

# BROADWATERS GOVERNING BODY

## MINUTES OF THE FULL GOVERNING BODY MEETING

Held at 6pm on 19 October 2015 at BILC



<b>Co-opted Governors (6)</b>	<b>Head Teacher Governors (2)</b>	<b>Parent Governors (4)</b>
Jason Beazley*	Dawn Ferdinand *	Vacant
Marilyn Francis (Chair)*	Margaret Sumner*	Chris Le May
Toni Mallett*	<b>Staff Governor (1)</b>	Mohamed Lahmil
Isabel Manley*	Kehinde Ogunlabi	Vacant
Hugh Williams*	<b>Co-opted Staff Governors (3)</b>	<b>Associate Members</b>
Robert Singh*	Helen Gatenby*	Edyta Ballantyne (W)
	Tom Laverty	Natasha Beckles (W)
	Vacant	Bal Dulay (B)
		Duwan Farquharson (W)*
<b>Co-opted Governor Children's Centre (1)</b>	<b>Also present:</b>	Cherri Fox (W)
Yoneaque Wright	John Chilton (Clerk)	Hannah Gibson (B)
<b>Local Authority Governor (1)</b>		Sarah Harris (W)
Vacant	<i>*denotes governor/associate member present</i>	Jennifer Smith (W)

The terms of office of all Governors cease on 1 September 2016, coinciding with the Governing Body's Instrument of Government.

## PART 1

### 1 Welcome and Apologies for Absence

- 1.1 The Clerk welcomed everyone to the meeting. Apologies for absence were noted from Chris and Tom. Helen Gatenby would join the meeting later at the end of parents evening.
- 1.2 The Clerk reminded the meeting that there were four vacancies on the Governing Body leaving 14 Governors in post which meant the quorum was 7. Noted that the meeting was quorate.

### 2 Declarations of Interest, pecuniary or otherwise, in respect of items on the agenda

- 2.1 There were no declarations of interest in respect of items on the agenda.

### 3 Governors Register of Interests

- 3.1 Signed Governors register of interests forms were passed to Duwan. Under a new regulation these would have to be published in summary form on the Schools' websites.

#### **4 Election of Chair and Vice-Chair**

- 4.1 **AGREED** - That the period of office of Chair and Vice-Chair should be for one year - up to the date of the first meeting of the Governing Body in the Autumn 2016 term.
- 4.2 **AGREED** - To elect Marilyn Francis and Hugh Williams Chair and Vice-Chair of Governors respectively.

#### **5 Membership of the Governing Body and Committees and link Governors**

- 5.1 The Chair reported the resignation of LA Governor Martin Sher from the Governing Body and moved a vote of thanks for all his work for the Schools, which was **AGREED.** **ACTION** - Clerk
- 5.2 There were also vacancies for a Willow Parent Governor, Brook Support Staff Governor and Brook Parent Governor. The Willow had sought nominations for a Parent Governor but none had come forward.
- 5.3 The Clerk had reviewed the Governing Body's skill set and advised that the Governors should seek to strengthen expertise around accountancy and health.

**NOTED** 1) that The Finance Premises and Personnel Committee had not be able to appoint a Chair at its meeting on 14 October 2015. As the appointed Vice-Chair, Chris had agreed to lead on the Committee until a Chair could be appointed.

2) that the Teaching, Learning and Standards Committee had appointed Hugh and Isabel, Chair and Vice-Chair respectively.

3) That the Community Service Committee had appointed Toni as their Chair but had not appointed a Vice-Chair.

4) That both Head Teachers would seek parents willing to serve on the Governing Body (and in particular TLS Committee).

4) That at its meeting on 14 October, the Finance Premises and Personnel Committee had reviewed its terms of reference and suggested a minor amendment to clarify its role in relation to the implementation of School Improvement Plans and Post Ofsted Action Plans. The Committee recommended the deletion of the following paragraph from Section 10 of its Terms of Reference;

##### **"Development and Improvement Planning**

- a) Contribute towards and monitor the School Improvement Plans and Post Ofsted Action Plans in respect of personnel issues"

- 5.4 **AGREED** - 1) to inform the LA that the Governing Body was seeking a Governor with a financial/accounting background and to seek assistance from the LA in finding a Governor with a health services background. **ACTION** - Clerk

2) to appoint a Panel to carry out the Head Teachers' Performance review comprising Marilyn, Hugh and Jason. **ACTION** - Chair, Vice Chair and Jason

3) to appoint Marilyn and Toni to the Finance, Premises and Personnel Committee.

4) the Finance, Premises and Personnel Committee's amended terms of Reference.

## 6 Broadwaters Governors Code of Conduct

- 6.1 **AGREED** - the amended Code of Conduct which was signed by all Governors present and retained by the Clerk. Clerk to get all Governors to sign.  
**ACTION** - Clerk

## 7 Minutes of Proceedings (9 July 2014)

- 7.1 The Minutes of the meeting held on 9 July 2015 were reviewed and agreed as accurate and duly signed by the Chair. One copy of the signed minutes was retained by the Clerk and the other passed to Margaret to be kept at the Brook School for reference by both schools.

## 8 Matters arising from the Minutes

- 8.1 Item 4.3 - Schools' Web Sites - Hugh reported that he had not completed this task. Dawn had done it for the Willow. Dawn offered to help Marilyn with the Governors' impact statement.  
**ACTION** - Hugh, Marilyn and Dawn
- 8.2 Item 4.4 - Toni reported that she still hadn't been invited to a meeting of the Wellbeing Committee. Head Teachers confirmed that she would be shortly.  
**ACTION** - Head Teachers
- 8.3 Item 4.5 - Noted that the audit of free school meals was still outstanding. Governors wanted to ensure that pupils were being registered for free school meals because of the implications this had for the pupil premium grant. Agreed to refer this to FPP.  
**ACTION** - Bal
- 8.4 Item 4.7 - Noted that there were just 3 DBS forms outstanding.  
**ACTION** - Bal to chase.
- 8.5 Item 5.1 - Noted that the Chair's letter to the Cabinet Member concerning the closure of Children's Centres had not been sent. The School had responded to the Consultation and an acknowledgement had been received from the LA.

## 9 Committee Meetings - recommendations for consideration

- 9.1 Finance Premises and Personnel Committee - 12 October 2015. Governors considered the report of the Committee following its meeting on 12 October. Jason had reviewed the Finance Policy for the Willow and Broadwaters Children's Centre and the Scheme of Delegation for the Willow and Broadwaters Children's Centre and both documents were recommended for the approval of the Governing Body.
- 9.2 A Governor **expressed concern** at the number of Willow pupils with special educational needs. Dawn reported that the estimated additional cost of providing the necessary support for these pupils was £298K pa and a Governor **asked** what the impact of these numbers was on the school as a whole. Dawn replied that she would be monitoring performance data for the school very closely but she anticipated that achievement levels at the school would be held back as resources were increasing focused on SEN pupils. She was still in discussion with the LA finance team over getting additional resources for the School.

- 9.3 A Governor expressed the view that difficult budget issues should be presented as a best and worst case scenario to give Governors the fullest possible picture. Duwan reported that the School was already working on the 2016/17 budget.
- 9.4 **AGREED** - 1) that the Minutes of the CS Committees on 21 September and the TLS Committee on 28 September 2015 and report of the FPP Committee on 14 October be noted.  
2) the that Finance Policy for the Willow and Broadwaters Children's Centre and the Scheme of Delegation for the Willow and Broadwaters Children's Centre both be approved.

## 10 The Brook Head Teacher's Report

(Helen Gatenby joined the meeting during the consideration of this item - 7.05pm)

- 10.1 The Head Teacher presented her report which had been circulated with the agenda and spoke to key aspects.
- 10.2 A Governor **asked** about the subsequent interviews for SMSAs and was told that although the number of SMSAs had been reduced from 33 to 24, vacancies had arisen, applications sought and interviews had taken place.
- 10.3 A Governor **asked** how the management team, depleted as a result of the deficit reduction plan, managed to find the time to support the development of good special needs practice in mainstream and in other special schools. The Head Teacher replied that this was part of the role of being an outstanding special school. It was important to spread good practice as children with special needs could find mainstream school extremely traumatic. Accepting this the Governor asked whether the School should be charging for this work.
- 10.4 A Governor **asked** if there was a reason behind the reduction in staff sickness. The Head Teacher replied that sick absences did tend to run higher in special schools (for example more lifting related injuries) but there had been a successful initiative on reducing staff sickness absence. In addition a member of staff on long term sick absence had been taken through the HR procedure for managing sick absence. Staff still tended to have a high number of hospital/medical/physio appointments but were being encouraged to book these in their own time.
- 10.5 In relation to the initiative being led by Tom and the Educational Psychologists to formulate a Classroom Profile summarizing the issues/areas which impact on the emotional well-being of children, a Governor **asked** if Governors could receive an impact statement showing how this had helped learning.
- 10.6 Referring to the incidents of challenging behaviour at the School, a Governor **asked** if this was high, average or low for a special school. The Head Teacher said that the Brook tended to be at the high end of the average for special schools. Incidents of challenging behaviour were always more frequent at the start of the year with the new intake but reduced as pupils found their place in their new school. The Brook had however lost a lot of its resources for the baseline work needed to bring pupils to the point where learning can take place as a result of the deficit reduction plan.
- 10.7 A Governor **asked** if it had been possible to get additional funding for this type of work from the Tottenham Grammar School Foundation and similarly had it been

possible to arrange for a part-time school psychotherapist. The Head replied that it had not been possible in either case.

- 10.8 Expressing concern at the reduced resources at the School, a Governor **suggested** that this might be the time for a strategic discussion across all special schools in the Borough. The Head Teacher thought that this was worth considering once the Borough published its Inclusion Policy. The Governor then **asked** whether the new policy would be accompanied by new (additional) funding. The Head Teacher believed there was no more funding available.
- 10.9 The Head Teacher was thanked for her report.

(Helen Gatenby was formally welcomed to the Governing Body and the meeting. Governors introduced themselves.)

## 11 The Willow Head Teacher's Report

- 11.1 The Head Teacher presented her report which had been circulated slightly in advance of the agenda to give Governors more time to read it.
- 11.2 Governor's noted that there was now an obvious pattern of families with children at the Willow moving out of London as a result of changes made to the benefits system by central government. In the longer term there was uncertainty about the future of the Broadwaters Estate.
- 11.3 Noted the pupil attendance at the School was higher than the national average. A Governor **asked** why attendance by pupils with special educational needs was lower. The Head Teacher replied that this was the result of more frequent illnesses and greater number of medical appointments. Attendance at school was not seen as important by British families with low aspirations and more work was needed to reverse this and also engage with Turkish families where school attendance was also low. A Governor **asked** if Housed Travelers were included within the British Group.
- 11.4 A Governor **asked** what the School's approach was to assisting pupils to attain higher levels in Maths. The Head Teacher replied that Maths expected progress was higher than NA but that more than expected progress was below expectation. The Maths lead would be developing a plan to help all pupils to achieve more than expected progress.
- 11.5 A Governor **asked** how support staff were used and the Head Teacher replied that they provided learning interventions and support.
- 11.6 The Head Teacher, supported by the Chair, encouraged Governors to visit the School and look in depth at issues that interested them. She would send out the school calendar plus evaluation opportunities so Governors would know what was going on and plan their visits accordingly.  
**ACTION** - Head Teacher and Clerk
- 11.7 A Governor **requested** more information to be included in the pupil premium report, particularly for it to include figures. Duwan reported that he was working on this.  
**ACTION** - Duwan

- 11.8 A Governors **asked** what was the basis for judging the quality of teaching, delivered by teachers at the School. The Head Teacher replied saying that all judgements about teaching were based on pupil progress data, books monitoring and observed lessons. There was an issue for teachers in as much as they might have to manage four other adults who were in the classroom. As such there was an additional training need for teachers.
- 11.9 A Governor **asked** when the last staff survey took place and was told two years ago and that a pre-Ofsted staff survey was planned. **ACTION** - Head Teacher
- 11.10 Governors considered the future format of Head Teachers' (and other) reports (both Schools) and **AGREED** -
- 1) That the Head Teachers should continue to present an all-encompassing report to the full Governing Body each term (a full report in autumn term and updated in subsequent terms) and apart from these, information reports should be sent out as and when they become available.
  - 2) the Head Teachers' reports will include Appendices and be presented as one report rather than with several documents added.
  - 3) A summary of essential reading to be included at the beginning of the report.
  - 4) The Schools Improvement Plans, including more information on costings, to be approved by Teaching, Learning and Standards Committee and then presented to the autumn term meeting of the Governing Body for approval. Teaching, Learning and Standards Committee to receive monitoring updates on the implementation of the SIP throughout the year.
  - 5) The Schools' Self Evaluation Forms (SEF) to be considered by the Governing Body once a year in Autumn term.
  - 6) Professional development - to be considered by TLS Committee.
  - 7) RAISE on line - to be considered by TLS Committee but copied to all Governors for information.
  - 8) Pupil Premium Grant - proposed spending to be agreed by Governing Body; monitoring of spend and outcomes to be reported to TLS Committee.
  - 9) Annual report on Special Educational Needs Provision to be submitted to full Governing Body.
  - 10) Reports analysing teaching and learning to be submitted to TLS Committee.
  - 11) Annual School Calendar and opportunities for Governors evaluation of aspects of school life and performance to be reported to full Governing Body.
  - 12) Reports on the Sports premium to be submitted to full Governing Body.
  - 13) First Budget to be considered by FPP Committee and agreed by full Governing Body.
  - 14) Broadwaters Inclusive Learning Campus (BILC) Improvement Plan - to be presented to full Governing Body annually.
  - 15) Annual report on CASPA data (Brook School only) to be presented to TLS in autumn term and then circulated to all Governors for information.
  - 17) End of Year Safeguarding report to be presented to full Governing Body.
  - 18) Review of Haringey mental health services - either appended to a Head Teacher's report for information only or sent out as an information report.
- 11.11 A Governor expressed the view that the Governors page on the Schools' websites need greater prominence and better signposting. He also suggested that there should be an Ofsted inspectors' page containing all the documentation that inspectors were likely to request. It was **AGREED** - to form a Governor's focus group to prepare for the prospective Ofsted inspection in the second half of term lead by Robert and comprising Chris, Hugh and Marilyn.

11.12 The Head Teacher was thanked for her report.

## **12 The Brook Improvement Plan**

12.1 Noted that more work was required on the Brook Special School Improvement Plan in view of the Schools' emerging financial situation in 2015/16.

## **13 The Willow Improvement Plan**

13.1 The Willow School Improvement Plan was **AGREED**.

## **14 Attendance targets for both Schools**

14.1 **AGREED** - attendance targets of 96.2% for The Willow and 92.75% for the Brook.

## **15 Policy reviews**

15.1 Noted that new statutory guidance published in July 2015 advised governing bodies to ensure that there are procedures in place to handle allegations against other children.

15.2 Isabel agreed to review the Schools' HR Pay Policies (as this is an annual requirement) and make an appropriate recommendation to the Governing Body.  
**ACTION** - Isabel

15.3 The Chair agreed to review the Schools' safeguarding and child protection policies and procedures (an annual requirement) and make an appropriate recommendation to the Governing Body.  
**ACTION** - Chair of Governors

## **16 Governors visits, development and training**

(See items 18/19 below)

## **17 PREVENT**

17.1 The Chair reported that she would be working with the Head Teachers to complete a PREVENT template for the Schools. Margaret tabled documentation from Leon Joseph – lead for PREVENT in Haringey plus Ofsted guidelines on PREVENT.  
**ACTION** - Chair and Head Teachers

## **18 Governors Conference Feedback and 19 LLC Feedback**

19.1 Jason informed the meeting that he had attended Haringey's annual Governors Conference and attended a session on Network Learning Communities (NLC). He **asked** whether these groups, which encouraged and facilitated learning and best practice between schools, included academies and was told that they did. The LA was suggesting that NLCs should be extended to Governor level with the objective of sharing learning and good governorship practice.

19.2 The Schools were in a large NLC that looked at common themes between schools. Smaller groups had been created to look at specific subject areas such as Maths and Reading. The NLC was also organizing an Inset Day on Communication for

SNAs across the community on 24<sup>th</sup> June 2016. The NLC would be considering how to get Governors involved.

- 19.3 The LA had concluded a consultation exercise on Children Centre provision and it is anticipated that a new Children Centre structure will be in place for April 16.
- 19.4 Jason informed the meeting that he wished to review behaviour in the dining hall.
- 19.5 Isabel was booked into the 2 November course on the new curriculum.
- 19.6 The Chair had attended a course on Safer Recruitment by Strictly Education which she described as excellent and recommended Governors undertake this training.

## **20 Schools Forum**

- 20.1 Governors were reminded that this was an important group which met once a term and determined how delegated funds were allocated. **AGREED** - to nominate the Chair of Governors for the vacancy on the Forum. **ACTION** - Clerk
- 20.2 A Governor suggested that there was a good argument for having two Forums in the Borough; one for the east and one for the west of the Borough. There were also issues around the allocation of the high needs block and at secondary schools issues about schools that would not accept pupils with SEN.

## **21 Federation Status Review**

- 21.1 Governors identified two issues. The (almost) immediate issue of what follows when the Broadwaters Instrument of Governance expires on 1 September 2016 and the wider position regarding the development of other forms of association or joint working between schools, such as academies, trusts, co-operative trust academies.
- 21.2 **AGREED** - to establish a Working Group comprising the Chair, Hugh and the two Head Teachers to review the Instrument of Government and make recommendations to the Governing Body. Working Group also to look at wider opportunities for group governance and to make recommendations on how to take these issues forward.  
**ACTION** – Chair, Hugh and both Head Teachers

## **22 Dates for future meetings**

- 22.1 A schedule of dates for future meetings (Governing Body and Committees) had been circulated before the meeting and was **AGREED**.

Signed.....Date .....

**CHAIR**



<b>Item</b>	<b>Action</b>	<b>By whom</b>
5.1	Vote of thanks for former governor Martin	Clerk
5.4	Seek new LA governor with fin/accounts background and further nomination(s) with health service b'ground	Clerk
6.1	To follow up getting signatures to Code of Conduct	Clerk
8.1	Review schools' websites and governors impact statement	Hugh/Marilyn/ Dawn
8.2	Toni to attend next Wellbeing Committee Meeting	Head Teachers
8.3	Complete free schools meals audit	Bal
8.4	Chase outstanding DBS forms	Bal
11.7	Update pupil premium report to show additional detail and costings	Duwan
11.9	Carry out survey of Willow staff	Dawn
11.11	Establish Governor focus group to prepare for Willow Ofsted	Robert, Chris Hugh and Marilyn
15.2	Review Schools HR pay policies	Isabel
15.3	Review Schools safeguarding policies	Marilyn
17.1	Complete PREVENT template for schools	Marilyn and Head Teachers
20.1	To nominate Chair to fill vacancy on Schools Forum	Clerk
21.2	To establish a working group to review future of Governing Body	Hugh and head Teachers