests to facilitate the opening of other groups – e.g., Somalian women’s group – but CF needed to give some thought as to how these groups should develop as CC did not want to encourage a segregated approach. Other workshops were listed on CF’s presentation.

Food Poverty and Nutrition:

CF flagged several further key initiatives:

- The CC was able to supply families (currently up to 40 families a week) with food which was distributed to them once a week via the [The Felix Project](#), a charity which collects fresh, nutritious food that cannot be sold and provides it to schools (and charities) so that they can provide healthy means to families most in need.
- The CC had also recently partnered with the [Caring Family Foundation](#) (CFF) which had on 6th December 2021 arranged for the distribution at the school of 3,500 halal meals (of a wide range and variety.) Staff at the Willow and the CC had especially encouraged those known or thought to be in food poverty to stock up on meals and the feedback from families participating had already been excellent. The Brook had made arrangements so that pupils were able to take with them meals when they were transported home after school. The partnership had started when the Foundation had contacted the school inviting it to participate in its launch event in November which was filmed, and some families who had received distributions being interviewed.
- **Q Will there be a regular distribution of food by CFF at the school? What plans are there for food distribution over the holidays when families may be particularly vulnerable? What resources will be required over this period?**
- **A: Arrangements are being made for a further delivery next week by CFF and it is intended that this will be an ongoing arrangement.**
- **CC is also supporting families in food poverty and in relation to health eating in other ways - it is encouraging families to sign up to Healthy Start Programme (includes a £90 bonus on sign up.) and has healthy eating workshops.**

CF flagged the range of health services being offered including:

- Health visitor face to face reviews had resumed with checks being carried out of 1-year olds and of 2-year-olds.
- Speech and language services were beginning again
- Nursery staff were running support sessions on weaning and toileting.

CF referred to a range of services available creating volunteering and work experience or development of workplace skills including:

- Work experience students from local colleges were participating in activities and learning skills
- CC has a volunteer coordinator who deploys participants across areas to give opportunities for those wanting a career in childcare to get a broad range of skills
- ESOL – Sessions were being run and there was significant demand but it the challenge was as how best to accommodate the very different skill levels of participants.
- Partnering with MENCAP.

CF flagged with Governors several further community outreach projects broadly characterised as ‘Helping Hands’ and listed further on the presentation. These included assisting parents with applications for nursery school places before the mid December deadline and assistance on other benefit related applications.

CF finished with informing governors that the Major and several Councilors had attended the school during Black History Month celebrations which had been a great success.

Q: There is lots of great activity going on at the CC. What attendance are we getting at events and attending to participate in the various services?

A: Some activities – such as stay and play, are slightly weather dependent and have also been variably attended due to Covid. Other projects such as the Felix Project are very busy.

Q CC offers an impressive range of services. How can governors support CC further? Are there organisations governors could approach to obtain any ongoing funding or to plug any funding gaps occasioned by COVID? Could a list of the current funding organisations into the CC be provided with details of the when the funding ends so that governors are able to support and follow up or augment the funding pool?

Action: DF to circulate to governors (for Governor hub) a list of funders/ donors/ sponsors to the CC with expiry dates/ estimated dates of funding depletion for periodic review by governors.

6.2 Report from the Leader of Learning – Community Centre

Governors had reviewed in advance the Childcare Governors report December 2021.

AW updated governors on recent staff changes and timetable improvements, born of necessity because of the different working shifts of certain key staff members, but from which the CC had leveraged the opportunity to introduce a specialist French club and to improve consistency and quality across the CC classes.

Targets this year – given the very significant impact of COVID – were low level personal, social and emotional with the staff supporting children to identify and manage their feelings alongside developing their communication and language skills. Children were also notably less independent on physical tasks such as feeding themselves, dressing themselves and toileting and staff were supporting children in acquiring/improving these skills.

CC had received excellent feedback on some of its on-line videos and home learning and planned to develop some of these tools going forward and to incorporate them into the curriculum– for example videos which modelled to parents how to read stories to children and ask them questions about the stories.

The CC core focus in teaching and learning this year is understanding and working with the new Development Matters document and Reading Framework.

Attendance figures for last year were strongly impacted by COVID (73.6% - although this includes children isolated who are accessing home learning.)

Q: How is attendance this year and are absences all related to COVID?

A: CC had seen more sickness this term than in any of the prior 19 years she had worked. This was mainly not COVID related but was a range of illness types including hand -mouth outbreak through to chicken pops and bronchitis. This is thought to be because children have not developed their immune systems because they have been in isolation during lockdown. There has also been an

increase in staff sickness – and in turn agency suppliers of staff have also struggled meaning that some days it has been very challenging to supply nursery provision.

Q: Are attendance targets set for CC?

A: No

Q: How many of the children at CC nursery go on to the main school? And given that more than 25% of the nursery pupils have been absent and not accessing home learning, does this mean that there is a long-tail problem here in terms of the learning and development gaps of children coming into the primary school?

A: Yes. Reception this year has been the most challenging year in memory and the picture is similar across the country. The starting point of children’s capabilities in terms of behaviour, learning, understanding, ability to make friends and share has been adversely affected so that the Reception had to start at a very low baseline.

2 members of staff have had specialist training (Talk Boost) designed to be delivered from the Spring term in supporting children who have more significant gaps in their communication skills.

Premises issues: LA has carried out some temporary remedial work on the premises, but more work is required on a replacement boiler and on the roof. Governors were thanked for their support in getting LA to carry out works. Redevelopment works have taken place in the playground which now provides excellent facilities and learning opportunities for children.

Admissions/Vacancies: The figures in the report show some vacancies in the older age grouping (Forest Room) as the school always has to hold some vacancies until January of each year by which time more children from the younger aged class (Garden) will have reached age 3 and thus able to move up a class. In January the nursery will be more or less full.

Q Can you update us about high levels of SEND pupils?

A: In the Forest Room 4 children have been formally identified as having SEND needs and 2 or 3 pupils’ needs are being investigated. In addition, many (more than 8) referrals are being made in respect of speech and language delays. In the Garden Room (ages 1-3) staff are investigating the needs of the children and making a significant number of referrals for assessment as several are presenting with SEN needs. In time it is expected that some of those children will be given EHCP plans. Until that point there is limited additional funding (e.g., to provide further staff cover) provided to the school.

Q: Who is the school referring the children on to and what are the waiting times for referrals and the provision of support to children?

A: Waiting times are typically 18 weeks for the Community Paediatric Service and 16 weeks for initial assessment in Speech and Language, with a further 2 or 3 months wait to be assigned to a group. The CC is not able to make any direct referrals except to Speech and Language. Top up funding for children in the 1-3 years group appears in practice to be capped on the basis that the child has medium level requirements which is not always the case. This impacts funding.

Q: How can the school turn the RAG report levels in relation to Progress and Attainment and Safeguarding on the last page of its report from orange alert to green and what steps is it taking?

A: We anticipate that during the course of the year we will be able to convert these areas in the report to green. Interventions such as the Talk Boost strategy will assist. Regarding safeguarding – senior staff are working closely with the family support team and putting together support plans for identified vulnerable families and more staff safeguarding training has been delivered.

Governors thanked CF and AW for their comprehensive reports and would let them know in due course who was their new governor lead following the resignation of TM.

Action SW to include on next Agenda – allocation of Governor lead for CS.

6.3 Update on Broadwaters Extended Schools Service (BESS) - (Breakfast club and after school provision.)

Statistics could be presented at the next DD focused FGB. Action DF

Key points presented by DF were that:

- Numbers at clubs were increasing and expected to rise when COVID position improved.
- All pupil premium children are allocated their own choice of club per term. It may be decided to offer an additional club to pupil premium children targeted at the area where staff considers the child is likely to benefit the most and where the pupil premium funding would have greatest impact .
- Magic breakfast – was offered as a free breakfast for KS2 from 8.20 am
- Paid breakfast – about 30 pupils currently attending – from 7.45am
- Parents survey – **This would be an agenda item for the next CC focused FGB**
- 30 parents attended virtual open morning with 30 more accessing the recording later. Approximately 80 families were shown round the school on tours. The Willow School was trying to see as many families as possible ahead of the admissions deadline of January 15th for reception classes and in view of the competition amongst schools for pupils.
- New school website to be launched in January
- Low attendance at parent workshops (e.g. reading) – this offer needs to be reviewed.
- HT completes a termly zoom update for parents.
- The building works on the Broadwater Farm and their timing is always an issue which is raised by prospective parents viewing the school.

Q: Have we made any public statements been made about the building works?

A: Homes for Haringey have been doing presentations to the existing parent community. Thought will be given as to whether and how this can also be offered to prospective parents – to provide reassurance as to how involved the school is in the planning for the building works to minimize impact on children.

Q: How do you manage BESS to best mitigate COVID risks?

A: We try to keep KS1 and 2 separate – but there are currently no bubble requirements for schools. If anyone gets COVID we identify the pupil's close contacts are and then they follow up and contact parents accordingly.

6.4 Update on wellbeing and parental engagement (verbal – EP)

Post the Ofsted inspection plans have focused particularly around the curriculum, but SLT are also working on increasing awareness of well-being and the support available. A 7 member well-being team has been formed and a well-being plan is being formalized.

The school has carried out an audit of need across the school and the well-being team is triaging pupil needs and carrying out assessments, observations, parent phone-calls etc. Individual wellbeing plans (previously behaviour management plans) have been created for pupils to ensure that there is a consistent approach by all staff. Families are being involved and sometimes this includes home visits. The new system is working well. Additionally, every pupil has a separate plan which looks at their safety needs and sensory needs.

The school has a new software system called [Sleuth](#) which is a tool for tracking student behaviour and their personal and social development which, once embedded, is expected to provide data which will help support the development needs of individual children and track trends in their behaviour. This could be demoed next time there was a CS focus meeting.

4 CPD sessions for Brook staff were recently held in conjunction with the local Public Health entity, Anchor Approach, focusing on wellbeing of the children.

In terms of parent engagement, the Brook had completed all early days reviews, with most carried out face to face and had also met all new parents.

The staff would focus further on EHCP. The LA is working on improving EHCP quality and timeliness and this will have implications for school practice as the LA is working towards co-production. The Brook will continue to offer a blended approach for parents to ensure statutory requirements are met and will be instrumental in the rewriting of EHCPs at transition stages.

The school's EYFS (early years) lead has led workshops for parents on feeding, sleeping and toileting and a further parent workshop to be delivered by educational psychologists is planned for Spring. A 7-session workshop on autism is also planned. Other training initiatives are being pursued.

Governors thanked EP for his verbal report and for all of the initiatives on wellbeing and parent engagement.

7 Governor Visits, Development and Training

- a) To receive any reports from governors who have undertaken monitoring visits to the school
- b) To receive reports from any link governors
- c) To receive feedback from governors who have attended training courses since the previous meeting
- d) To consider governor training for 2021/ 22

Governors were reminded about the virtual training on OFSTED inspections on 14 December.

8 Head Teachers' Performance Management

These will take place in the coming week and 3 governors will attend each of the meetings.

MF also reported that the Pay Committee Meeting had taken place and head teacher pay recommendations had been approved.

9 Any Other Business

DF played the new Willow School promotion video to governors which was very well received.

10 Date of Next FGB Meeting: Tuesday 25 January 2021 at 9.30 am – virtual

.....
Signed _____ date _____
Marilyn Francis
Co Chair of Governors

List of agreed actions

Item	Action and owner	When
3	MF to discuss the role of Vice Chair with KJ outside of the meeting	Before next FGB
4	DWF to produce a premises report listing property issues and progress required/timelines	Before next FGB
6	DF to circulate to governors a list of funders/donors/sponsors and expiry dates of funding	Before next FGB
6.2	SW to include on next agenda allocation of Governor lead for CS	Before next FGB
6.3	Statistics relating to BESS (Breakfast club and after school provision) to be presented by DF at next CS focused FGB	Next CS focused FGB
6.3	DF to include parents survey in next CS focused FGB	Next CS focused FGB

BROADWATERS INCLUSIVE LEARNING COMMUNITY (BILC)

VIRTUAL MEETING OF THE FULL GOVERNING BODY

with focus on FPP

3 February 2022, 9.30am

Minutes

Governor	Initials	Type	Role/Link	Expiry	Attendance
Marilyn Francis	MF	Co-opted	Co-Chair	31/8/22	Y
Nina Cromwell	NC	Co-opted		7/7/24	N*
Marva Rollins	MR	Co-opted		11/12/23	N*
Dawn Ferdinand	DF	Head Teacher	HT –The Willow	Ex officio	Y
Maureen Duncan	MD	Head Teacher	HT-The Brook	Ex officio	Y
Kanupriya Jhunhunwala	KJ	Parent		8/12/23	Y
Vacancy		Parent			-
Jessica Burke	JB	Staff-Brook		15/9/24	Y
Lorna Wright	LW	Staff-Willow		9/11/25	Y
Andrew Willett	AW	Local Authority		18/01/25	N*
Nofer Fari	NF	Co-opted	Co- Chair	24/5/25	Y
Duwan Farquharson	DFQ				Y
Sukina Campos	SC	Associate Member		24/9/25	N*
Sarah Harris	SH	Associate Member			N*
Edward Putnam	EP	Associate Member		24/9/25	N*

Y present.

N absent (no apologies)

N* absent (apologies sent)

Others Attending	Initials	Role
Sally Willcock	SW	Clerk

PART 1 PUBLIC MATTERS

1 Welcome / Introductions and Apologies for Absence

MJ welcomed governors and extended a warm welcome to new staff Governor LW.

Apologies for absence were as stated above and were accepted. It was noted and very much appreciated that, although unable to attend the meeting AW, had considered the finance and property documents circulated to governors in advance of the meeting at length and had fed back questions and comments in advance of the meeting.

2 Declarations of Interest, Pecuniary or otherwise in respect of items on the Agenda

None.

3 Governance

3.1 Appointment of a Vice-Chair -deferred to next FGB Action: MF and Clerk

3.2 Allocation of Governor Lead for CS and for Pupil Premium – deferred to next FGB: Action: MF and Clerk

3.3 Governors Day

Due to diary clashes it was agreed that this be rescheduled to Tuesday 15th March 2022.

Governors noted that parent Governor, Tahnia Shabnum, had resigned from the governing body. Governors wished to record their thanks to her for all her hard work and commitment to the school and sent their good wishes to her. MD was planning for the election of a new Parent Governor.

Action: HTs to propose a programme for Governor Day, which when finalized, was to be shared with governors.

4 Minutes for the previous Meeting

The minutes of the previous meeting of the FGB on 12 December 2021 were approved as being an accurate record and were to be signed by the Co-Chair and passed to the school for filing at the earliest opportunity.

5 Matters Arising

Agenda Item	Action and owner	When	Status update for Jan FGB
3	MF to discuss role of Vice Chair with KJ outside of meeting	Before next FGB	Deferred to next FGB
4	DFQ to produce a premises report listing property issues and progress required/ timelines	Before next FGB	Part complete- see Premises Issue Report at item 6 – a further strategic report to be prepared – see item 6 of the main agenda below
6	DF to circulate to governors a list of funders/donors/sponsors and expiry dates of funding	Before next FGB	Action: DFQ to liaise with AW / to provide this information and move to the Finance working party meeting.
6.2	SW to include on next agenda allocation of Governor lead for CS	For next FGB	Done
6.3	Statistics relating to BESS (Breakfast club and after school provision) to be presented by DF at next CS focused FGB	For next CS focused FGB	Clerk to action as forward item 24 May FGB
6.3	DF to include parents survey in next CS focused FGB	For next CS focused FGB	Clerk to action as forward item 24 May FGB

6 Financial Reports: (KP/DWF)

KP reported to Governors that the Finance Working Party had had regular meetings and exchanged detailed correspondence on the school's finance. Both schools were required to file by the end of March the SFVS which required approval from governors and AW had put in a lot of work with DFQ to finalise the wording of the SFVS and this work was continuing.

Due to the impact of COVID the school was incurring a lot of additional expenditure, especially on staff and the Brook had overspent against the budget. However, significant measures had been put in place to reduce costs and with a view to recovering as far as possible from the overspend by financial year end. The Finance Working Party was also working on a system which would trigger earlier reporting to the Governing Body of overspend and which would be linked to the Scheme of Financial Delegation.

The Willow and Children's Centre School Budget Report December 2021

DFQ took governors through the **Willow School Budget Report December 2021** which summarised the school's financial accounts for the period between 1 April 2021 and 31 December 2021.

Points of highlight included:

- Cash balance available to the school as at 31 December 2021, after reconciliations was £26.4K.
- The school had secured a loan as a cash buffer from the LA – and the repayment of this is accrued in the accounts.
- The school has received 76.8% of its total income and had spent 85.2% of its total expenditure budget.
- The costs of covering long term sick leave of 2 members of staff and property maintenance costs and increased staff costs as an impact of COVID were flagged as a risks.
- A year-end balance of £92.5K was projected.
- The school has spent 2% of total revenue income more than budget, equating to approx. £92.2K.
- The Financial Working Party was putting in place a system which would trigger a requirement to report to governors on any spending exceeding the budget by 0.5% (precise figure to be determined)
- The school was currently incurring staffing expenditure above the range provided for in its three-year budget strategy (but its non-staffing expenditure was below the range).
- Governors approved the management accounts for the 9-month period ending 31 December 2021.

The Brook School Budget Report December 2021

DFQ took governors through the **Brook School Budget Report December 2021** which summarised the school's financial accounts for the period between 1 April 2021 and 31 December 2021.

Points of highlight included:

- Significant concerns relating to cash flow were flagged in the Executive Summary. The school had used up most of its reserve to balance its 2021/22 budget.
- The school has received 80% of its total income and has spent 80% of its total expenditure budget
- The school is currently overspending on premises and staffing for the reasons set out in the report – and which in relation to staffing related principally to additional costs incurred in keeping the school open through the COVID pandemic.
- The school is owed £245.6K - largely relating to Out of Borough SEN Top up funding – most of which income it expects to receive before 31 March 2022.
- A year-end balance of £7954 was projected – subject to assumptions set out in the report

- The school had implemented measures that reduce its cover staffing cost in order to maintain the projected percentage of total revenue income spent on staffing expenditure.
- The increase in salaries has put the 3-year projected budget in a deficit which deficit could increase further if the school continues its current trajectory on salary expenditure.
- The Head and SLT are currently working with the Financial Working Party to formulate a strategy which will involve a reorganisation (sessional & fixed term staff) in the second half of the next financial year to enable a balanced budget to be achieved the next financial year. The FWP would report back to governors on this at the FGB in April.

Action: DFQ to report to Governors on The Brook reorganisation strategy – FGB April 2022.

Q: Why has income dropped in the projection of 2022/23 compared to 2021/22?

A: Some of this (100K) relates to the fact that it is not known how long the LA financing of play schemes will continue.

Q: What about the rest of the income drop?

A: Action: DFQ to provide this information by follow up email to governors.

Premises

DFQ referred governors to the Premises Issue Report, circulated to governors in advance, and which provided a listing of 76 issues. A more strategic report was being prepared.

DFQ highlighted some key aspects including issues with the external doors, access on the gate and fire door issues. DFQ had a site visit with LA contractors in the next week and would continue to challenge them as to why the LA was proposing only to rectify 7 (and not all) the doors.

MF referred to the recent letter she had written to the LA requiring them to complete the work so that the school could remain open following the Easter break because of the potential fire risk.

Action: MF to arrange the planned follow up meeting with the LA for a week or two after the site visit above. DFQ to attend LA meeting and MF to liaise with AW to see if he was able to attend.

Action: DFQ to prepare a strategic report on the premises to include accurate costings so that governors could take a risk-based approach to prioritization of work – this will be signed off with the budget approving FGB (26 April).

FWP recommended that governors agree the accounts for both schools for the 9-month period ending December 2021 for submission to the LA. Governors agreed both sets of accounts for the Brook and The Willow School.

DFQ reported on other actions being carried out by the Finance Working Party (due to next meet in March 2022) summarised as follows:

- Trigger threshold value for reporting overspend or underspend of budget to be put into the Scheme of Delegation so that this would require a report to Governors.
- Operational Risk Assessment– The FWP to agree appropriate levels of risk after which a report to FGB should be made (mostly premises, some staff)
- FWP to review the new draft budget and assess the costs of the Pandemic against it
- FWP to review some of the high value contracts/costs
- FWP to consider expenditure of capital income.
- Update demographic forecast for more accurate budget planning.

Action: DFQ/KP: The proposals and recommendations of the FWP on the above areas to be communicated to the rest of the governing board at next FPP -focused FGB

SFVS

DFQ referred governors to the draft SFVS for each of the schools – which was effectively an assurance check of the schools intended to ensure good governance – and which also included some recommendations which had been identified for improvement. AW had been through the draft documents in detail with DFQ. The documents for each school were very similar except in respect of one or two questions. Some additional actions had been added to the SFVS which had been uploaded to GovernorHub as the FWP, whilst being satisfied that the schools had good financial governance, had identified further areas of improvement.

Action: DFQ to upload latest versions of the SFVS documents to GovernorHub as soon as possible.

The FWP recommended that governors approve the SFVS for each school. Governors agreed each of the SFVS in principle, and it was further agreed that governors had until 11th February 2022 to email DFQ any comments or queries after which the SFVS documents approved by the FWP in relation to both of the schools would be taken as approved by FGB.

DFQ referred governors to the template for recording related party transactions. There was one unsubstantial related party transaction to include in the copy to be filed.

Q: Are the schools likely to receive more money from the LA for holiday schemes?

A: We don't currently know how much money will be allocated. We have previously accommodated 95 children. It was understood that the LA would be offering the same level of funding as last year which would enable the school to offer Easter, Summer and Christmas holiday schemes. The Willow would be running a holiday scheme over 3 days of half term, providing breakfast, activities, and lunch.

Teacher salaries – Payment amounts at each level have been frozen (although the usual progression continues). There will be a 1.85 increase in NI costs which means that the budget will be very challenging.

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- **Summer Holiday Fund update** (deferred from actions from July 2021 FGB)
This item may have been previously fully dealt with or was otherwise superseded –
Action: MF to consider.
- **Scheme of Delegation** (for review and agreement by governors)
Action: DWF/SW deferred to next FPP FGB on 26th April 2022
- **GDPR/FOI/Communications** (deferred from September 2021 FGB meeting)
Action: DWF/SW deferred to next FPP FGB 26th April 2022.
- **Arrangement for agreeing budget 2022/23**
This would be very challenging but was being worked on within the FWP and would come for Governors' approval at the FPP focus FGB on 26th April 2022.

7 Admissions update

It was noted that admissions numbers were key for feeding into the budget.

The Brook

Governors noted that pupil numbers this year were 122 but were expected to be 121 next academic year. This is full More children are moving schools but there is a long waiting list for the Brook which is

confident it will be full. Next year's pupils will include 1 out of borough pupil who will be covered by full funding of £34,000. The school will receive £10,000 base funding and £24,000 top up for Haringey pupils. Governors noted that the Brook is in discussions with the LA about top up funding as there is a concern that the school is not being adequately funded to cover the costs of children with serious behaviour issues. This is the impact of blanket banding of special needs.

The Willow

The school faces ongoing challenges in trying to fill classes as families move away – particularly where there are spaces further up the school. It was a demographic issue Borough-wide. The school was doing well relative to other schools.

8 School Term Dates 2022/23 – headteachers –

Action Clerk: to be deferred to next FGB

9 Review of Policy Schedule (MF/ DWF) NB Uniform policy –

Action Clerk: Review of Policy Schedule to be deferred to next FGB.

Action DF to circulate to Clerk/ Co-Chair Uniform Policy – to be included for approval at next FGB.

10 Chair's Items

None.

11 Governor Visits, Development and Training

- a) To receive any reports from governors who have undertaken monitoring visits to the school
- b) To receive reports from any link governors
- c) To receive feedback from governors who have attended training courses since the previous meeting
[OFSTED training slides have been added to Governorhub.
- d) To consider governor training for 2021/ 22

Governors discussed that now that most of the COVID restrictions had fallen away, there was a need to reestablish Governor visits, albeit that there have a limited number of visits this year.

Q: Have any recent School Improvement Adviser Reports come through?

A: MD: has a current draft which is being quality assured.

DF: A report was produced in the Autumn Term

Action: HTs to upload/ provide to Clerk/Chair to upload School Improvement Adviser Reports to GovernorHub.

12 Any Other Business

- **Governor approval of Willow and Children's Centre website**

<https://thewillow.haringey.sch.uk/>

Governors approved the site and were impressed with its contents and thanked the HT.

13 Date of Next FGB Meetings:

- **Tuesday 22 February 2022 at 5.45 pm-TLS Brook – virtual**
- **Tuesday 15 March 2022 – Governors Day 0830am - 1pm with lunch in the school including TLS – Willow**
- **Tuesday 26 April 2022 – FPP – 6pm – face to face tbc**

- **Tuesday 24 May 2022- CS – face to face – 6pm tbc**
- **Tuesday 14 June 2022 – TLS Willow and Brook (written reports) – 6pm virtual tbc**
- **Wednesday 13 July 2022 – Governor Business and social – face to face – venue to be decided tbc**

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 Signed
 Marilyn Francis
 Co-Chair of Governors

date

List of agreed actions:

Agenda Item	Action and owner	When
3.1	Appointment of a Vice-Chair -deferred to next FGB Action: MF and Clerk	Before next FGB
3.2	Allocation of Governor Lead for CS and for Pupil Premium – deferred to next FGB: Action: MF and Clerk	Before next FGB
3.3	HTs to propose programme for Governors Day, which when finalised was to be shared with governors	Before next FGB
5 and 6	DFQ to prepare a strategic report on the premises to include accurate costings so that governors could take a risk-based approach	Ahead of budget-approving FGB on 27 April 2022.
5	DFQ to liaise with AW for clarification of requirements and to circulate to governors a list of funders/donors/sponsors and expiry dates of funding	Move to the Finance Working Party meeting and provide update at FPP focus FGB 27 th April 2022.
6	DFQ to report to Governors on the Brook reorganisation strategy	FGB 27 April 2022
6	DFQ to email Governors details of why the income projected for 2022/23 was significantly lower than income for the current year.	As soon as was practicable
6	MF to arrange a follow up meeting with the LA to discuss timings of premises work for a week or two after the LA site visit regarding fire doors.	As soon as was practicable
6	DFQ/KP The proposals and recommendations of the FWP on the areas identified in the above minutes as being discussed to be communicated	FGB 26 April 2022

	to the rest of the governing board at next FPP - focus FGB	
6	DFQ to upload latest versions of the SFVS documents to GovernorHub as soon as possible.	ASAP
6	MF to consider whether agenda item School Holiday Fund update has been dealt with (action carried over from July 2021)	
6	DFQ/SW Review and approval of Scheme of Delegation deferred to next FPP FGB on 27 th April 2022	FPP FGB on 26 th April 2022
	GDPR/FOI/Communications (deferred from September 2021 FGB meeting) - deferred to next FPP FGB on 27 th April 2022.	FPP FGB on 26 th April 2022
8	SW/headteachers School Term Dates 2022/23 – Headteachers -deferred to the next FGB	Next FGB
9	MF/DFQ/SW Review of Policy Schedule to be deferred to next FGB	Next FGB
9	DF to circulate to Clerk/ Co-Chair Uniform Policy to be included for approval at next FGB.	Next FGB
11	HTs to upload/ provide to Clerk/Chair to upload School Improvement Adviser Reports to GovernorHub.	ASAP