

## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

Wed 14 December 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>
JD	Mr J Donald	<i>Co-opted 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>
BUR	Mr I Fokerd	Bursar

<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**  
**14 DEC 2022**

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
<b>C/F</b>		CARRIED FORWARD FROM PREVIOUS MEETING (18 OCTOBER 2022)		
<b>GB1</b>	5.5	Disseminate new Govs Code of Conduct	Chair CLK	<u><b>OPEN</b></u>

<b>NEW ACTIONS</b>				
<b>GB1</b>	4	Draft procedure to begin federation process for Thomas Fairchild by Feb 2023 and disseminate for gov's' information.	Chair Exec Head	<u><b>OPEN</b></u>

**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 (II) 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. 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:

### **Pupil Rolls across Federation**

#### **Attendance Record**

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

#### **Continuing Professional Development (CPD)**

#### **Resignations and Recruitment**

#### **OFSTED Preparation / Readiness**

#### **Assessment of COVID-19 Impact**

#### **Multiplication Table Check**

#### **KS2 SATs**

- Pupil numbers across the 3 schools are healthy. The pupil numbers reported were:
  - Grazebrook - 458
  - Shacklewell - 464
  - Woodberry Down - 675
- Attendance has been low across the schools due to the strep A virus and was recorded as:
  - Grazebrook - 93.8%
  - Shacklewell - 95.8%
  - Woodberry Down - 90%
- A half day SIP visit took place facilitated by the LA reviewing the provision ensuring we are meeting our school improvement priorities and identifying the strengths of the school and the key actions that need to be addressed before their next visit.
- As SEND is a significant priority a review for each school has taken place facilitated by an external advisor, this will feed into the inset day next term.
- Staff have visited outstanding primary schools to see the provision they provide.
- Headteachers and Deputy Headteacher have received safeguarding training by the LADO on allegations against staff.
- CPD sessions delivered to staff, to incl:
  - Safeguarding training by LADO
  - Departmental coaching session by an external consultant in prep for OFSTED inspection

- SEND Priorities scheduled for January 2023 INSET
- Spanish Curriculum session/s
- The English Hub Lead and Hub Manager have resigned to work in the private sector. A new lead has been appointed and 3 Assistant Headteachers.
  - Gobs also reviewed the current staffing organogram for the English Hub.
- Assessing the impact of COVID-19 has identified that Year 2 pupils are 3 months behind in reading compared to expected. The disadvantaged gap widened in this cohort.
- Federation schools were in line with the average score for times tables based on DfE published information.
- Publication of information for KS2 SATs dates 2023.

## **Headteachers' Reports**

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

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

The respective Headteachers updated gobs on:

**Pupil Roll**  
**Attendance & Punctuality**  
**End of Term Headline Data**  
**Teaching Profile**  
**Leadership & Management and OFSTED Readiness**  
**Quality of Education**  
**Safeguarding**  
**Personal Development**

*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**

- The whole school attendance is 95.8%. The main attendance is in Nursery and Reception.
- Following the completion of the assessments, pupil attainment reviews (PARS) have taken place, which focus on the specific gaps in the children's knowledge and the strategies that the teachers need to employ to address them. These agreed actions will then be reviewed before the February half term to ensure that the pupils who the leaders and teachers are tracking make accelerated progress.
- The appraisal cycle for 2022/23 has begun successfully with all initial meetings having taken place with teaching staff, including senior leaders.
- CPD includes internal training on curriculum progression in science, history and computing, tailored EdTech support for new staff, SEND reviews, maths mastery and RWI development days.
- The school continues to work with a variety of external professionals to support families. The school has completed three early help referrals this term and two of them have met the threshold for interactions for social services.
- Pupil behaviour continues to be excellent.

### **Woodberry Down**

- The whole school attendance is 92.4%. The school continues to face significant challenges with pupil attendance. Letters are sent to parents when their children have attendance below 95%. These families have been invited to meet with the headteacher with varied success, many do not attend these meetings and do not interact with the school.
- 3 ECTs are receiving support.
- Staff at the school continue to prioritise safeguarding and child protection. A recent visit from the federation's link governor confirmed the school's own moderation of its practices and policies.
- Behaviour continues to be a strength of the school.

### **Grazebrook**

- The whole school attendance is 95.3%. Illness significantly impacted on the data this term.
- One pupil on an EHCP is being home tutored.
- Data is robust. Year 4 is of particular concern in regard to reading. Plans are in place to ensure they progress.
- Teachers new to the school have received coaching and planning support focused on areas for development identified in lesson observations and learning walks. Progress is being monitored through data, book looks and discussions with pupils.
- The child protection plan cases open at the start of the term have now closed. 7 children are currently on a CiN plan. Assessments are currently open for 5 children with an additional 5 children receiving support through Early Help.
- The federation's link governor visited earlier this term. This involved interviewing a range of staff across the school and confirmed the school's practices and application of policies is robust and embedded.

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

### **3. Thomas Fairchild Partnership (Discussion & Decision)**

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

The Chair advised that further to the thorough discussion at previous meetings, the Governing Board of Thomas Fairchild voted in favour of joining the Federation and therefore becoming part of the New Wave Federation with full support of Hackney Education (HE) who have praised the improvements since the soft partnership was established in September 2021 and are very keen for this to continue. One of the key issues that needs to be addressed before any decision can be taken is the financial deficit that Thomas Fairchild currently has.

The Bursar advised that as at the end of October 2022 the year-end balances of the two schools were projected to be:

- New Wave Federation - £1,008,174 surplus
- Thomas Fairchild - £332,185 deficit (reduced from £466,430 inherited deficit)

The Bursar reported that the latest 4-year budget plan for Thomas Fairchild shows that the school would be able to manage the budget within each financial year moving forward but would not be able to clear the deficit. It was noted that 2 factors have negatively impacted on the budget.

- These are the pay rises and the increase in energy costs. The pay rises will add at least £153,000 to the 4-year budget.

- The impact of the rise in energy costs is still unclear, although the budget has allowed for a 100% increase in the previous year's costs.

Govs were informed that several meetings have taken place with Hackney Education (HE) to discuss this and to seek additional funds for Thomas Fairchild. It was noted that Hackney Education (HE) have agreed to provide additional funding of £100,000 in 2022-23 and further funding of £50,000 in 2023-24. This would reduce this year's deficit to £232,185 and mean that the school would potentially be out of deficit at the end of the 2024-25 financial year. If New Wave proceeds with the hard federation, then, based on the figures above, the New Wave Federation surplus would be reduced to £775,989 and would manage the finances of the whole federation as a single budget. It was noted that in the November budget it was announced that the overall budget for education would be increased by £2.3billion in 2023-24 and 2024-25.

The Bursar reported that the latest estimate is that this would mean an additional £39,000 per year for Thomas Fairchild and £229,000 per year for New Wave. This additional funding would help reduce the deficit at Thomas Fairchild and based on the current figures in the 4-year budget plan, would give the school a surplus of over £105,000 at the end of the 2024-25 financial year. Pupil numbers across all schools are currently steady.

The Executive Headteacher stated that Thomas Fairchild have gone through a difficult time and that they have been through 3 partnerships, experienced a fire, gone through a legacy of below average pupil outcomes and New Wave have enabled them to receive the high-quality education they are entitled to and this should be considered when governors make their decision although the LA will not be providing the funding that was requested.

Govs noted that the local authority was eager for the partnership to continue and concurred that they should be financially supportive of the process.

**Q. What would be the on impact New Wave's accounts if Thomas Fairchild joined?**

**A.** Currently the 3 schools have one budget allowing staff to work across the federation. If Thomas Fairchild joined their funding will be included in the central pot.

**Q. Is there a recommended level of surplus?**

**A.** 8% of the budget.

The Chair explained the current constitution of the Thomas Fairchild Governing Board and stated that the £100k from the LA is caveated that it should be a hard federation (i.e., a single governance structure and continued engagement with the parents). The Thomas Fairchild Governing Board are very keen to federate and have indicated that they would still like to be included in an advisory capacity. The Chair proposed to disband the Thomas Fairchild Governing Board and set up an advisory committee and that there should also be a position available for a parent from the school on the Federation Governing Board. It was acknowledged that Thomas Fairchild staff are positive of the federation although aware that there may be some challenges.

**Q. Are there any plans to strengthen middle leadership or curriculum leads?**

**A.** Yes as there has been movement in their leadership. We have successfully recruited a member of staff to support the Headteacher.

**Q. If the federation does not take place, will there be any changes to current staffing?**

**A.** No.

**Q. How will parents be advised about the potential federation?**

**A.** There will be a consultation process where they will be able to provide feedback and ask questions.

**Q. If the Board decides to proceed with the federation, will parents be informed that governors have thoroughly reviewed the options and have decided to proceed?**

**A.** Yes, there will be an explanation on what governors have decided.

**Decision**

Govs unanimously **AGREED** to proceed with a hard federation with Thomas Fairchild School.

**4. Minutes –Governing Board Meeting (18 Oct 2022)**

**4.1 Corrections**

None recorded

#### **4.2 Approval of Minutes**

The minutes of the Governing Board meeting held on 18 October 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 18 October 2022**

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

### **5. Policy Review & Approval**

The Board approved the adoption of the following policies:

Accessibility – GB/SW/WD	Attendance
Behaviour	Charging & Remissions
Complaints	Educational Trips & Visits
Equalities	Home School Agreement – GB/SW/WD
Health & Safety	Intimate Care
Online Safety	Pupil Privacy Notice
SEND	Staff Privacy Notice
Supporting Pupils with Medical Conditions	Teaching & Learning Policy
Volunteers & Students	

### **5. Governing Board Business**

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

There were no updates to reports on.

#### **5.2 Membership & Recruitment**

The Chair advised that he was working on recruiting 2 additional individuals for appointment as gobs.

**The Board formally appointed Mr J Donald as a Co-opted Gov for 4yrs effective 14 Dec 2022.**

#### **5.3 Report from Resources Committee**

The Board received an update from the Chair of the Resources Committee following its meeting of 21 Nov 2022.

Gobs were informed the despite that payment of unfunded salary increases, the Federation remains in a positive financial position.

#### **5.4 Governor Training**

There was nothing to report on this item. Notwithstanding this, gobs were informed to pay attention to the training information disseminated throughout the term.

#### **5.5 Chair's Action**

There was nothing to report on this item.

## **6. Any other Business**

There being no further business, the meeting ended at 8:10pm

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

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

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

### ***Next meeting***

As published on the Schedule of Meetings