

BLANCHE NEVILE SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on 9th November 2022 at 6pm via Zoom

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

Membership:

PART 1

1. **Welcome, Introductions and Apologies**
 - 1.1 The Chair opened the meeting and welcomed all. There were no apologies
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 and matters arising**
 - 3.1 The Minutes of the previous meeting were reviewed and AGREED as an accurate record.
 - 3.2 The following areas of the minutes were discussed in further detail:
 - 1 Full GB Appointments
 - 1.1 It was agreed that the election process for the Staff Governor would be initiated.
- 2 DBS Checks

Action: JC

- 2.1 MR reported that all DBS renewals are in process with Haringey HR, however there were some delays in this process from the local authority side. However existing DBS certificates do not expire so are still valid, but the school follows Haringey recommendations of three yearly updates.

4 Governing Body Membership

- 4.1 Following discussion, it was confirmed that RG was re-elected to the position of Chair of the Full Governing Board for a further one-year term.

- 4.2 It was agreed that RG was to approach HEP regarding filling the vacancies on the Full GB.

Action: RG

- 4.3 The potential to have a governor who had a hearing impairment was agreed to be a positive inclusion if they could be recruited. Promotion was to occur through a range of channels, such as the School website, personal contacts, the Ham and High newspaper, Haringey Education Partnership (HEP), and Fortismere and Highgate Primary Schools.

Action: JC /MR /RG

5 Head Teacher's Report

- 5.1 MR reported that he would compile and send the finalized report to the Full GB following the meeting. He gave an oral report on the key points:

- The School roll had increased to 67 students; with 17 Local Authority supported.
- The attendance rate was 84%, this was primarily due to non-attendance of four pupils
- 28 pupils (42%) were eligible for free-school meals.
- The SEF required to be updated for 2022-23, and be co-ordinated with a revised School Development Plan.
- Haringey Council had attended a Children and Families visit, and Janice Regis and Malcolm Willis had undertaken lesson visits. The Sensory Head of Service for Haringey, Bharti Solanki, had also visited.
- The appraisal system had not yet commenced for existing staff, the priority was to support the existing needs of staff. Three members of staff were interested in progressing to the next pay band.
- A range of internal and external CPD Activities had been undertaken by staff.

- 5.2 Ofsted was likely to visit prior to Christmas 2022. It was agreed that the HEP PowerPoint presentation would be forward to Governors, outlining expectations of governors during an inspection. The main responsibility was to support and challenge the School, and help prepare the ground for the permanent Head Teacher to return in September 2023.

Action: MR

6 Committee Terms of Reference

- 6.1 **Resources**

6.1.1 The terms of reference was approved by the Committee.

6.2 **Safeguarding**

6.2.1 The terms of reference was approved by the Committee.

6.3 **Teaching and Learning**

6.3.1 The terms of reference was approved by the Committee.

6.4 **Pay Committee**

6.4.1 The terms of reference was approved by the Committee.

7 **Reports from Committee**

7.1 **Resources**

7.1.1 The Resources Committee minutes of its 13 October 2022 meeting were noted by the Board.

7.2 **Safeguarding**

7.2.1 The Safeguarding Committee minutes of its 6 October 2022 meeting were noted by the Board.

7.2.2 TI reported that a lot of good safeguarding work had occurred over the previous two years.

7.3 **Curriculum**

7.3.1 The Curriculum Committee minutes of its 18 October 2022 meeting were noted by the Board.

8 **Safeguarding**

8.1 **Arrangements for checking of Single Central Record**

8.1.1 It was reported that the SCR is up-to-date for all personnel. It was noted that three governors' DBS's are due for renewal, which Debbie will lead on.

Action: JC for DL

8.2 **KCSIE: Annual update for Governors/Annual Declaration by Governors.**

8.2.1 It was agreed that all governors would check their declarations and complete annual update.

9 **Finance Update**

9.1 MR summarized that Schools in-year financial position to date.

Post Meeting Note: Following the meeting the JC circulated to the Full GB on 10 11 22, a change in the bank mandate:

1. *Helen Taylor and Martin Rawlinson have been added as bank signatories*
2. *As joint SBM, JC had been issued with a bank debit card with authorization for on-line payments.*

These changes were confirmed as being in line with the Finance Policy and the Internal Scheme of Delegation, and were ratified by the Full GB via correspondence.

10 **Setting of pupil performance targets**

10.1 MR informed the Board that the School had chosen the support package.

11 **Objectives for the governing board for 2022/2023**

11.1 It was agreed that the Full GB work plan would need to be finalized. This would be shared with MR, RG and JC for confirmation.

Action: HEP Clerk

12 **Consideration of Policies & Key Documents by the Governing Body**

12.1 **Online Safety Policy**

12.1.1 This policy was reviewed and approved by the Board.

12.2 **Children with Health Needs who Cannot Attend School Policy**

12.2.1 It was noted by the Board that the School had one child who was within this category

12.2.2 This policy was reviewed and approved by the Board.

12.3 **Charging and Remissions**

12.3.1 The policy had been reviewed and recommended for approval by the Resources Committee. The policy was reviewed and approved by the Board.

12.4 **Scheme of Delegation**

12.4.1 The scheme of delegation was being updated by the School, and a new version would be communicated to the Board.

12.5 **Other Policies**

12.5.1 The Behaviour Policy was being revised

12.5.2 It was noted that the Safeguarding Policy had been approved by email.

13 Governor Visits and Link Roles

13.1 It was reported that governors, AM and RG had visited the School. MR confirmed that he would send the Google Form to governors when visiting to compile and store comments.

Action: MR

14 Chair's items

There were no Chairs items.

15 Governor Training

15.1 It was agreed that the HEP Training Events Schedule would be forwarded to Governors via GovernorHub.

Action: HEP Clerk

16 AoB

Friends

16.1. AM reported that the Friends had £12,000 bank. 5 members of staff were to run the 2023 marathon.

National Deaf Society Hosting

16.2 KM reported that the School was hosting the National Deaf Society Event for its North London branch. This was considered to have the collateral benefit of introducing families in the area to the School.

BSL Quiz Show

16.3 The 'Sign To Win', BSL quiz show, had contacted the School for nominations for entrants. Pupils for the show would be suggested for the next years version of the show.

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

The meeting ended at 19.34

ACTIONS LIST

ITEM	ACTION	ASSIGNED TO
3.2	Undertake Staff Governor election process	JC
4.2	Approach HEP regarding general Governor Vacancies	RG
4.3	Promote Full GB vacancy for a hearing-impaired candidate	JC
5.2	Forward HEP presentation on Governor responsibilities in Ofsted	MR
11.1	Provide Full GB Board plan to MR, RG and JC	HEP Clerk

13.1	Forward Google Form for Governor visits to Full Gb	MR
14.1	Forward HEP training events to Full GB	HEP Clerk

SIGNED Ruth Griffiths (by email)

CHAIR

DATE 15.12.2022



BLANCHE NEVILE SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on 22 March 2023 at 6pm via Zoom

Membership:

Parent Governors (2)	Term Expiry	
Alison Miles	04/12/22	Hazel Myddleton and Emma, BSL interpreters; Julia Chalfen, School Business Manager; Kathryn McCarthy, Head of School, Primary; Matt Beavan, HEP Clerk
Uzma Naseer	17/11/24	
Staff Governor (1)		
Laila Doobeh	11/12/23	
LA Governor (1)		
Tarhe Ibehre	06/10/24	
Co-Opted Governors (6)		
Nina Jewell	07/02/25	
Ruth Griffiths (Chair)	16/11/25	
Lucia Glynn	23/04/23	
Richard Bartholomey	17/11/24	
Associate Governors		
*Emily Brooks	23/03/25	
Head Teacher		
Martyn Rawlinson	<i>ex officio</i>	*apology

PART 1

1. Welcome, Introductions and Apologies

- 1.1 Members were welcomed to the meeting. The apologies were noted as above.

2 Conflict of Interest

- 2.1 There were no conflicts of interest

3 Minutes

- 3.1 The minutes of the meeting of the 9 November 2022 were approved.

4 Matters Arising

- 4.1 There were no matters arising.

5 Head Teacher Report

- 5.1 MR gave an oral overview of his report and focussed on the following areas:

Ofsted

- 5.2 MR reported that Ofsted had occurred, and some members of staff had undergone significant professional development to prepare successfully for the inspection. The outcome was to be published on the 28 March 2023.
- 5.3 RB asked what actions were on the Governing Body for the outcomes of Ofsted to develop these things further. Previous concerns around attendance had been allayed due to the provision and explanation of data.
- 5.4 MR reported that Janet Rodgers, the HEP School Improvement Partner was coming into the School during April 2023 to look at Ofsted actions.

School priorities

- 5.5 The SEF has been developed. The School development plan was ongoing, with the Spring term review to be placed on the website; this would progress positively a number of actions from 'Red' to 'Amber', and 'Amber' to 'Green'.

Attendance

- 5.6 Pupil attendance was getting better (90%, against 87% in 2021-22), and incidences of persistent absences had reduced to 39%, against 57% in 2021-22).
- 5.7 It was agreed that 'extracurricular activities' would be added to future Head Teachers Curriculum Committee reports

Action: MR

6 Reports from Committees

6.1 Resources Committee

- 6.1.1 NM reported, from 9 February 2023 meeting, that:

- The Committee had approval the purchase of £12k of audiology equipment
- The DfE benchmarking figures had been reviewed, noting that the School had high staff costs in relation to other schools of a similar size, which was due to the Schools unique demographic.
- Five policies had been approved (Complaints, Premises Management, Health and Safety, Support Staff Appraisal)
- A new standing item of the voluntary fund was to be placed on each agenda.

6.2 Safeguarding Committee

- 6.2.1 TI reported from the 19 January and 9 March 2023 meetings, that there was an effective safeguarding system in place, with a number of pupils on the watch list.

6.3 Curriculum Committee

- 6.3.1 AM reported an overview, from the 31 January 2023 meeting, that:

- There may be up to fifteen Year 7 applications for September 2023 intake.
- There was UCL (University College London) research occurring with the pupils
- Some Voluntary Fund had been spent on watches for pupils.

- 6.3.2 MR reported that the 15 applications possible for Year 7, (following the outcome of appeals) could be accommodated with existing physical and academic structures. MR and JC were looking at porta-cabin expanded classrooms for future expansion.
- 5.3.2 UN asked if any Year 7s were due to go to mainstream schools. MR confirmed that there were potentially two pupils may transfer from the current year group.
- 6.3.3 MR reported that a number of children entering at Year 7, had been in mainstream primary schools had not been received the specialist provision required which had resulted in gaps in their learning.

7 Business Continuity Plan

- 7.1 JC confirmed this was a work in progress, and the existing documentation would be updated to incorporate into the model Haringey BCP template.
- 7.2 The deadline for completion was revised on SFVS to 31 April 2023.

8 Curriculum Plans

- 8.1 MR confirmed this was a working document and would be revised in the near future.

9 Finance Update

- 9.1 JC reviewed the Schools in-year financial position to date:
- A £190,000 surplus was projected, as a result of additional income, and reduced costs such as salaries being under budget.
- 9.3 JC reported that the School did not want to have a surplus of more than £213k unless this was earmarked for other areas, as Haringey could potentially deduct a surplus amount over this figure from the future years funding.
- 9.4 RB asked if the school could amend its forecasted budgets to have smaller variances in its budgets. JC and KMcC explained that this was often a budgeting pattern in Special Schools where each additional out-of-borough pupil that joins mid-year has a marked positive impact on funding – but the budget is always set cautiously - with *known* numbers. It was also explained that additional government funding often comes through later in the year, and this cannot reliably be anticipated ahead of its appearance. All other codes have been drilled into this year to ensure accurate forecast figures on those more controllable costs.

10 SFVS

- 10.1 The Board reviewed the School Financial Value Statement (SFVS). RG was pleased that the majority of actions were on their way to being completed by the agreed deadlines. JC noted that the painting works were budget dependent.

11 School Development Plan

- 11.1 This had been updated in minute 5, within the Head Teacher report.

12 Chairs Items

- 12.1 RG discussed that It was expected that the Board was to have two parent-governor vacancies in the near future. There were a number of possible appointments and transfer of seats within the membership:

- TI could move from Local Authority to Associate Member.
- There were three vacancies for co-opted vacancies. RG confirmed that there were potential deaf governors who could sit on the Board.
- A new Staff Governor was to be appointed as soon as possible: LB would step down as she can attend FGB in her deputy head capacity. This would allow opportunity for another staff member to join the governing body.

12.2 It was agreed that RG would share a letter with the governors on the want to change membership proportions of the Full GB.

ACTION: RG

13 Equality and Inclusion Objectives

13.1 This item would be considered at a future meeting.

14 Policies (inc Pupil Premium and Sports premium statements)

14.1 The Board approved the following policies:

- Governor Virtual Meetings Policy
- Health and Safety Policy
- Managing allegations made against staff (Haringey model policy)
- Relationship – Sex Education Policy – Primary and Secondary
- Support Staff Appraisal Policy
- Supporting Pupils with medical conditions
- Complaints Policy and Procedure

14.2 RG confirmed that the “Pupil Premium Strategy Statement” and “Evidencing the impact of Primary PE and Sports Premium” documents were comprehensive.

15 Governor Visits

15.1 AM reported that she had attended a School assembly, and felt that it had been a positive experience.

15.2 TI confirmed that she had visited Primary School.

15.2 Governors very much wanted to attend and observe School events and requested more notice for events in order to attend.

16 Governor Training

16.1 Governors confirmed they had undertaken the following training:

- Safeguarding Training (TI)
- Public Interest Training (RB)
- Haringey Co-creation event (AM)

16.2 Governors requested to receive HEP training received via recording, rather than live events.

Action: Clerk

17 AoB

17.1 There were no items of any other business.

18 Future Meeting Dates

18.1 Future meetings were noted as:

- 18.00, 17 May 2023
- 18.00, 05 July 2023

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

SIGNED Ruth Griffiths (*by email*) CHAIR

DATE 04.05.2023

ACTIONS LIST

ITEM	ACTION	ASSIGNED TO
5.7	Include 'extracurricular activities in future HeadTeacher's Curriculum Reports	MR
12.2	Share letter discussing proposed changes to the composition of the Full GB	RG
16.2	Request if training sessions can be available via recorded sessions	Clerk

BLANCHE NEVILE SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on 17 May 2023 at 6pm via Zoom

Membership:

Parent Governors (2)	Term Expiry	
VACANCY		Hazel Myddleton and Emma, BSL interpreters; Julia Chalfen, School Business Manager; Kathryn McCarthy, Head of School, Primary; Felicity Baird, HEP Clerk
*Uzma Naseer	17/11/24	
Staff Governor (1)		
Laila Doobeh	11/12/23	
LA Governor (1)		
Tarhe Ibehre	06/10/24	
Co-Opted Governors (6)		
Nina Jewell	07/02/25	
Ruth Griffiths (Chair)	16/11/25	
*Lucia Glynn	16/05/27	
Richard Bartholomey	17/11/24	
Alison Miles	16/05/27	
Associate Governors		
Emily Brooks	23/03/25	
Interim Headteacher		
Martyn Rawlinson	<i>ex officio</i>	*Asterisk Denotes Apology

PART 1

1. Welcome, Introductions and Apologies

- 1.1 Apologies were received from Lucia Glynn and Uzma Naseer and were ACCEPTED by the Governing Body (GB).
- 1.2 It was noted that this meeting of the full GB was to focus on the school budget.

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

- 2.1 None were made.

3. Minutes of meeting on 23 March 2023

- 3.1 The Minutes of the meeting on 23 March 2023 were APPROVED.

4. Matters Arising

- 4.1 It was noted that the version of the Minutes on the Governor Hub portal required tightening up because there were a number of typos/spelling mistakes, however there were no material issues regarding the content. It was AGREED that all Actions were to be carried over to next GB meeting.

Action: Carry forward all Actions from Minutes of 23 March 2023 to next meeting.

5. Budget 2022-23 Year End

- 5.1 The School Business Manager (SBM) reported the Year-End accounts would close with:
 - a surplus of £246,153.20 which includes:

- a capital balance of £49,654.57; and
- a revenue balance of £137,179.

5.2 The Chair stated that the Resources Committee had scrutinised the Year-End accounts and thanked the SBM, the Headteacher, the Staff Governor and Head of Primary School for their work.

6 Budget 2023-24 - Draft Budget Approval

6.1 The SBM explained the purpose of reviewing the draft budget at this stage was to allow the GB to see the variances put into the budget. Prior to any work taking place on the budget, all staffing expenditure had been input, including the predicted 5% pay award (unfunded) for teachers and the pay rises for support staff.

6.2 The draft budget had been RAG-rated; red to reflect the worst-case scenario (deficit of £381k) – with no changes to the budget; amber (deficit of £201k) with the actual figures; and green (deficit of nearly £98k) which was the budget being presented to Governors, which included cuts where possible, and plans for expenditure for the year. It was noted that pay awards amounted to approximately £100k.

6.3 The GB was informed that in the previous year, the school had received an additional and unexpected £25k from the DfE (split by - £10k recovery of pupil premium and £15k capital funding). In addition, the school had received an additional £40k in unexpected out-of-borough pupil funding. The presented budget included current fixed-term staff contracts extended to 31 December 2023, allowing the school the opportunity to review staffing in the autumn term when there would be an improved picture of pupil numbers and needs. It was noted that this budget also included expenditure on the new ICT Lead Teacher (£38k this year / £65k for a full year)

6.4 The GB heard that, on budget lines where the school had control, thought had been given to what was essential expenditure. It was noted that training expenditure was significant and the team had to look at what was necessary. Two capital projects – secondary school redecoration and primary school flooring had to be removed, totalling £38k. It was noted that, taking into account the predicted pay awards, expenditure on staffing increased to 92% of total spend. There was a high number of teachers on the higher pay scale and more specialist teachers. The SBM would be looking into grant applications the school could make to help reduce the deficit. The Chair said a considerable amount of work had gone into the budget and asked for questions from Governors.

6.5 **Governors queried the Free School Meals (FSM) income**, noting it was low. The GB was informed that the FSM figure from Haringey LA did not appear to be a true reflection of what the school was owed and that it should be higher. Pupil Premium figures had changed; the school was awarded an additional £6.5k the previous day. The GB noted the Mayor of London had promised all primary school pupils in London were to have their school meals funded, which was a welcome initiative, however it was currently unknown how much the funding would ultimately be. Lots of uncertainty regarding income remained.

6.6 Inflation was a main concern as was the impact of in-year inflation on the three-year budget. Uncertainty also surrounded the inflationary increases in utilities. It was hoped that there would be additional capital income this year, however capital budget spending was restricted and the real challenge was surrounding income from pupil numbers.

6.7 The Chair said the GB was to be asked to approve the budget, recognising that there would be variances to it over time and asked for confirmation that the budget would be locked with variances to it reported back to Governors. The SBM confirmed that this budget would be submitted to the Local Authority (LA) and any variances would be reported. The budget was unanimously APPROVED.

7 Costed School Development Plan (SDP) – approved at Resources Committee

7.1 It was noted that the costed SDP had been reviewed by the Resources Committee.

- 7.2 **The Interim Headteacher** stated that this was the Spring term review of the SDP drafted in the autumn term. The SDP would be further reviewed again in the autumn term and any items remaining orange/red would be carried over to the next SDP. It was noted that end dates were intentionally July so there would be no legacy issues once the interim Headteacher (IHT) left post; the SDP was a continual, rolling programme.
- 7.3 **Governors asked** when work would begin on items marked red and were informed that discussions had already begun on those items. The IHT said that the Headteacher, Helen Taylor, needed to steer work on the SDP and would do so in full from September. The Headteacher was involved in the budget work put together. Governors thanked the leadership team for the SDP, noting it was extremely useful for Governors to see a costed SDP presented. The IHT said that costing the SDP ensured that teaching staff gave consideration to the financial implications of work that was required. The IHT commended the SBM for her role in the process of costing the SDP. The GB APPROVED the SDP.

8 Policies

- 8.1 The following policies had been reviewed by the Curriculum Committee and were being recommended for approval by the GB:
- i. BSL Policy
 - ii. EYFS Policy
 - iii. Admissions Policy
- The GB **APPROVED** the aforementioned policies.

- 8.2 The GB was informed that work had been put into The Language and Communication Policy, and that the Lead Speech and Language Teacher (SALT) had reviewed it in full. The GB acknowledged that this policy was likely to come back to the GB but APPROVED this interim version.

9 Chair's Items

- 9.1 The Chair raised the issue of GB recruitment and thanked the SBM for her assistance with paperwork to recruit Governors – a process which would shortly be underway.
- 9.2 The school was to run an election for two Parent Governors (from the primary and secondary school). The GB noted that Uzma Naseer's son was to leave the school in the summer, and she would be standing down at the end of the academic year.
- 9.3 The term of the Primary Parent Governor Alison Miles had ended in December 2022. The GB AGREED Alison Miles should become a Co-opted Governor from today, which would be reviewed following the Parent Governor election. The GB RENEWED Lucia Glynn's term of office as a Co-opted Governor for a further four-year term.
- 9.4 The Chair informed the GB that two deaf candidates were to visit next week, and it was hoped that the GB would consider them to be appointable as Co-opted Governor roles on the GB. Staff Governor elections were to take place imminently. Tarhe Ibehre agreed to remain in post as the LA Governor.

10 AoB

- 10.1 None.

11 Future Meeting Dates

- 11.1 The next meeting was due to take place on 5th July 2023, at 6pm.

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

SIGNED: Ruth Griffiths (by email)

GOVERNING BODY CHAIR

DATE: 25.06.2023

