



# BLANCHE NEVILE SCHOOL FULL MEETING OF THE GOVERNING BODY

17<sup>TH</sup> NOVEMBER 2021 AT 6:00PM VIA ZOOM

## AGENDA: PART 1

NUMBER	ITEM	NUMBER OF PAPER, IF PROVIDED
1	Welcome/Introductions and Apologies for Absence	
2	Declarations of Interest, pecuniary or otherwise in respect of items on the agenda; completion of the Annual Register Form.	
3	Minutes from Previous Meeting of and Matters Arising	1
4	Governing Body Membership:	
5	Headteacher's Report	2
6	Review terms of reference of committees • Resources • Safeguarding • Teaching & Learning • Pay Committee (Meeting 25.11.2021)	3
7	Reports from Committees • Resources • Safeguarding • Teaching & Learning	4
8	Appointment of Pay Committee	
9	Safeguarding a) Arrangements for checking of Single Central Record c) KCSIE: Annual update for Governors/Annual Declaration by Governors.	5
10	Finance Update Summary of the school's in-year financial position to date.	6
11	Setting of pupil performance targets	
12	Objectives for the governing board for 2021/2022	
14	Consideration of Policies & Key Documents by the Governing Body	7
15	Governor Visits and Link Roles	

<b>16</b>	Chair's items	
<b>17</b>	Governor training	
<b>18</b>	Any Other Business	

**BLANCHE NEVILE SCHOOL**  
**MINUTES OF FGB MEETING PART 1**  
**HELD ON 17<sup>th</sup> NOVEMBER 2021 AT 6:00PM**  
**(VIRTUAL MEETING VIA ZOOM)**

<b>Parent Governors (2)</b>	<b>Term Expiry</b>	<b>Also Present</b>
Alison Miles*	04/12/22	Kathryn McCarthy (Head of School, Primary)
Uzma Naseer*	17/11/24	Deborah Lissowski, School Business Manager (did not attend Part 2)
<b>Staff Governor (1)</b>		Jo Davey, Interim Executive Headteacher
Laila Doobeh*	11/12/23	Emma Smith: BSL interpreter (did not attend Part 2)
<b>LA Governor (1)</b>		Rob Chalk: BSL interpreter (did not attend Part 2)
Tarhe Ibehre+	06/10/24	Sam Murray, Cover Clerk
<b>Co-Opted Governors (6)</b>		
Nina Morgan*	07/02/21	
Ruth Griffiths (Chair)*	05/12/21	
Lucia Glynn*	23/04/23	
Richard Bartholomey*	17/11/24	
2 vacancies		
<b>Associate Governors</b>		
Emily Troddyn+	01/10/23	
Emily Brooks*	23/03/25	
<b>Head Teacher</b>		
Heulwen Rees+	<i>ex officio</i>	

\*attended +absent with apologies ^absent without apologies

<b>NUMBER</b>	<b>ITEM</b>
<b>1</b>	<p><b>Welcome; Introductions and Apologies for Absence; Declarations of Interest, pecuniary or otherwise in respect of items on the agenda</b></p> <p><b>1.1</b> The Chair welcomed everyone to the meeting and introductions were made. The Chair welcomed Kathryn McCarthy as Interim Head of Primary School, Laila Doobeh as Deputy Head and Jo Davey as Interim Executive Headteacher.</p> <p><b>1.2</b> Apologies were received and accepted from Emily Troddyn and Tarhe Ibehre.</p> <p><b>1.3</b> No declarations of interest were made. Governors were reminded to complete their annual entry in the register of business and pecuniary interests and to return their completed form to DL at the school as soon as possible.</p> <p><b>Action: All governors to complete the register of business interests form and return to the school</b></p>

2	<p><b>Minutes from Previous Meeting of 7<sup>th</sup> July 2021 and Matters Arising</b></p> <p><b>2.1</b> Governors <b>approved</b> the minutes of 7 July 2021 as an accurate record - they have been uploaded to Governor Hub.</p> <p><b>2.2</b> There were no matters arising from the minutes of 7 July 2021.</p> <p><b>2.3</b> All actions from the minutes are in hand or agenda items for this meeting.</p>
3	<p><b>Governing Body Membership:</b></p> <p><b>3.1</b> Governors considered the current membership and noted that:  NG's current term of office ends in February 2025.  LG will review her work and home circumstances in the summer term 2022 to decide whether to continue as a governor beyond this academic year.  RG's current term of office as a Co-opted governor ends on 4 Dec 2021.</p> <p><b>3.2</b> Governors considered RG's re-appointment and unanimously <b>agreed</b> to re-appoint RG as a Co-opted governor from 17 Nov 2021. RG added that she will consider her position as a governor and chair in the summer term 2022.</p> <p><b>3.3</b> Co-opted governor vacancies had been advertised on the website and on the Blanche Neville social media pages but there had been no response. Governors noted that the BSL link was not working over the summer. This link should be fixed and readvertised.  <b>Action: Readvertise co-opted governor vacancies with a working BSL link</b></p> <p>Governors also discussed how they could attract more deaf or deaf-aware governors and <b>agreed</b> that recruiting people who could only participate in meetings virtually would be acceptable.</p>
4	<p><b>Headteacher's Report</b></p> <p>The report prepared by JD, KM and LD was shared with governors ahead of the meeting. Governors thanked staff for the detailed and informative report. JD highlighted key parts of the report as follows:</p> <p><b>4.1</b> Pupil numbers – Pupil numbers are ok but the school is not full. Data shows that most pupils are from Haringey. Admissions from Barnet are low and this will be explored to ensure that Barnet still view the school as an option for their pupils.</p> <p><b>4.2</b> Pupil attendance – Figures for this term are low but staff are monitoring attendance and following up with individual students and families to explore reasons for any non-attendance.</p> <p><b>4.3</b> Pupil banding – Governors received data on banding for pupil funding. JD commented that the banding makes a big difference to resources and it's important that pupils are placed in the right bands to avoid the school topping up shortfalls in funding. Governors noted the outcome of the Ofsted joint area SEND inspection in Haringey.</p> <p><b>4.4</b> Pupil premium numbers – Figures show a reduction in PP numbers. The school is communicating with families to ensure all those eligible are claiming free school meals.</p> <p><b>4.5</b> Staffing update – The school is almost fully staffed. There are some outstanding</p>

	<p>vacancies in the primary school and recruitment is ongoing but KM is working hard to ensure that this doesn't impact the children's learning.</p> <p><b>4.6 School Development Plan Self Review, Evaluation and Development Priorities 2021-2022</b> - Governors had received a copy of the draft school development plan (part of Headteacher's report). JD noted that there is still some work to do on specific subject areas but outlined the priorities set out in the document and noted that some are carried forward from last year but should be completed by Spring 2022.</p> <p>RG commented that she had discussed the draft plan with senior leaders and believes that this is the right development plan for the school and that it reflects the importance of the curriculum and pupil progress.</p> <p>Governors discussed the benefits of being an all-through school in terms of progression through the curriculum and in helping pupils transition smoothly from primary to secondary. Governors noted that primary school staff must also have in depth curriculum subject knowledge. KM outlined to governors work currently taking place to develop this approach across the school. KM is preparing a discussion document that will be shared at the Resources Committee.</p> <p>Staff have attended training on the curriculum and how Ofsted will inspect this area. The school are developing middle leaders to distribute leadership and to support the retention of skilled staff.</p> <p>Governors commented that they want a SDP that distils their vision and ethos for the school and ensures a whole school culture of safeguarding. JD assured governors that senior leaders will work to ensure that through the curriculum and school activities, all pupils will know how to keep safe and what to do if they are worried.</p> <p>Governors <b>agreed</b> the priorities set out in the document. Senior leaders will create the final plan based on this draft.</p> <p>Governors thanked senior leaders for the report which gave a good overview of all the many activities taking place in the school to support the learners.</p>
5	<p><b>Review terms of reference for committee</b></p> <p><b>5.1</b> Governors received and <b>agreed</b> terms of reference for the following committees which had been reviewed for 2021-22: Resources Committee; Safeguarding Committee; Teaching &amp; Learning Committee; Pay Committee.</p> <p>RG noted that some improvements could be made to the consistency of the documents and that RG/RB and senior leaders will work on this.</p>
6	<p><b>Reports from Committees</b></p> <p><b>6.1 Resources committee:</b> The Chair commented that the minutes from the last meeting had been slow to arrive and would like committee chairs to work with a professional clerk to ensure that committee reporting functions smoothly.</p> <p>NJ gave an update on the Resources meeting held on 14.10.2021 which had considered the school's budget position, the Schools Financial Value Standard, HR/staffing issues and</p>

	<p>health and safety matters.</p> <p>An extra Resources meeting has been planned for 02.12.2021 to consider and agree expenditure plans for underspend in the budget.</p> <p><b>6.2 Pay committee:</b> Teacher appraisals have taken place and the pay committee will meet on 25.11.2021 to consider and agree recommendations for pay progression.</p> <p><b>6.2.1 Appointment of Pay committee:</b> Governors <b>agreed</b> that the following be appointed as the pay committee: Alison Miles, Ruth Griffiths, Lucia Glynn, Nina Jewell.</p> <p><b>6.3 Budget &amp; Finance update</b> – Governors had received a report setting out budget versus expenditure updated for quarter 2. The report shows substantial underspend in some areas. Reasons for this were discussed including higher income than expected, lower staff expenditure and some extra covid recovery funding. Earmarked funds from the previous year have also not been spent as planned. The extra Resources meeting in December will draw up spending plans.</p> <p>Governors asked for an update on the Early years building project. KM advised governors that she is not sure about the current status of this project. RG and KM <b>agreed</b> to explore this in a meeting.</p> <p><b>6.4 Safeguarding committee:</b> Governors received minutes of the meetings held on 01.07.2021 and 07.10.2021. TI also sent an email to governors as a <b>Safeguarding update</b>. TI noted that: Policies are being reviewed in light of the updated KCSIE 2021 statutory guidance. The school's single central record had been reviewed and was up to date. A reminder that all governors must sign to confirm that they have read KCSIE 2021 Part One. This (and other declarations) can be done via GovernorHub.  <b>Action: All governors to confirm that they have read KCSIE Part 1 using GovernorHub.</b></p> <p><b>6.5 Teaching &amp; Learning committee:</b> Governors received and noted the minutes of the meeting held on 14.10.2021. AM gave a verbal update on the recent work of the committee – most of which was covered in the Head's Report. The committee have spent a lot of time on policy work.</p> <p>RG commented that policy work has been made more complicated by issues related to storage and organisation of school documents. KM updated governors on steps that have already been taken to streamline the policy review and approval process by using Google docs as a single central repository. Governors noted that the school website would benefit from some updating. RG and RB <b>agreed</b> to work with senior leaders to further improve the policy process and to look at the school website.  <b>Action: RG, RB and Senior leaders to meet to discuss policy and website matters.</b></p> <p>Governors also discussed changing the name of the committee to the Curriculum Committee to help refocus the remit. The terms of reference will be reviewed in light of the name change. Governors <b>agreed</b> the change of name.  <b>Action: Review terms of ref for Curriculum committee (was T &amp; L committee)</b></p>
7	<p><b>Set pupil performance targets</b></p> <p>JD advised governors that more time is needed before targets are set as the school is still</p>



	<p>looking at very recent DfE information on this. Pupil tracking data and baseline assessments will be considered. This will be brought to a later FGB meeting.</p> <p><b>Action: Set pupil performance targets to be an agenda item at the next FGB meeting.</b></p>
<b>8</b>	<p><b>Governing body priorities 2021-22</b></p> <p>Governors agreed that their focus this year should be:</p> <ol style="list-style-type: none"> <li>1. To ensure that the school works towards the SDP priorities and remains on an even keel during a period of change.</li> <li>2. To ensure stable leadership of the school.</li> <li>3. To work towards achieving a sustainable and balanced budget.</li> <li>4. To increase capacity on the FGB and recruit more deaf governors.</li> </ol>
<b>9</b>	<p><b>Policies and Key Documents update</b></p> <p>As per item 6.5 - the process for reviewing and approving school policies will be taken forward by RG, RB and Senior leaders.</p> <p>Governors <b>agreed</b> the following policies reviewed by the Resources committee:</p> <p><b>Charging and remissions policy</b></p> <p><b>Equality and diversity in employment policy</b></p>
<b>10</b>	<p><b>Governor visits and link roles</b></p> <p>JD confirmed that governor visits could take place but must be planned in advance and in line with any current covid arrangements in school. Increased governor visibility in school will be good for staff and pupils. The Chair encouraged governors to make arrangements for a visit and to ensure that these were written up as evidence of governors knowing their school well.</p>
<b>11</b>	<p><b>Chair's items</b></p> <p>None to report.</p>
<b>12</b>	<p><b>Governor training</b></p> <p>Governors were reminded to check the training offered via HEP and to feedback to others on any training attended.</p> <p>Safer recruitment training – AM and RG had attended refresher training.</p>
<b>13</b>	<p><b>Any other business</b></p> <p><b>13.1 Friends of BN</b> – AM gave an update on recent activity including that the bank account and easy fundraising platform is being changed. There have been no significant fundraising events recently.</p>

*Part One meeting ended*

### **Action Log**

Item	Action	By?
1.3	All governors to complete the register of business interests form and return to the school	All governors
3.3	Readvertise co-opted governor vacancies with a working BSL link	RG with SBM
6.4	All governors to confirm that they have read KCSIE Part 1 using GovernorHub	All governors

6.5	RG, RB, Senior leaders to meet to discuss policy and website matters	RG, RB, SLT
6.5	Review terms of ref for Curriculum committee (was T&L committee)	Committee chair
7	Set pupil performance targets to be an agenda item at next FGB meeting	Clerk

Signed (Chair of Governors) ...Ruth Griffiths (*by email*)..... Date 23.03.2022





**BLANCHE NEVILE SCHOOL FULL MEETING OF THE GOVERNING BODY**  
**WEDNESDAY 23 MARCH 2022 AT 6:00PM VIA ZOOM**

**Meeting ID:**

**Passcode:**

**AGENDA: PART 1**

- 1. Welcome, Introductions and Apologies**
- 2. Declarations of interest pecuniary or otherwise in respect of items on the agenda**
- 3. Minutes of Previous Meeting of 17 November 2021**
- 4. Matters Arising**

<b>Item</b>	<b>Action</b>	<b>By?</b>
1.3	All governors to complete the register of business interests form and return to the school	All governors
3.3	Re-advertise co-opted governor vacancies with a working BSL link	RG with SBM
6.4	All governors to confirm that they have read KCSIE Part 1 using GovernorHub	All governors
6.5	RG, RB, Senior leaders to meet to discuss policy and website matters	RG, RB, SLT
6.5	Review terms of ref for Curriculum committee (was T&L committee)	Committee chair
7	Set pupil performance targets to be an agenda item at next FGB meeting <b>On agenda</b>	Clerk

- 5. Head Teacher's Report**
- 6. Pupil Performance Targets**
- 7. Reports from Committees**
  - 7.1 Resources
    - 2021/22 Budget
    - 2022/23 Budget
  - 7.2 Curriculum – Minutes for information
  - 7.3 Safeguarding – Minutes for information

**8. Policies**

8.1 Complaints Policy for approval

8.2 Haringey Equality and Diversity in Employment Policy for adoption

**9. Term Dates 2022/23**

**10. Governor Visits**

**11. Link Roles**

**12. Governor Training**

**13. Chair's Items**

**14. AOB**

**15. Meeting Dates for remainder of year**

**5 May 2022, Resources, Budget, 8 am**

**18 May 2022, GB, 6 pm**

**9 June 2022, Resources, 8 am**

**6 July 2022, GB, 6 pm**

**Part One Close**



**BLANCHE NEVILE SCHOOL FULL MEETING OF THE GOVERNING  
BODY**

**23 MARCH AT 6:00PM BY ZOOM**

## **AGENDA: PART 2**

- 1. Declarations of Interest in respect of this meeting**
- 2. Minutes of the previous Meeting 17 November 2021**
- 3. Matters Arising**
- 4. Head Teacher's confidential items**
  - Safeguarding**
  - Complaints**
  - Exclusions**
  - Disciplinary**
- 5. Chair's Confidential Items**
- 6. AOB (Chair to be advised prior to the meeting)**



## BLANCHE NEVILE SCHOOL

### MINUTES OF MEETING HELD ON WEDNESDAY 23 MARCH 2022 AT 6:00PM VIA ZOOM

Parent Governors (2)	Term Expiry	Also Present
Alison Miles	04/12/22	Kathryn McCarthy (Head of School, Primary)
Uzma Naseer*	17/11/24	Deborah Lissowski, School Business Manager (did not attend Part 2)
<b>Staff Governor (1)</b>		Jo Davey, Interim Executive Headteacher
Laila Doobeh	11/12/23	Rob Chalk: BSL interpreter (did not attend Part 2)
<b>LA Governor (1)</b>		Marilyn Francis, HEP Clerk
Tarhe Ibehre	06/10/24	
<b>Co-Opted Governors (6)</b>		
Nina Morgan	07/02/25	
Ruth Griffiths (Chair)	16/11/25	
Lucia Glynn	23/04/23	
Richard Bartholomey	17/11/24	
<b>2 vacancies</b>		
<b>Associate Governors</b>		
Emily Troddyn*	01/10/23	
Emily Brooks	23/03/25	
<b>Head Teacher</b>		
Helen Taylor	<i>ex officio</i>	

\*Denotes absence

#### PART 1

##### 1. Welcome, Introductions and Apologies

The Chair welcomed everyone to the meeting and introduced the newly appointed Head Teacher, Helen Taylor. Introductions were made and Governors warmly welcomed Helen to the position as Head Teacher of the school.

Apologies were **received and accepted** from Uzma Naseer.

##### 2. Declarations of interest pecuniary or otherwise in respect of items on the agenda

Governors declared no interests.

##### 3. Minutes of Previous Meeting of 17 November 2021

Governors **agreed** the minutes were an accurate record of the meeting.

##### 4. Matters Arising

Blanche Nevile spelling to be corrected in 3.1

Item	Action	By?
1.3	All governors to complete the register of business interests form and return to the school	All governors

	<b>Completed</b>	Clerk
3.3	Re-advertise co-opted governor vacancies with a working BSL link <b>Job description ready and will be advertised by the end of by the end of Term.</b> <b>Completed</b>	RG with SBM
6.4	All governors to confirm that they have read KCSIE Part 1 using GovernorHub <b>Completed</b>	All governors
6.5	RG, RB, Senior leaders to meet to discuss policy and website matters <b>Ongoing</b>	RG, RB, SLT
6.5	Review terms of ref for Curriculum committee (was T&L committee) <b>Completed. To be reported to HT. Thanks to Richard, Laila, Kathryn and Debbie for their input</b>	Committee Chair
7	Set pupil performance targets to be an agenda item at next FGB meeting <b>On agenda</b>	Clerk

## 5. Head Teacher's Report

Jo Davey started the report which was completed by the Deputies.

- 5.1 Capping numbers – Jo explained a meeting took place with Haringey LA to discuss the PAN and why the school does not meet the numbers.  
£100k was owed to the LA which was to be split between 2 years. Good news – the £100k will not be reclaimed by the LA. The increase in the PAN is being strongly looked at by the Deputies to try and ensure that the school is first choice for families. There are more families visiting the school from across London which means that the £10k per place will now come from the placing borough. FSM figures are much more accurate and eligible parents are being spoken to, to ensure entitlement – currently 31.
- 5.2 Mainstream secondary attendance is currently 80%, in early March it was 89% but there has been a dip in attendance nationally. Attendance has been good for BN. Pupil Banding is a long term prospect needing careful consideration – 43 of 64 pupils are in the higher band
- 5.3 Behaviour – 1 FT exclusion in Term 1, Term 2 figure is unusually high at 8 and there have been a couple of year groups with disruptions.  
Staff absences are due to sickness which is a national issue. Staffing report will follow after 31 May 2022.
- 5.4 SDP – main focus is on curriculum. Audiology has been embedded in the school. Curriculum leads are necessary for recruitment, retention and progress. School have appointed a numeracy lead which also encompasses a literacy lead in primary. Science and ICT Leads are not appointed and the school continue to discuss how this progresses.  
Training Inset in January included curriculum understanding and was made very clear to staff the School Intent and expectations. Staff are clearer on the Ofsted criteria



and expectations. HEP have been supporting the school and a further training day in April has been planned.

The school has agreed a Timetabler is needed in the school which has been secured. Governors were taken through the summary of the Action Plan on page 8 of the report, which the new Head Teacher will progress.

- 5.5 KM reported on the Covid update – Spring 1 was a challenge and the worst period as a school. The unvaccinated staff impacted more on primary than secondary when they had to isolate, the school was unable to make use of supply staff.

The school are supporting families to make BN their first choice and one family in Barnet have only just decided on BN as their first choice for their child.

CPD – positive handling was delivered across both sites as well as other courses.

Appraisal cycle to be continued this term which was delayed due to staff absences and capacity.

Covid cases are on the rise with a few cases in secondary and one in primary.

Parent consultations were a great success and the Speech and Language Team hosted a coffee morning at the primary site.

Returning to trips has been one of the most positive returns recently.

There are new admissions to year 7 and 9 and numbers are looking healthy. There are 40 projected new families for September including one from Brent.

- 5.6 Building update for primary – the schedule was to start in April with October completion, replacing windows, heating, plumbing, ceilings; due to supply of materials the start may be delayed. The build will require a decant.

**Action - page 2 data to be corrected and followed up offline with corrected table – JD**

Governors commented on the good progress on SDP.

- 5.7 Staffing absence has been challenging with the issues of supply teaching – future of focus how the school copes better with staff absences with a smaller pool of supply staff. Supply Teacher from an agency has worked well. The school has been sharing a Trainee Maths Teacher with Fortismere since October. It has been more difficult this year as there is a national shortage of supply staff. The school will progress this item.

Transitions K3 and 4 and will be through joint teachers meetings and visits with prospective families and has included children who did not attend primary at BN.

The Chair thanked everyone for contributing to the report and acknowledged the hard work from everyone under the circumstances; the range of visits was lovely for students.

The Chair extended an enormous thank you to Jo, Liala and Kathryn for their work over the last 2 terms.

## 6. Pupil Performance Targets

No children in Year 6 who are sitting SATs as they are all Disapplied. Teacher assessments in the summer term will be completed.

Soft landing – grading will be more generous and certain content will be removed.

Grade boundaries will be fixed on the other side of GCSEs. No predictions will be available for KS4. It is problematic for Governors to compare. Governors noted the information. Progress will be reviewed in the summer term.

## **7. Reports from Committees**

### **7.1 Resources**

2021/22 Budget – Latest figures show £428k surplus.

### **7.2 2022/23 Budget**

To be considered at the GB Meeting in May. Inflationary items are a huge risk eg gas and electric. £10k income from other boroughs will affect the budget positively SFVS was a late inclusion to the meeting and is a best value check of financial health and considers benchmarks. To be submitted to the LA by the end of March.

Governors **agreed** the SFVS.

### **7.2 Curriculum – Governors were circulated with the Committee Minutes for information**

Alison (Chair) reported that the Committee met at the end of January. The Committee was renamed at the last FGB. The Committee agreed that more time is needed to decide what is needed and how it reports to the GB. Reports were linked to the SDP. RE lead was able to feedback and the Committee looked at the EYFS. The Committee look forward to working with the new HT to discuss the remit of the group.

**Action – the ToR to be discussed and clarified to give a steer to the committee – AM/HT**

### **7.3 Safeguarding – Minutes were circulated to Governors for information**

Tarhe (Chair) reported that the Committee had met on 2 February. The SCR had not been checked and Tarhe met with Debbie on 1 March, the SCR is now up to date. SLT have been under tremendous pressure and worked very hard to keep children safe. Some policies still need to be updated but the mains ones are approved.

Action Feedback from Clerk on KCSIE.

Tarhe now works for an LA.

Committee Chairs were thanked for their reports.

## **8. Policies**

### **8.1 Complaints Policy for approval – Governors **approved the policy****

### **8.2 Haringey Equality and Diversity in Employment Policy for adoption – statutory policy - **Governors agreed to adopt.****

## **9. Term Dates 2022/23**

Action - Defer next meeting – HT/Clerk

## **10. Governor Visits**

Alison has visited the school and will complete a form.

## **11. Link Roles**

It was not thought there needs to be a link governor for each area. Governors discussed what already exists and what the school would find helpful. Governors suggested that Link Governors could be assigned to each Committees.

Nina is link Governor for H&S.

**Action – Link Roles to be progressed with HT – Chair**

**12. Governor Training**

**Action - To advise what training has been completed and send to Clerk - Governors**  
Tarhe has attended Exclusion and Appeals training.

**13. Chair's Items**

The Chair discussed the need for advertising for Governors to sit on GB as a priority which she is progressing.

**14. AOB**

There were no additional items discussed.

**15. Meeting Dates for remainder of year**

5 May 2022, Resources, Budget, 8 am

18 May 2022, GB, 6 pm

9 June 2022, Resources, 8 am

6 July 2022, GB, 6 pm

The Chair thanked Jo for her work sterling work as Executive Head which has been a huge benefit to the school and to colleagues professionally. Jo thanked the school for their commitment to working with her through a difficult period.

The Chair thanked Governors for attending and closed Part One of the meeting at 19.05

Signed .....Ruth Griffiths (*by email*)..... Dated ....18.05.2022.....  
Chair

Item	Action	By?
4.	6.5 RG, RB, Senior leaders to meet to discuss policy and website matters	RG, RB, SLT
5.6	Page 2 data to be corrected and followed up offline with corrected table	JD
7.2	The Curriculum ToR to be discussed and clarified to give a steer to the committee	
9.	Term Dates - Defer next meeting	HT/Clerk
11.	Link Roles to be progressed with HT	AM
12.	To advise what training has been completed and send to Clerk	Governors



# **BLANCHE NEVILE SCHOOL FULL MEETING OF THE GOVERNING BODY**

**WEDNESDAY 18 MAY 2022 AT 6:00PM VIA ZOOM**

**Meeting ID:**

**Passcode:**

## **AGENDA: PART 1**

1. **Welcome, Introductions and Apologies - Chair**
2. **Declarations of interest pecuniary or otherwise in respect of items on the agenda - Chair**
3. **Minutes of Previous Meeting of 23 March 2022 and matters arising – Chair**

Item	Action	By?
4.	6.5 RG, RB, Senior leaders to meet to discuss policy and website matters	RG, RB, SLT
5.6	Page 2 data to be corrected and followed up offline with corrected table	JD
7.2	The Curriculum ToR to be discussed and clarified to give a steer to the committee	AM/HT
9.	Term Dates - Defer next meeting <b>On Agenda</b>	HT/Clerk
11.	Link Roles to be progressed with HT <b>On Agenda</b>	AM
12.	To advise what training has been completed and send to Clerk <b>Ongoing</b>	Governors

4. **2022/2023 budget – Headteacher**
5. **Policies – recommended for approval by the Resources Committee**
6. **AOB**
7. **Meeting Dates**
  - 6.1 For remainder of year
    - 9 June 2022, Resources, 8 am
    - 6 July 2022, GB, 6 pm

**Part One Close**

**18<sup>th</sup> May AT 6:00PM BY ZOOM**

**AGENDA: PART 2**

- 1. Declarations of Interest in respect of this meeting**
- 2. Minutes of the previous Meeting 23 March 2022 and matters arising**
- 3. Matters Arising**
- 4. Head Teacher's confidential items**
- 5. Chair's Confidential Items**
- 6. AOB (Chair to be advised prior to the meeting)**



## BLANCHE NEVILE SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on 18 May 2022 @ 6 pm via Zoom

Parent Governors (2)	Term Expiry	Also Present
Alison Miles	04/12/22	Kathryn McCarthy (Head of School, Primary)
Uzma Naseer	17/11/24	Deborah Lissowski, School Business Manager (did not attend Part 2)
<b>Staff Governor (1)</b>		Janet Johnson, Educational Finance Solutions
Laila Doobeh	11/12/23	Hazel Myddleton BSL interpreter (did not attend Part 2)
<b>LA Governor (1)</b>		Marilyn Francis, HEP Clerk
Tarhe Ibehre	06/10/24	
<b>Co-Opted Governors (6)</b>		
Nina Morgan	07/02/25	
Ruth Griffiths (Chair)	16/11/25	
Lucia Glynn *	23/04/23	
Richard Bartholomey	17/11/24	
<b>2 vacancies</b>		
<b>Associate Governors</b>		
Emily Troddyn*	01/10/23	
Emily Brooks *	23/03/25	
<b>Head Teacher</b>		
Helen Taylor	<i>ex officio</i>	

### Membership

### PART 1

#### 1. Welcome, Introductions and Apologies – Chair

The Chair welcomed all to the meeting.

Apologies were **received** and **accepted** from Lucia Glynn.

#### 2. Declarations of interest pecuniary or otherwise in respect of items on the agenda – Chair

There were no declarations made in respect of this meeting.

#### 3. Minutes of Previous Meeting of 23 March 2022 and matters arising – Chair

Item	Action	By?
4.	6.5 RG, RB, Senior leaders to meet to discuss policy and website matters	RG, RB, SLT

	Page 2 data to be corrected and followed up offline with corrected table	JD
7.2	The Curriculum ToR to be discussed and clarified to give a steer to the committee	AM/HT
9.	Term Dates - Defer next meeting <b>On Agenda</b>	HT/Clerk
11.	Link Roles to be progressed with HT <b>On Agenda</b>	AM
12.	To advise what training has been completed and send to Clerk <b>Ongoing</b>	Governors

Governors **agreed** that all actions were completed.

The minutes were **agreed** as an accurate reflection of the meeting.

#### 4. **2022/2023 budget – Head Teacher and School Business Manager DL**

##### Income

Governors were informed that that income for 22/23 was expected to be in the region of £2.5m and planned expenditure is forecasted at £2.9m with £333k carry forward.

##### **Q - How secure is the income in budget?**

**A - 17 pupils are leaving in September, three have one-to-one additional funding. There will be two new confirmed Year 7 starters in September and there are 2 pupils the school may lose in addition to the outgoing Year 11's. The school needs to fill 7 or 8 places to keep the income secure. Some projects may therefore be put on hold.**

##### Expenditure

DL explained the increase in expenditure is due to staffing costs including the support staff pay award 2.75%; this accounts for approximately £50k of spend. Additional costs for SBM (as a result of potentially moving to 1.5 SBMs) and the Head Teacher's cover will impact on the staffing budget which is expected to be in the region of £30k with on-costs.

Cover for HT – clarification has been sought from Haringey HR as to HT's maternity leave arrangements. HT cover may be a 3 day a week role. There is some interest for the SBMs role as a full time post from those who have contacted the school. The figures applied in the budget for posts are worst case scenarios – where the SBM is budgeted as another full time post, and the budget includes the costs of two full time heads.

##### **Q - Is the carry forward definitive?**

**A - Yes, it is the correct figure.**

The PE Grant is £90k and has been taken off as an earmarked budget. A letter is being written to the LA Finance Director to clarify the grant. The grant funding is a concern and therefore needs serious consideration. The grants have to be published on the website and Ofsted will look at how the money has been spent. The PE grant needs to be spent.

##### **Q - How feasible will it be to spend the money on PE in the next year?**

**A - The HT clarified that the money will be spent.**

The mini bus is not included and the earmarked projects have been stripped back. A minimum of £50k will be saved.

##### **Q - Is there anything in the budget that must, should or could be done?**

**A - Staffing is tight as it is. There is not a lot that can be taken out. The contingency and carry forward is being diminished.**

**Q - Line 24 is a massive jump from last year, will the forecasted energy rise further impact on the budget?**

**A - Yes, a conservative figure is there but there is not much that can be done with rising costs. Inflation is filtering into other budget lines with as much as 10% increases. The cost of paper has risen astronomically as the pulp mills are in Russia. Some of the costs lines have been increased since the Resources meeting.**

**Q – In terms of recruiting more pupils, when will we know the outcome of this?**

**A - Formal offers went out in December 2021 and are normally confirmed within a month. Out of borough are taking up to 6 months to respond.**

**Another family in Barnet is in a similar position and another family have been put off by a hospital which has lost the school a great deal of money.**

**Q - Is there anything we can do about our relationship with the hospital?**

**A – We are trying to re-establish links with the hospital as well as the Speech and Language Team. It is getting harder to receive children in reception or nursery classes; the school get them later once the placement elsewhere has not worked.**

**Q - Is there any benefit in slicing the budget to bring it in as balanced?**

**A - The best scenario could be applied and the quarterly return could be looked at in more detail.**

**If something changes in June/July then a cash flow could be done to look at the different scenarios. The licensed deficit could demonstrate what is necessary for the school to operate efficiently. The quarterly return needs to be reviewed at the time and then planned for, given the history of the school this may be the best option.**

**Q - What are next steps with budget?**

**A - For Governors to agree the budget. It will then be sent to Haringey who will come back probably before the holidays with a conversation. The Chair suggested that Governors go with the prepared budget. The 5 year forecast of £2m deficit is not a sustainable position for the school and will, therefore need a strategic approach.**

**Options were presented for voting as follows:**

**Governors unanimously agreed to present the £50k deficit budget.**

**No Governors voted to present a balanced budget.**

**Q – Regarding PP and cost of living crisis. How do we spot families and directly support pupils with sports kit etc?**

**A - The schools has bought a lot of sports kit for pupils from last year's budget which were given to primary pupils. In secondary it has been kept for sporting trips.**

**Q - Is there anything Governors can do to further support?**

**A - Governors are helping in the recruitment posts and link roles are being clarified to support the school.**

**Governors were informed that £15 Supermarket vouchers are being given to FSM families during the holidays.**

**The Chair thanked everyone who has worked on the budget.**

**5. Policies – recommended for approval by the Resources Committee – deferred to next meeting.**

**Action Chair/Clerk**

**6. AOB**



No other business was discussed.

**7. Meeting Dates**

- 7.1 For remainder of year  
9 June 2022, Resources, 8 am  
6 July 2022, GB, 6 pm

The Chair thanked staff for attending and closed Part One at 1849

Signed .....Ruth Griffiths (*by email*)..... Dated .....06.07.2022.....  
Chair

Action log will be added and Part 2 will be separated once agreed



**BLANCHE NEVILE SCHOOL FULL MEETING OF THE GOVERNING BODY**

**WEDNESDAY 06 JULY 2022 AT 6:00PM VIA ZOOM**

**Join Zoom Meeting**

**Meeting ID:**

**Passcode:**

**AGENDA: PART 1**

- 1. Welcome, Introductions and Apologies – Chair**
- 2. Declarations of interest pecuniary or otherwise in respect of items on the agenda – Chair**
- 3. Minutes of Previous Meeting of 18 May 2022 and matters arising – Chair**
- 4. Head Teacher's Report**
  - One Year SDP
  - Pupil Premium Strategy
- 5. Committee Updates**
  - Curriculum Committee (minutes enclosed)
  - Resources Committee (minutes enclosed)
  - Safeguarding Committee (minutes enclosed)
- 6. Policies – *recommended for approval***
  - Admissions Policy
  - AEN Policy
  - BSL Policy
  - Careers Policy
  - Complaints Policy
  - EYFS Policy
  - Equality & Diversity in Employment Policy
  - Language & Communication Policy
- 7. Bank Mandate – SBM**
- 8. Any Other Business**

**Part One Close**





## BLANCHE NEVILE SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on 6<sup>th</sup> July 2022 at 6pm via Zoom

Parent Governors (2)	Term Expiry	Also Present:
Alison Miles	04/12/22	Hazel Myddleton and Clare Littlewoods, BSL interpreters; Deborah Lissowski, School Business Manager; Kathryn McCarthy, Head of School, Primary; Felicity Baird, HEP Clerk
*Uzma Naseer	17/11/24	
<b>Staff Governor (1)</b>		
Laila Doobeh	11/12/23	
<b>LA Governor (1)</b>		
Tarhe Ibehre	06/10/24	
<b>Co-Opted Governors (6)</b>		
*Nina Morgan	07/02/25	
*Ruth Griffiths (Chair)	16/11/25	
Lucia Glynn	23/04/23	
Richard Bartholomey	17/11/24	
<b>Associate Governors</b>		
*Emily Troddyn	01/10/23	
*Emily Brooks	23/03/25	
<b>Head Teacher</b>		
Helen Taylor	<i>ex officio</i>	

### Membership:

### PART 1

1. **Welcome, Introductions and Apologies – Chair**
  - 1.1 The Vice Chair opened the meeting and welcomed all. Apologies were received from Ruth Griffiths, Uzma Naseer, Nina Morgan and accepted by the Governing Body (GB).
2. **Declarations of interest pecuniary or otherwise in respect of items on the agenda**
  - 2.1 No declarations were made.
3. **Minutes of Previous Meeting of 18 May 2022 and matters arising**
  - 3.1 The Minutes of the previous meeting were reviewed and AGREED as an accurate record.
4. **Head Teacher's Report (including One Year SDP; Pupil Premium Strategy)**
  - 4.1 The GB queried the attendance data, which stated that 90% of Free School Meals (FSM) children were at 90% attendance and non-FSM children were at 90% attendance, which together equalled over 100%. The Head Teacher (HT) explained that both groups of children averaged at around 90% attendance.
  - 4.2 The HT reported on staffing and recruitment; all empty roles had been filled. The new additional School Business Manager (SBM) would be attending school the following day to start the handover process, and the team was now looking at how to successfully split the SBM role between the two people. The HT said that the additional capacity in this area would be of benefit to all.

- 4.3 Two new teachers were starting in the primary school. The teachers were early in their career, and the school had bought into HEP's Early Careers Programme. Support for the new EYFS teacher would be given through mentoring from Emily Troddyn, the current EYFS lead who is reducing to two days per week. The HT reported that recruitment was a significant challenge and there would be a strain on the primary school having teachers who were so early in their career.
- 4.4 The HT's maternity cover, Martyn Rawlinson would be on site 2 days in the coming week to begin the handover process. One advert for a Communication Support Worker had been published.
- 4.5 The HT reported on attendance. There was one persistent school refuser, and it was likely this case would go to court. Another low attender was being worked with by the school team and had improved. A sporadic school attender (due to mental health) was also in liaison with the school team. A letter on the legalities of taking children out of school during term time would be sent out to families as a result of an increase in holiday requests.
- 4.6 School roll: The HT reported that pupil numbers now stood at 26 in Primary and 38 in Secondary. Five were transitioning from Primary to Secondary and seven Year 11s had left. Two pupils had not been placed in the Primary school, despite Blanche Nevile being stated as the parental preference – the school was challenging these decisions, although it was noted that communication with the Local Authorities involved was very slow.
- 4.7 HT noted that visitors to the school were often impressed with it. A social worker had attended recently with a new pupil and had commended the school on the strong level of BSL communication, and the integration between deaf and hearing members of the school community.
- 4.8 New safeguarding training would be in place for September, focusing on Prevent and Keeping Children Safe in Education (KCSIE). A significant back log of open cases on MyConcern have now been closed, owing to the hard work of the Safeguarding Team. It was reported that safeguarding was currently a significant challenge, with approximately 28 children currently being monitored by the MDT. The strain was particularly felt at the Primary school, where the rising number of Covid-19 cases were impacting on staff availability. It was noted that the school required more DSL capacity at Primary to share the workload.
- 4.9 The HT reported that examinations were successful. JCQ had accepted the school's arrangement to have a locked safe in the school office. New procedures regarding coursework mark appeals were now embedded. There were no GCSE results yet, but some Functional Skills results. Phonics results were very good; many of the school's children were disapplied for the exams, but those able to take part had done really well.

- 4.10 Two Fixed Term Exclusions (FTE) had taken place. Both children had displayed challenging behaviour prior to their FTE, and when their behaviour became violent and aggressive, the HT had been left with no alternative but to exclude. There had been some incidents of children using racist language, which had been flagged on MyConcern. The school was working with the children to challenge why they had voiced such language, alongside issuing sanctions. The HT reported that behavioural work was a significant part of the safeguarding agenda and there was a need to look at the school's systems and policies in a holistic way. **Governors congratulated** the safeguarding leads on working their way through the backlog of cases.
- 4.11 The Primary Head of School reported that building works on the school had been delayed, however the school had to move EYFS to the Y5 room earlier than had been expected. The room was not ideal for the children; however, the team had worked very hard to ensure it was a good learning environment for the children. The construction leads had given the school mixed messages about the works, with some saying that completion would not be achieved by September. The scaffolding and work taking place had caused a lot of disruption.
- 4.12 **Governors suggested** the school could ask the builders what impact assessment had been done and were informed that the team had liaised with the builders, notifying them about the number of children with significant Education Health Care Plans (EHCPs) and that it was a special school. It was reported that some builders had been disruptive by fighting amongst themselves and using foul language on site. The school had asked for those builders to leave the site.
- 4.13 The GB heard that lots had been taking place at the Secondary school; the art show had been a big success. The Y11 leavers' celebration was well organised. It was noted how much work had gone into transition arrangements. Timetabling was a challenge; both time tablers were currently off work due to Covid and the school had not yet received Fortismere School's timetable. It was expected that the timetable would not be able to be run until the summer. Two members of staff had offered to come in during the holidays and organise this.
- 4.14 The HT talked about the impact of the latest wave of Covid-19, chicken pox and vomiting bugs which had affected staff and pupils. The Local Authority had advised that children with Covid should isolate for three days, adults for five days. However, there were no new tests available to schools. Reminders had been sent to families regarding the procedures in relation to Covid.
- 4.15 **Governors referred to** pupil absences, and asked how the school was benchmarked against other special schools and if the GB should be concerned. The HT said that each case was being taken on an individual basis; the school knew reasons for all those children tracking under 90% attendance. It was noted that transport for children to/from medical appointments was a challenge and this also had an impact on attendance ratings. The pupil absence numbers had been affected by a small number of children.

- 4.16 **Governors noted** that areas for improvement had been put onto the School Development Plan (SDP), and remarked that it was good to see policies not fit for purpose being amended. **Governors asked** for the progress of improvements to be tracked across the year and reported on at future meetings. The HT had received advice from Janis Rogers (SEND School Improvement Adviser) who had stated the school should draft a one-year action plan rather than the standard three-year SDP. The Senior Leadership Team (SLT) was working on the School Evaluation Framework (SEF) and would thereafter begin the action plan.
- 4.17 **Governors referred** to families that took children on holiday and did not return to the school, and asked about the school's obligations. It was explained that the Education Welfare Officer (EWO) had been consulted about this, and that the school was obliged to send letters to families. It was expected that the choice of whether to fine families would be taken out of the school's hand in future, with fines being automatically issued by the LA.
- 4.18 Pupil Premium (PP): The HT reported that Janis Rogers had visited the school and suggested that PP reporting was a priority in terms of Ofsted looking through the website. Lots of time had been spent in ensuring that the PP report was correct. From this year, a diagnostic approach was required, with specific rationales for funding and spending recorded. The school team was now confident with the format of the report. There was a need to track disadvantaged pupils and look at the outcomes of all pupils. The GB AGREED the PP Report should be published on the school's website.

## **ACTION**

### **5. Committee Updates** **Curriculum Committee**

- 5.1 The GB heard the Committee had discussed the Terms of Reference. It was noted how valuable it had been to have a Staff Governor on the Committee and that a replacement was required following a staff governor election process. The Committee had looked at policies, which had been reviewed by specialist members of staff.

## **ACTION (staff election)**

### **5.2 Resources Committee**

A number of policies had been reviewed. An in-depth discussion on the budget had taken place. A conservative budget had been drafted and it was noted that it would be a challenging year for the school.

### **5.3 Safeguarding Committee**

It was reported that the Committee had looked at the Single Central Record (SCR) and it had highlighted that many of the governors' DBS checks were soon to expire. The Committee had been concerned about the capacity of staff. Staff had not been stopped for responding to safeguarding issues, however there was a significant amount of work for them to undertake. It was expected that September would be a busy month for all. It was suggested that improvement could be made in how safeguarding work was evidenced.

## **6. *Policies – recommended for approval***

- 6.1 The following policies were APPROVED by the GB:  
Admissions Policy;  
AEN Policy;  
BSL Policy;  
Complaints Policy;  
EYFS Policy;  
Equality & Diversity in Employment Policy;  
Language & Communication Policy;  
Careers Policy.
- 6.2 The HT noted that the Careers Policy required a lot of work. The policy approved by the GB was an interim one to meet statutory requirement until an improved replacement was produced. It was AGREED that the GB would review the Careers Policy in the Spring 1 term.

#### **ACTION**

#### **7. Bank Mandate**

- 7.1 The SBM reported she had taken one person off the bank mandate and added another. The signatories remained unchanged. The GB APPROVED the changes.

#### **8. Any Other Business**

- 8.1 Two Governors reported they had attended Prevent training.
- 8.2 The GB heard that one of the Primary School teachers was due to take part in the London Marathon for the Friends of Blanche Nevile. Plans were underway for a Deaf Festival / Inspiration Day, possibly in partnership with the London Deaf Children's Society. The Vice Chair agreed to share the fundraising link to all Governors.

#### **ACTION**

There being no further Part One business, this section of the meeting closed. All staff members, with exception of the HT left the meeting at this stage.

#### **ACTIONS LIST**

ITEM	ACTION	ASSIGNED TO
4.18	PUBLISH PP REPORT ON SCHOOL WEBSITE	HEAD
5.1	CARRY OUT STAFF GOVERNOR ELECTION	HEAD / CLERK
6.2	REVIEW CAREERS POLICY IN SPRING 1 TERM	ALL
8.2	SHARE FRIENDS OF BLANCHE NEVILE FUNDRAISING LINK	VICE CHAIR

SIGNED Ruth Griffiths (*by email*) (CHAIR)

DATE 09.11.2022

