

## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

Thurs 11 July 2024

Google Meet/Hybrid

<b>GOVERNORS PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
CH	Mr C Howard	<i>Chair of the Governing Board</i>
EHT	Ms N Reid	<i>Executive Headteacher</i>
DY	Mr D Young	<i>Co-opted Governor</i>
GE	Mr G Evans	<i>Co-opted Governor</i>
GJB	Ms G Johnson-Brandy	<i>Co-opted Governor</i>
GD	Mr G Davis	<i>Co-opted Governor</i>
KD	Mr K David	<i>Parent Governor</i>
AO	Ms A Oteng	<i>LA Governor</i>

<b>OTHER ATTENDEES PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
CLK	Mr D M Laird	<i>Governance Professional to the Board</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>
MT	Mr M Trahair	<i>Headteacher, Thomas Fairchild</i>

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
MS	Mr M Sharman	<i>Vice Chair of the Governing Board &amp; Chair of the Resources Committee</i>
KE	Mr K Ezeagu	<i>Staff Governor</i>
JD	Mr J Donald	<i>Co-opted Governor</i>
DC	Ms D Costa	<i>Parent Governor</i>

**ACTION WORKSHEET**  
**11 JULY 2024**

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
<b>GB1</b>	2	Provide progress report on the feasibility study to Shacklewell roof	Exec Head	<b><u>OPEN</u></b>
<b>GB2</b>	2	Update the Board with progress to the possible installation of solar panels at GB and SW	Exec Head	<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 summer 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

## 2. Executive Headteacher's Report & Headteachers' Reports

(Incorporating the Headteachers' Reports & SIP Visit Reports)

The Governing Board received, discussed, and accepted an update from the Executive Headteacher. *The Board accepted the reports accompanying her update as read, to include:*

**New Wave Federation Assessment Data (Summer 2024)**  
**EYFS (2024) GLD Data          Staffing Report**  
**Training & Development**  
**Pupil Numbers (July 2024)**  
**School Complaints (2024)**  
**Safeguarding Issues (2024)**  
**Grazebrook Feasibility Report**  
**Replacement Water Heaters at Grazebrook Primary School**

### *Assessment Data Review*

**The Executive Headteacher tabled** the [assessment data \(2024\)](#) for review by the Board. Gobs reviewed the data and noted the attainment of pupils in Yr 6 across Reading, Writing, Maths, GSP & RWM.

Gobs further reviewed, discussed and commended the performance of pupils across the schools and assessed how it compared against 2023 performance figures and local / national averages. The Board noted the increases / decreases in some areas.

**The Board** reviewed and enquired into the [EYFS data summary \(2024\)](#) and noted the GLD for pupils across the schools.

The Executive Headteacher and Headteachers further apprised gobs of the performance for SEND pupils and how that compared with the similar period in 2023. Gobs noted that there were some increases and decreases in pupil performance, but was assured that additional support was in place for pupils to ensure that performance was above expected standards.

### *Staffing*

**The Board** received an update from the Executive Headteacher on current staffing levels and further information on new appointments, resignations, current vacancies and staff turnover rates.

**The Board enquired into** and was assured that the schools would have adequate staff in place for Sept 2024. In its analysis of the presented data, gobs noted the demographic of the staffing populace and training / CPD opportunities available to staff, including those undertaken throughout the 2023/24 academic year.

**The Board received and carried out an in-depth analysis of** staff sickness and attendance data across the preceding 2 academic years.

Although gobs were concerned with the levels of sickness absence across the 2 academic years, the Board was provided with further contextual information into the levels of staff sickness and absence, and received

assurances from executive leadership that staff were being properly supported as it (the Board) was of the view that with appropriate support in place, levels of staff sickness and absence could reduce.

The Board was further apprised on the process in place to manage staff sickness and absences.

#### *Pupil Numbers*

**The Board** received an update on current pupil numbers, to include:

Grazebrook – 460	Shacklewell – 477
Woodberry Down – 694	Thomas Fairchild - 228

#### *School Complaints*

**The Board** received summary updates of the management of parental complaints received across the schools (see pg 6 of *Exec Headteacher's Update for further information*).

#### *Safeguarding*

**The Executive Headteacher provided a summary update** on safeguarding issues, as outlined in her report. The Board noted that this update included allegations made against staff and how they were handled. Govs were informed that the allegations made against staff members across the schools had been appropriately investigated and resolved.

**The Board thanked Mr G Davis for supporting the schools in dealing with the various safeguarding concerns raised.**

The Executive Headteacher highlighted that a detailed safeguarding report would be provided during the new academic year.

#### *SIP Visit Report (Spring Term 2024)*

**The Board** received and reviewed the SIP Visit Report for Woodberry Down. It was noted that the visit was carried out in the Spring Term 2024. Govs discussed and noted the actions and progress made against the focus areas 1, 2 & 3 from the SIP visits (1/2). The Board further noted the marginal increase in attendance of .5% above the national average of 94% and was assured that steps were being taken to address persistent and unauthorised absenteeism.

The Executive Headteacher and Headteacher (Woodberry Down) both noted the agreed next steps across the 3 focus areas and outlined the key priorities for 2024-25 as:

1. Continuing to develop the SEND graduated approach and collaborate with the parent/carer community
2. Focusing on the delivery of the curriculum and pupils' use of IT to engage with the curriculum.
3. Analysing statutory data outcomes to identify strengths and any emerging areas of focus in the wider curriculum.

#### *Replacement Water Heaters at Grazebrook*

**The Board** received and reviewed the tender information for the [replacement of water heaters at Grazebrook](#). Govs accepted the report as read.

The Executive Headteacher assured the Board that a thorough review of the tender submission was undertaken, and 4 submissions were received. It was further highlighted that **OPUS Ltd** was recommended as the preferred supplier with a tender submission cost of £59,247. The Board was informed that the replacement works were due to be carried out during the summer break.

#### **DECISION**

The Board agreed to concur with the recommendation of OPUS Ltd to undertake the replacement works as outlined above.

### *Contracts – Catering & Photocopying*

The Board reviewed and noted the [information on the catering and photocopying contracts](#).

### *Solar Panels – Grazebrook & Shacklewell*

The Board reviewed and noted the information on the potential for installation of solar panels at Grazebrook and Shacklewell. Gobs received the detailed [Feasibility Report \(Grazebrook\)](#) of the roof and noted that one was also requested for Shacklewell. The Executive Headteacher reported that this would be tabled once received.

The Board requested progress reports on the Feasibility Study for Shacklewell's roof.

### **Headteachers' Reports**

The Board received and accepted summary school reports / updates from the respective Headteachers.

Gobs thanked the Executive Headteacher and Headteachers for their concise and informative reports.

### **3. Policy Review & Approval**

The Board approved the adoption of the following policies:

Positive Handling Policy (2024)	Parent Code of Conduct Guidance for NWF Policy
Collection and Walking to/from School Policy (2024)	Wrap Around Care Policy

### **4. Minutes –Governing Board Meeting (21 March 2024)**

#### ***4.1 Corrections***

None recorded

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

The minutes of the Governing Board meeting held on 21 March 2024 were approved as the true and accurate record of the meeting.

#### ***4.3 Matters Arising from Minutes of the Gov Board Meeting held on 21 March 2024***

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 Clerk's Statutory & Governance Updates***

No updates reported.

#### ***5.2 Report from Resources Committee***

The Board received an update from the Resources Committee.

It was noted that the Committee met on 18 June 2024 and had reviewed the Budget Monitoring Report for P2 and other Financial Reports, received updates on staffing and personnel matters and reviewed existing contracts signed by the schools/Federation.

The Committee further reported that it reviewed and approved the Staff Register of Business Interests.

[The Board noted the Gen Mins from the recent meeting of the Committee.](#)

### **5.3 English Hub Update**

The Governing Board received and considered an update on the operations of the English Hub.

### **5.4 Chair's Actions & Correspondence**

None reported.

## **6. Any other Business**

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

Approved for (and on behalf of) the

**GOVERNING BOARD**



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

**10/10/2024**

*Date*

### **Next meeting**

As published on the Schedule of Meetings