

## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

Tues 18<sup>th</sup> October 2022

Google Meet/Hybrid

<b>GOVERNORS PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
CH	Mr Chris Howard	<i>Chair of the Full Governing Board</i>
EHT	Ms N Reid	<i>Executive Headteacher</i>
MS	Mr M Sharman	<i>Vice Chair of the Full Governing Board &amp; Chair of the Resources Committee</i>
DY	Mr D Young	<i>Co-opted Governor</i>
GJB	Ms G Johnson-Brandy	<i>Co-opted Governor</i>
GD	Mr G Davies	<i>Co-opted Governor</i>
GE	Mr G Evans	<i>Parent Governor</i>
PM	Mr P Middleburg	<i>Staff Governor</i>

<b>OTHER ATTENDEES PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
CLK	Mr D M Laird	<i>Clerk to Governors</i>
DH	Mr D Hewie	<i>Headteacher, Woodberry Down</i>
RM	Mr R McGrath	<i>Headteacher, Shacklewell</i>
KB	Ms K Beecroft	<i>Headteacher, Grazebrook</i>

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
OM	Mr O Koshin	<i>Governor</i>
MC	Ms M Crawford	<i>Co-opted Governor (Leave of Absence)</i>

<b>ABSENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
SO	Mr S Olalere	<i>Parent Governor</i>

**ACTION WORKSHEET**  
**18<sup>th</sup> OCT 2022**

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
	C/F	CARRIED FORWARD FROM PREVIOUS MEETING		

NEW ACTIONS				
<b>GB1</b>	5.5	Disseminate new Govs Code of Conduct	Chair CLK	<b><u>OPEN</u></b>
<b>GB2</b>	5.8	Email govs regarding English Hub Link Gov role	Chair	<b><u>OPEN</u></b>
<b>GB3</b>	5.8	Arrange monitoring visit to Thomas Fairchild	Chair	<b><u>OPEN</u></b>
<b>GB4</b>	5.8	Update Board during its next meeting on intra-meeting discussions regarding Thomas Fairchild Partnership	Chair EHT	<b><u>OPEN</u></b>

**LEGEND**

- Green** – Completed
- Red** – Pending (URGENT)
- Black** – Pending (NOT URGENT)
- Blue** – OPEN

# RECORD OF MEETING

## 1. Opening Formalities

### **1.1 Welcome**

The Chair of the Governing Board convened the autumn term (I) meeting of the New Wave Federation Governing Board. The meeting started at 6pm.

### **1.2 Apologies & Absence**

As recorded above.

### **1.3 Declarations of Interests**

No declarations recorded and no changes to existing written declarations.

### **1.4 Notification of any other Business not on Agenda**

None tabled

## 2. English Hub Report

The Governing Board received and considered the English Hub Report presented by Hub Lead (Ms S Paxton). It was noted that the Hub reports will be incorporated into the reporting mechanism of the New Wave Federation Governing Board going forwards.

## 3. Executive Headteacher's Report

*(Incorporating the Headteachers' Reports & SIP Visit Reports)*

The Governing Board received, discussed, and accepted the Executive Headteacher's Report. *The Board accepted the report as read.*

The Executive Headteacher appraised the Board of the following as set out in her report:

### **Autumn Updates**

#### **Statutory Assessments**

#### **Pupil Roll & Comparisons**

#### **Key OFSTED Updates**

#### **Independent Teaching & Learning Reviews**

#### **Performance Management**

- Gobs are asked to read the sports and pupil premium strategies and submit any questions or queries to the Executive Headteacher.
- Staff appraisals are due this term.
- As per GDPR requirements, the theft of the chrome books from Shacklewell was reported. We have been informed that we do not need to escalate this further as there was no breach of data.

## DECISIONS

1. Gobs **AGREED** that the Executive Headteacher will carry out the Headteachers' appraisals and the Headteachers will carry out the relevant appraisals in their respective schools.
2. Mr C Howard, Mr M Sharman and Mr G Davies will carry out the Executive Headteacher's appraisal.

## 4. Thomas Fairchild Partnership

The Governing Board extensively discussed the ongoing partnership with the Thomas Fairchild Community School.

During the discourse, the Executive Headteacher advised that it is one year since the partnership with Thomas Fairchild and that it is due to end February 2023 and a decision needs to be made on the future of the partnership. The following achievements/highlights were noted:

- New Wave has ensured that Thomas Fairchild have a leadership structure that is consistent with the needs of the community.
- A substantive Headteacher has been appointed.
- the Deputy Headteacher post remains, and the school has appointed an Assistant Headteacher from within New Wave Federation to offset any challenges that the team faces due to historical on-going staffing issues.
- The short-term, medium-term, and long-term needs have been identified.
- The school/Federation continues to work closely with the local authority to ensure all systems that have been put in place are robust including having regular one day reviews and financial meetings with them around the deficit budget.

The Executive Headteacher highlighted that Thomas Fairchild is a “requires improvement” school with an Ofsted monitoring visit imminent which could either recognise the partnership with New Wave Federation and all the work that has done to support them subsequently leading to a full inspection, or, if they feel the evidence is not substantive enough, a monitoring visit would continue.

Govs noted the main positive changes since the partnership begun, to include:

- Reduction/cessation of parents transferring their child to other local schools.
- Clear staff and pupil behaviour systems have been implemented. Continuous development of a robust curriculum which builds on progression.
- The SENCo has put in systems and structures to ensure the SEN provision is persistent and clear for both families and staff.
- The maths and early reading curriculum are now stronger.
- The priorities for 2022/23 are to continue to improve and embed these key changes that have been introduced.
- The Governing Board is holding leadership to account and make regular visits to see how policies and procedures are implemented.

The Bursar advised that a 5-year deficit budget plan was set. However, since then, matters have come to light that were not expected and not resolved as quickly as expected along with the impact on the budget in regard to non-funded pay increases and significantly higher energy bills, these issues have added an extra £150k to the budget and means that the deficit plan needs to be reviewed. The Chair advised that by February 2023 there will be a need to transition into a soft governance federation or the partnership will end and the returns to its erstwhile ‘stand-alone’ position.

**Q. Are each school’s budget separate?**

**A.** Thomas Fairchild has its own budget separate from New Wave. If governors decide that Thomas Fairchild remains within New Wave, they could still have their own budget or can be merged with the 3 other schools.

**Q. Will they have to have a single governing board?**

**A.** There is no requirement in a soft federation of having a single governing board, however a hard federation would require Thomas Fairchild having a single governing board.

**Q. Would Ofsted expect us to remain with Thomas Fairchild as a soft federation?**

**A.** The governing board will be posed with that challenge as the school could not operate successfully without the support of New Wave.

**Q. Is there any leverage to obtain additional funding from the local authority if New Wave continues to support Thomas Fairchild?**

**A.** We will continue to ask for additional funding for specific tasks.

The Chair informed the Board that a decision will have to be taken in its December 2022 meeting on the way forward.

## **Headteachers' Reports**

The Board received and discussed the respective Headteachers' Reports as set out below. *The Board accepted the reports as read.*

### **Shacklewell Grazebrook Woodberry Down**

The respective Headteachers updated govs on:

#### **School Context Challenges Attendance Pupil Outcomes Teaching Profiles Priorities for 2022/23 Safeguarding & Early Help Pupil Premium & PE/Sports Premium**

*The full details/updates were set out in the respective Headteachers' Reports.*

The Headteachers reaffirmed the priorities for 2022/23 by school and also set out the actions they *along with the staff* are taking/set to take to address performance gaps and identified areas of development. They further updated the Board on other issues, to include:

### **Shacklewell**

- a. Positive start to the academic year.
- b. A number of new staff appointed.
- c. A culture has been developed where pupils are making a lot of the decisions in the school.
- d. We have commenced instrumental lessons from Year 3 of up to an hour per week. This has significantly impacted on their attainment in music and their wellbeing.
- e. Two early help applications have been made since the start of the academic year.
- f. Quality of teaching remains at 80% good or outstanding.
- g. Attendance across the school is 96.2%. Two fixed penalty notices have been issued due to attendance issues.
- h. One member of staff is on a support plan.
- i. One teacher is on long term sick.
- j. 2-year-old recruitment is currently a challenge.
- k. Pupils with an EHCP (Education Health Care Plan) is on the increase.
- l. 1 pupil has received a 5-day suspension for violent behaviour towards staff and pupils. The family have decided to home educate him, and the school is providing materials to support him ensuring that the therapeutic aspect of his learning continues.
- m. 60 chrome books were stolen during a break-in during the summer holidays. We have reviewed the security for devices.
- n. Pupils attained above national in most of the measures, however our reading progress was not successful. Early Years GLD was 84.7%. Year 1 Phonics was 96.1% and Year 2 was 83%. In school data for non-reportable year groups is satisfactory.
- o. Targets will be verified by the SIP this term.
- p. The 6 school priorities align with the challenges for the school.

### **Woodberry Down**

- a. Positive start to the academic year.
- b. A significant number of trips and visits have taken place already this term for the pupils primarily for maths and geography.
- c. Guitar is being taught to pupils in Years 4, 5 and 6.
- d. Pupil numbers are strong.
- e. Pupils are very positive about the New Wave Federation values.
- f. A new Deputy Headteacher is in post and is proving to be an asset in the school and across the Federation.
- g. We have 4 ECTs and 3 trainee teachers.
- h. The extended curriculum is strong.
- i. Outcomes continue to be a challenge as the majority of pupils arrive with SEN or new to the country.
- j. The Local Authority have offered support to improve outcomes and we are receiving significant support from the Federation.
- k. Attendance is 93.2%. 22 fixed penalty notices have been issued due to attendance issues.
- l. 28 pupils are known to social services.
- m. Pupil attainment was lower than anticipated in the SATS, however above the national average. KS1 were in line with notational averages. Early Years GLD was 74.7%. Year 1 Phonics was 89%. In school data for non-reportable year groups is satisfactory.
- n. Targets have been verified by the SIP.

### **Grazebrook**

- a. Positive start to the academic year.
- b. Pupils are very positive about the New Wave Federation values.
- c. A new Deputy Headteacher is in post who specialises in SEND.
- d. We have 4 ECTs.
- e. We have a part-time Teaching and Learning Advisor whose key responsibility is ensuring that the new teachers have regular coaching. She identifies their strengths and weaknesses, and appropriate support is put in place where necessary.
- f. We have had support from the English Hub for the ECTs in KS1 for phonics and early reading. They are also supporting phonics and reading fluency tutors across the school.
- g. KS2 pupils are being taught how to play the flute.
- h. KS2 is now in a strong robust position. However, KS1 has needed additional support due to the amount of ECTs.
- i. Attendance is at 96%. A number of families have received fixed penalty notices due to attendance issues.
- j. KS2 combined SATS was 84%. KS1 data is robust. Early Years GLD was 88%. 1 Phonics was 95%. Internal data is robust.
- k. We have made a few referrals to MASH and 2 families are on early help.

**There being no questions, Governors thanked the Executive Headteacher and Headteachers for their concise and informative reports.**

## **4. Policy Review & Approval**

The Board approved the adoption of the following policies:

Safeguarding Policy/ies	Assessment
Collective Worship	Handwriting
Complaints	HR
Behaviour	Health & Safety
Volunteer & Students	

## **4. Minutes –Governing Board Meeting (4<sup>th</sup> July 2022)**

### **4.1 Corrections**

None recorded

### **4.2 Approval of Minutes**

The minutes of the Governing Board meeting held on 4<sup>th</sup> July 2022 were approved as the true and accurate record of the meeting.

### **4.3 Matters Arising from Minutes of the Gov Board Meeting held on 4<sup>th</sup> July 2022**

All items reported as completed or marked as c/f for future meetings. No other matters arising from previous minutes.

## **5. Governing Board Business**

### **5.1 Election of Chair & Vice-Chair**

The Clerk nominations for election to the role of Chair & Vice Chair for 2022/23. Nominations were duly received and seconded.

**Mr C Howard re-elected as Chair of Gobs**

**Mr M Sharman re-elected as Vice Chair of Gobs**

### **5.2 Clerk's Statutory & Governance Updates**

The Clerk advised that a summary document was published amongst the papers on the expected changes to education in 2022/23.

### **5.3 Membership & Recruitment**

The Chair advised that 2 potential appointees as Co-opted Gobs will be invited to attend the next meeting of the Board.

### **5.4 Governance Statement (2021/22)**

The Board approved the adoption of the Governance Statement for 2021/22.

### **5.5 Gobs Code of Conduct**

To be disseminated.

### **5.6 Appointment of Link Gobs (2022/23)**

The Board approved the appointment of the following Link Gobs:

Safeguarding & SEN	Mr G Davies
Curriculum	Mr G Evans

Health & Safety	Mr M Sharman
English	Ms N Reid (Ms M Crawford is on leave of absence)

**5.7 Governor Training**

The Board noted that this was shared earlier.

**5.8 Chair's Action**

See action worklist for follow-up actions to be completed by the Chair.

**6. Any other Business**

There being no further business, the meeting ended at 7.35pm

Approved for (and on behalf of) the **GOVERNING BOARD**

\_\_\_\_\_  
*Chair of Full Governing Board  
(or Chair of Meeting)*

\_\_\_\_\_  
*Date*

**Next meeting**

Wed 14<sup>th</sup> Dec 2022 (6pm) – Shacklewell/Hybrid