

GENERAL MINUTES

FULL GOVERNING BOARD

Thurs 10 October 2024

Google Meet/Hybrid

GOVERNORS PRESENT		
INITIALS	NAME	ROLE
CH	Mr C Howard	<i>Chair of the Governing Board</i>
EHT	Ms N Reid	<i>Executive Headteacher</i>
MS	Mr M Sharman	<i>Vice Chair of the Governing Board & Chair of the Resources Committee</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>
JD	Mr J Donald	<i>Co-opted Governor</i>
KD	Mr K David	<i>Parent Governor</i>
DC	Ms D Costa	<i>Parent Governor</i>
AO	Ms A Oteng	<i>LA Governor</i>
KE	Mr K Ezeagu	<i>Staff Governor</i>

OTHER ATTENDEES PRESENT		
INITIALS	NAME	ROLE
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>

APOLOGIES		
INITIALS	NAME	ROLE
GD	Mr G Davis	<i>Co-opted Governor</i>

ACTION WORKSHEET

10 OCTOBER 2024

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
GB1	3	a. Provide progress report on the feasibility study to Shacklewell roof b. Update the Board with progress to the possible installation of solar panels at GB and SW	Exec Head	OPEN
GB2	3	Provide the Board with an update on the new OFSTED approach to inspections and how it will impact on any Federation school awaiting an inspection.	Exec Head	OPEN
GB3	6.6	Confirm Schedule of Link Govs for 2024-25	Chair	OPEN

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 5:30pm.

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/Update

The Governing Board received an update on the English Hub. The update was set out in the published [English Hub Report](#) and provided details on the operations during 2023-24, the current picture and support for New Wave.

Govs were taken through the PSC data for 2024 with comparison data for 2023 provided for context. It was noted that the Wave 5 support programme/period included 2 special schools, target support provision from LS access by partner schools along with an in-between LS day visit support. The Hub Lead provided a further update on the Hub's staffing structure and a detailed reported on the current provision.

The Board noted that Mr G Evans remained the English Hub Link Governor, and an Advisory Board was now in place as mandated by the Department for Education (DfE).

The Board was apprised of the next steps for the English Hub during the 2024/25 academic year:

- NW English Working Party are reviewing post RWInc reading curriculum/ planning CPD steps across NW
- Advisory Board will review the hub's Vision and Values and Strategic Plan
- Continuation of Hub Lead to quality assure LS days and deliver LS training
- Autumn PRM with DfE will commence in November

3. 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:*

Executive Headteacher's Report (October 2024)	Federation Roll Report (Oct 2024)
OFSTED Update (Sept 2024)	Federation Strategic Improvement & Budget Planning Document
Headteachers' Report	SEF
Pupil Premium Strategy Reports	PE/Sports Premium Reports
School Development Plans	

Data Summary Reports (July 2024)	Performance Summary Reports & Outcome Letters (2024)
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Pupil Numbers

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

Grazebrook – 456	Shacklewell – 463
Woodberry Down – 678	Thomas Fairchild - 215

The Executive Headteacher apprised the Board of the reasons which led to the reduction in pupil numbers across the Board and also the increase in those being admitted with an Education Health Care Plan (EHCP). It was highlighted that the increase in pupils being admitted with an EHCP had impacted staffing requirements, and further noted a strong Reception intake at Grazebrook. Gobs were informed of the spaces available at the other schools.

The Board was informed that attendance within the first few weeks of the academic year was encouraging and recorded as 95% across the Federation. The Executive Headteacher reported that the improvement in attendance remains a focus across all schools and the attendance teams were working with families to minimise and eventually eliminate absenteeism.

Staffing

The Board received an extensive update from the Executive Headteacher on staffing and personnel matters, to include - current staffing levels and further information on new appointments and the challenges with filling specific roles across the Federation.

The Board enquired into and was assured of the Federation’s induction programme and noted that all staff had participated at the start of the academic year. It was noted that the induction programme including updates on safeguarding, strategies for adaptive learning and approaches to diversity and inclusion within the Federation’s curriculum.

The Board received a detailed update on the Federation’s Recruitment and Retention Strategy and noted that ongoing work to consider more flexible working options which included established boundaries. The Executive Headteacher reported that all Headteachers had been tasked with leading the consultation process which would include the engagement with all staff.

The Executive Headteacher provided the Board with an update on the current challenges with sickness. **The Board enquired into and was** informed of what was being done to address the current level of staff sickness absenteeism. It was noted that it continued to be a challenge and was being addressed through support and proper application of the Federation’s sickness management policy.

Gobs were assured of the aims of the R&R strategy which were to strike a balance that supported staff whilst keeping the well-being and learning of all pupils at the forefront of any decision-making.

Curriculum & Teaching

The Executive Headteacher updated the Board on the Federation’s curriculum and teaching strategy.

During the presentation, gobs were informed that curriculum frameworks had been updated/revised and embedded across all schools, with teachers showing enthusiasm in embedding the agreed changes. **The Board was informed** that positive impact had been evidenced during classroom observations, with any adjustments being made as and when required. **The Executive Headteacher noted** that teacher effectiveness continued to be monitored with staff being provided with the required support to achieve the acceptable standards and also through ongoing professional development.

The Board was further apprised of observations undertaken of pupils’ books and how the evidence identified informed the improvement of teacher effectiveness.

It was highlighted that the integration of digital tools across the Federation had continued to advance with the successful implementation of iPads for teachers and pupils.

Facilities and Resources

The Board received and considered the update provided on facilities and resources as set out in the [Executive Headteacher's Report](#).

The Executive Headteacher reported on the summer works and the ongoing challenges with the installation of solar panels (including funding, etc). Gobs were informed of the impending feasibility study by Elite Renewables on the possible installation of modular panels at Grazebrook, along with an additional proposal by UK Solar Generation for Shacklewell (including a site survey).

The Board agreed to receive future progress reports on the bid and feasibility studies/proposals.

Wellbeing & Safeguarding

The Executive Headteacher provided a summary update on safeguarding issues, as outlined in her report.

The Board was informed that the Federation's Wellbeing programme had been reintroduced and tailored to meet the emotional and mental health needs of all pupils. Gobs were apprised of what the programme entailed, and the positive feedback provided by pupils and parents. The Executive Headteacher highlighted that the programme would be continuously assessed and monitored across the full academic year.

The Board was assured of the continued robustness of the Federation's safeguarding practices and processes through effective implementation.

The Executive Headteacher apprised gobs of the high-level of dysregulation amongst pupils and how this was being addressed across all the Federation schools, through ongoing behaviour management support. Additionally, the Board was told of the internal suspensions issued and the subsequent processes which followed.

The Board was assured that the leadership teams were actively monitoring the situation and continued to work with staff and external agencies to ensure appropriate support was in place for both pupils and staff during this period.

Community & Parental Engagement

The Executive Headteacher provided the Board with an update on the Federation's community and parental engagement strategy. This update was set out in the [Executive Headteacher's Report](#).

Strategic Improvement & Budget Planning

The Executive Headteacher tabled the [Strategic Improvement & Budget Planning: Securing a Financially Sustainable Federation](#) document for review and consideration by the Board.

The Board reviewed and extensively discussed the contents of the document and noted that it was designed to cover the 2024-2027 academic years and set out the 6 development priorities in the following areas:

- **Development Area 1: Leadership, vision and culture**
- **Development Area 2: Curriculum & School Improvement**
- **Development Area 3: Professional Development**
- **Development Area 4: Community Cohesion**
- **Development Area 5: Strengthening Governance**
- **Development Area 6: Federation Growth and Sustainability**

The Board further considered the key actions required to achieving the stated development goals and noted that it would be used to measure achievement of KPIs over the next 3 academic years.

Challenges

The Board was apprised of the 3 main challenges to include:

- a. **Parental Complaints:** Schools are seeing more complaints, mainly due to concerns about pupil behaviour and support for SEND pupils. Improved communication with parents is needed to address this.
- b. **SEND Pupils without EHCP:** A growing number of SEND pupils lack an EHCP, putting pressure on schools to provide support without adequate resources. Additional funding and faster EHCP processing are needed, however this continues.
- c. **Staff Absence:** Rising staff absences are overburdening remaining staff. Addressing staff well-being is crucial and a challenge.

The Executive Headteacher updated govs as to how the challenges would be addressed and noted that progress reports on addressing the challenges would be provided in subsequent meetings.

Priorities for Autumn Term 2024

The Executive Headteacher informed the Board of the 3 priorities for the current term which were outlined as:

1. Strengthening communication with parents.
2. Pushing for more SEND resources and faster EHCPs.
3. Improving recruitment and retention in line with the Federation's R&R strategy.

The Board was told that the agreed priorities would inform the strategies and processes implemented across the Federation throughout the term.

The Board noted the OFSTED update (Sept 2024) provided to Hackney Headteachers.

Headteachers' Reports, etc

The Board received and considered the respective Headteachers' Reports along with the individual School Development Plans (2024-25) and the SEF (Autumn 2024).

Additionally, govs reviewed and noted the schools' Pupil Premium Strategies, along with the individual PE/Sport Premium Strategies.

Performance Summary Reports

The Headteachers submitted their respective performance summary reports covering 2023-24 attainment. The Board commended pupil achievement and the work of the respective school leaders and their staff.

Govs 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:

HR Policies	Safeguarding Policy
Staff Acceptable Use Technology Policy	Acceptable Use for EYFS and KS1/KS2
Acceptable Use for Staff, Governors and Visitors	Online Safety Policy
Online Safety Training Needs Self Audit for Staff	Attendance Policy
Handwriting Policy	Teaching & Learning Policy
SEND Policy	Home School Agreement

GDPR Policy	Positive Handling
Parent Code of Conduct	

5. Minutes –Governing Board Meeting (11 July 2024)

5.1 Corrections

None recorded

5.2 Approval of Minutes

The minutes of the Governing Board meeting held on 11 July 2024 were approved as the true and accurate record of the meeting.

5.3 Matters Arising from Minutes of the Gov Board Meeting held on 11 July 2024

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

GB1	2	Provide progress report on the feasibility study to Shacklewell roof	<u>ONGOING</u>
GB2	2	Update the Board with progress to the possible installation of solar panels at GB and SW	<u>ONGOING</u>

6. Governing Board Business

6.1 Election of Chair & Vice Chair (2024-25)

The Clerk (Governance Professional) called for nominations for election as Chair. **Mr C Howard** was proposed and duly seconded. No other nominations received.

Mr C Howard elected as Chair of the Governing Board (2024-25)

The Clerk called for nominations for election as Vice-Chair. **Mr M Sharman** was proposed *in absentia* and duly seconded. No other nominations received.

Mr M Sharman elected as Vice-Chair of the Governing Board (2024-25)

6.2 Clerk's Statutory & Governance Updates

There were no updates to report on.

6.3 Approve Terms of Reference – Resources Committee (2024-25)

The Board approved the Terms of Reference for its Resources Committee (2024-25).

6.4 Membership & Recruitment

Govs noted that a 'Young Governor' would be appointed.

6.5 Agree Annual Governance Statement (2023/24)

Deferred for compilation by the Chair.

6.6 Appoint Link Govs & Agree Govs Monitoring Visit Schedule

The Board noted that this would be confirmed ahead of the next meeting.

6.7 Appointment of Executive Headteacher's Performance Management Review

The Board agreed for this to be completed by the Chair & Vice Chair of Governors, along with input by external advisor appointed by the local authority.

6.8 Govs Training

Govs were informed of the published training programme by Hackney Education for 2024/25 and encouraged to attend as necessary for the continued effective performance of their duties.

6.9 Chair's Actions & Correspondence

The Chair noted the new starting times for Governing Board meetings and the new Teaching & Learning focus being implemented for future Govs' monitoring visits.

7. Any other Business

There being no further business, the meeting ended at 8:07pm.

8. Confidential

The Board considered a confidential item as tabled by the Executive Headteacher. This was recorded in separate confidential minutes.

Approved for (and on behalf of) the
GOVERNING BOARD



Chair of Full Governing Board
(or Chair of Meeting)

13/01/2025

Date

Next meeting

As published on the Schedule of Meetings