

## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

Wednesday 29 March 2023

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>   |
| AO                       | Ms A Oteng          | <i>Co-opted Governor</i>   |
| GE                       | Mr G Evans          | <i>Parent Governor</i>   |
| SO                       | Mr S Olalere        | <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> |  |  |
|------------------|--|--|
|                  |  |  |
|                  |  |  |

**ACTION WORKSHEET**  
**29 MARCH 2023**

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

| NEW ACTIONS |     |  |                 |             |
|-------------|-----|--|-----------------|-------------|
| <b>GB1</b>  | 3   | Review existing complaints policy and make appropriate recommendations   | Chair /<br>Govs | <b>OPEN</b> |
| <b>GB2</b>  | 5.3 | Disseminate copy of the Consultation Document into the proposed federation of Thomas Fairchild into the New Wave Federation. | Chair           | <b>OPEN</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 spring term 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

### **1.5 Membership Matters**

#### *Appointment of New Governor*

The Board approved the appointment of Ms Angela Oteng as the new Co-opted Governor for 4yrs effective 29 March 2023. Ms Oteng's appointment was properly nominated and seconded.

#### *Resignation*

The Board was notified of the resignation of Ms Martha Crawford and Mr Omar Koshin. The Board thanked them for their service and wished them well in their future endeavours.

## 2. Presentation to Governing Board

The Governing Board received detailed presentations on the following:

### **Art & Design Technology Curriculum - Ms S Graham (Deputy Head, Woodberry Down)**

Ms Graham shared the following key highlights of the wider curriculum, to include:

- Change was required to widen the curriculum offer, ensure clear progression from Reception to Year 6 and support teachers' subject knowledge.
- There are at least 3 elements of each subject across the academic year.
- In order to provide teachers with support we are using a programme called Access Art. 7 themes run through the curriculum that we want the pupils to develop: colour, pattern, texture, line, shape, form and space.
- The Federation/schools use a system called Project on a Page to support Design Technology. 5 themes run through this curriculum; structure, mechanism, food, electrical systems, and textiles.
- Staff confidence in the curriculum is developing across the Federation.
- Pupils are excited about the curriculum particular in Art & Design and talk passionately about what they are learning and can talk about the different elements.
- Staff training will continue to further improve confidence and gain understanding of how to teach the subject.
- The Federation/schools will refine the process of recording pupils' journey within each unit and share outcomes with parents regularly.

### **Computing Curriculum - Ms C Williams (Deputy Head, Shacklewell)**

Ms Williams shared the following key highlights of the wider curriculum, to include:

- Change was required so that pupils were digitally literate, could create a range of content and staff were trained in keeping children safe online.

- Content will be taught from Nursery to Year 6 using a range of software and hardware.
- Training will be provided to give teachers confidence to teach the curriculum.

**PSHE Education & RE Curriculum - Ms H Khan (Deputy Head, Grazebrook)**

Ms Khan shared the following key highlights of the wider curriculum, to include:

- PSHE education gives every pupil an equal opportunity to develop skills and knowledge they need to thrive.
- Each element of the curriculum is revisited across the years.
- Pupils experience trips to support the teaching of PSHE.
- RE supports pupils to respect others and gain a broader understanding of views and beliefs, improve their knowledge of global affairs, develop a stronger sense of wellbeing, avoid extremism, and contribute to a more cohesive community.
- The RE curriculum covers substantive content and concepts collectively. Content is sufficient for pupils to grasp a bigger picture about religion and non-religion in the world.

*Presentations disseminated for gov's review.*

Govs thanked the respective school leaders for their presentation.

### **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:

[English Hub](#)  
[One Day Reviews \(GB, SW, WD, TF\)](#)  
[Yr 6 Attendance](#)  
[Yr 6 Performance Data](#)  
[Secondary Transfer Applications](#)

#### ***English Hub***

The following key highlights from the English Hub update were outlined to the Board, to include:

- The New Wave English Hub is one of 34 established DfE funded English Hubs
- The Hub has supported over 550 schools through medium level support, audits, and intensive support to secure early reading outcomes as well the embedding a love of reading.
- The Strategic Hub Lead and Hub Lead are effectively utilising leadership and literacy specialist expertise to drive forward the Hub vision.
- Two new skilled and knowledgeable practitioners have joined the Literacy Specialist team.
- A progress meeting with the DfE recently took place identifying that, within our objectives, we have maintained a secure green rag rating.
- The Hub was maintaining strong links with local partners and authorities and working in collaboration to enhance the team's fluency in reading provision.
- Through regular monitoring of phonics & ReadWrite Inc, development days ensure excellent standards through daily coaching; clear assessments; regular discussions and practise map sessions.
- Schools who have graduated are still engaging and we are providing bespoke training support.

#### **Q. How do parents know that we have first rate trainers with high quality expertise?**

**A.** The success of the English Hub has been published in the school bulletin; however, we need to be more consistent in highlighting what we offer.

### **General Update from Executive Headteacher**

The Executive Headteacher provided govs with an additional verbal update to her reports highlighting the following points:

- The senior leadership team remains strong and stable.
- The 2 Assistant Headteachers, who were class-based at Shacklewell will now support the Headteacher on school priorities.
- A recruitment drive has commenced at Shacklewell and Woodberry Down.
- The staff survey results will be reviewed and reported back at the next Board meeting.
- The Federation will be appointing an additional attendance officer to support the persistent absence at Woodberry Down.
- Attendance and persistent absence figures:
  - Grazebrook – **95.2%** persistent absence – 11.9%
  - Shacklewell - **95.2%** persistent absence - 13%
  - Woodberry Down – **92.9%** persistent absence - 26.2%
- Headteachers have revised their targets based on the current data and changes in the context of the school.

**Q. What is the national percentage for persistent absence?**

**A.** 23%.

**Q. Will the appointment of an attendance officer be an additional cost?**

**A.** Yes and this has already been budgeted for.

### **Headteachers' Reports**

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

**Shacklewell**  
**Grazebrook**  
**Woodberry Down**

*The full details/updates were set out in the respective Reports (and accompanying reports):*

#### **Shacklewell**

- a. 12 families have been referred to social services and one pupil is on a child protection plan.
- b. The single central record has been checked.
- c. The School Development Plan is still under review.
- d. In terms of the survey, 98% of parents reported that their child feels safe at the school and would recommend Shacklewell to others. In response to feedback, we have changed the way we inform parents of the enrichment clubs so that they can plan around the days and times.

#### **Woodberry Down**

- a. 14 families have been referred to social services and 7 pupils are on a child protection plan.
- b. The single central record had been checked and confirmed as being compliant with statutory requirements.
- c. The School Development Plan had been updated with actions arising from SLT.

## **Grazebrook**

- a. 13 families have been referred to social services around family support, mental health, or housing issues.
- b. There are no open child protection cases.
- c. The single central record has been checked by the local authority and to found to be robust.
- d. The School Development Plan had been evaluated by SLT in terms of how the school was working towards meeting the established targets.
- e. Staff are confident in talking about the curriculum.
- f. The one-day review was successful and has been fed back to staff.
- g. In terms of the survey, 95% of parents reported that their child feels safe at the school. In response to feedback, we have developed a personal development pathway to support pupils further.

### *Discussion on Parental Complaints*

The Executive Headteacher updated the Board on recent parental complaints.

## **DECISION**

The Board **AGREED** to review the existing Complaints Policy and make recommendations on any changes required.

### *Safeguarding Reports*

The Board reviewed and noted the schools' Safeguarding Reports.

### *ASBESTOS Reports*

The Board reviewed and noted the asbestos re-inspection survey reports. It was noted that the reports were reviewed by the Resources C'ttee.

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

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

No policies for review or approval.

## **5. Minutes –Governing Board Meeting (14 Dec 2022)**

### **5.1 Corrections**

None recorded

### **5.2 Approval of Minutes**

The minutes of the Governing Board meeting held on 14 Dec 2022 were approved as the true and accurate record of the meeting.

### **5.3 Matters Arising from Minutes of the Gov Board Meeting held on 14 Dec 2022**

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

## **6. Governing Board Business**

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

There were no updates to report.

### **6.2 Report from the Resources Committee**

The Board received and noted the minutes from the recent meeting of the Resources Committee held on 25 January 2023.

## **DECISION**

On the advice of the Resources Committee, the Board approved the School Financial Value Standard (SFVS).

### **6.3 Chair's Action**

None reported by the Chair.

## **7. Any other Business**

There being no further business, the meeting ended at 8:15pm

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

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

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

### ***Next meeting***

Wed 12 July 2023 (6pm) – Woodberry Down/Hybrid