

AGENDA

Meeting of the FULL GOVERNING BOARD

Thurs 4th April 2019 (1800)

Grazebrook Primary School, Lordship Road, Stoke Newington, London N16 0QP

Administrative		LEAD
1.	<p><u>Opening Formalities</u></p> <p>1.1 Apologies/Absence (Authorised & Unauthorised)</p> <p>1.2 Welcome to New Governors & Introductions</p> <p>1.3 Declaration of Interest/s (Pecuniary/Non-pecuniary) <i>(Governors are required to disclose any pecuniary or non-pecuniary interest/s in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013)</i></p> <p>1.4 Notification of any other Business not on Agenda</p>	<p>Chair</p> <p>Clerk</p> <p>Chair</p>
Governing Board		LEAD
2.	<p>Governing Board Business</p> <p>2.1 Clerk's Governance Briefing/Updates</p> <p>2.2 Financial Management <i>Approve School Financial Value Standard</i> <i>Consider Proposed Budget & Staffing Structure (Sept 2019)</i></p> <p>2.3 Report – Resources C'ttee</p> <p>2.4 Governors' Training Updates <i>Reviewing slides from recent external Governing Board Training</i></p> <p>2.5 Chair's Actions & Correspondence</p>	<p>Clerk</p> <p>Chair</p> <p>M Jeary</p>
3.	<p><u>Minutes – Governing Board Meeting (10th Dec 2018)</u></p> <p>3.1 Corrections</p> <p>3.2 Acceptance</p> <p>3.3 Matters Arising</p>	<p>Chair</p>
Strategic		LEAD
4.	<p>4.1 Update on Shacklewell's OFSTED Inspection (verbal report)</p> <p>4.2 Update on Executive Headteacher's Recruitment (verbal report)</p> <p>4.3 Learning Trust Visit 2 Reports</p>	<p>Interim EHT</p> <p>Chair</p> <p>Interim EHT</p>

Operational		LEAD
5.	Interim Executive Headteacher's Report Receive Interim Executive Headteacher's Termly Report to Governors <i>DFE Funded English Hub Presentation</i> <i>Quality of Teaching and Learning</i> <i>Summary Attainment and Progress Data (Sept 2018 onwards)</i> <i>SIP Reports</i> <i>Safeguarding Report/s</i> <i>Update on Building Works at Shacklewell</i> <i>Summer 1 Projects</i> <i>Letter Nick Gibb/SSAT</i>	Interim Exec Head

General		LEAD
6.	Policy Review/Approval Review and Approve Policies as per School Policy Review Cycle	Interim Exec Head
7.	Any other Business	Chair
8.	<u>Closing Formalities</u> Future Meetings (Summer 2019) Governors' Visit to Grazebrook – 24th Aril (0900) Resources C'ttee (Grazebrook) – 29th April (1800) Full Governing Board – 20th June (1800) Resources C'ttee (Grazebrook) – 27th June (1800)	Chair

Governing Board		LEAD
9.	Governing Board Business 9.1 Election of Chair	Clerk

Confidential		
10.	Consider any item/s declared as confidential	Chair

Notes

- a) The Governing Board (or its Committees) may at its discretion admit members of the public, the press or any other individuals into any part of its meetings; but shall exclude them when issues clearly determined as 'confidential' are being discussed.
- b) Where items being discussed relate to any Governor (either directly or indirectly), he/she shall be precluded from taking part in these discussions or may be asked to withdraw from the meeting during said discussions.
- c) Staff Governors (or Governors who are eligible to be staff Governors, excluding the Executive Headteacher) shall not take part in or vote on matters relating to Staff Discipline and he/she may be asked to withdraw for the meeting.



GENERAL MINUTES

FULL GOVERNING BOARD

Monday 10th Dec 2018

Woodberry Down Primary School, London N4 1SY

GOVERNORS PRESENT		
INITIALS	NAME	ROLE
BP	Mr B Plant	<i>Chair of the Full Governing Board</i>
EHT	Mrs N Reid	<i>Interim Executive Headteacher New Wave Federation</i>
MS	Mr M Sharman	<i>Vice Chair of the Full Governing Board</i>
PF	Mr P Francis	<i>Parent Governor</i>
PM	Mr P Middleburg	<i>Staff Governor</i>
CH	Mr C Howard	<i>Co-opted Governor</i>

OTHER ATTENDEES PRESENT		
INITIALS	NAME	ROLE
CLK	Mr D M Laird	<i>Clerk to Governors</i>
DH	Mr D Hewie	<i>Headteacher, Woodberry Down</i>
RM	Mr R McGrath	<i>Interim Headteacher, Shacklewell</i>
DK	Mr D Kilty	<i>Deputy Headteacher, Grazebrook</i>

APOLOGIES		
INITIALS	NAME	ROLE
PW	Mr P Williams	<i>Co-opted Governor</i>
MJ	Mr M Jeary	<i>Parent Governor</i>
JH	Mrs J Hutchison	<i>Headteacher, Grazebrook</i>

ABSENT		
INITIALS	NAME	ROLE

ACTION WORKSHEET – 10th DEC 2018

NO	AGENDA ITEM DESCRIP TOR	ACTION	Responsible PERSON	STATUS
C/F 12 TH Nov 2018				

NEW				
FGB1	2.2	Interview potential Govs and approve appointment via email with ratification during next Spring term meeting of the Governing Board	BP/EHT/ Govs	Open
FGB2				

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 Full Governing Board. The meeting started at 1800.

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 Clerk's Governance Briefing/Updates

No governance or statutory updates

2. Governing Board Business

2.1 Revised Instrument of Government

The Governing Board received and noted the revised Instrument of Government as certified by the local authority.

2.2 Recruitment of Governors

The Chair of the Governing Board reported that an interview has been scheduled for 3 potential new governors. The Board noted that the interviews will be held with the Interim Executive Headteacher and the Chair.

Appointment of New Governor

The Governing Board reviewed the profile and approved the appointment of Ms Nicole Mandikate as a new Co-opted Governor.

See action/s on Action Worksheet

2.3 Governors' Training Updates

No new training updates.

2.4 Chair's Action & Correspondence

The Chair of the Governing Board appraised govs on the ongoing discussions with Perrett Lever regarding the recruitment timetable and plans afoot for the recruitment exercise underway for the Federation's substantive Executive Headteacher.

3. Minutes – Full Governing Board Meeting (12th Nov 2018)

3.1 Corrections

None recorded

3.2 Approval of Minutes

The minutes of the Full Governing Board meeting held on 12th Nov 2018 were approved and signed by the Chair.

3.3 Matters Arising from Minutes of the FGB Meeting held on 12th Nov 2018

All items reported as completed. No other matters arising from previous minutes.

4. Strategic

4.1 Executive Headteacher Recruitment

With reference to the proposed Executive Headteacher Recruitment Timetable, Gobs discussed and noted the recruitment exercise for a substantive Executive Headteacher. The Governing Board was informed that the timetable was drafted with consultation of Perrett Lever (external recruitment firm).

The Governing Board approved the proposed Executive Headteacher Recruitment Timetable.

*For further information, please see the following detailed reports:
Executive Headteacher Recruitment Timetable*

5. Interim Executive Headteacher's Report

5.1 KS1 & KS2 Predicted Targets (2018/19)

The Interim Executive Headteacher and respective Headteachers (or their representatives) presented predictions for Key Stage One (KS1) and Key Stage Two (KS2) for their schools.

The Governing Board reviewed the reports and noted the predicted performance levels. Gobs were also appraised on the plans in place to support pupils who are predicted to be underperforming.

The Interim Executive Headteacher reported that the strengthening of the capacity of staff across the schools have been an approach adopted to ensure pupils, fellow staff and parents are appropriately supported. Gobs were informed that there has been increased collaborative working within Subject Teams and staff have been equipped with the necessary support tools to enhance their work and pupil outcomes.

Gobs were informed of the plan to increase parental involvement as a strategy of improving pupil performance.

The Interim Executive Headteacher further reported that all Newly Qualified Teachers (NQTs) have completed their first term and received appropriate level of support from the Federation's and individual school's Senior Leadership Teams. Gobs also noted the impending reduction in the SLT due to maternity and staff who will be leaving the federation's employment.

- 1. A gov queried the cover arrangements in place.**
The Interim Executive Headteacher stated that the appropriate cover arrangements will be in place when the teacher leaves for maternity. It was noted that the said staff will become Inclusion Leader upon her return from maternity leave.
- 2. A gov queried if the NQT would be able to continue the program if he doesn't improve his performance or complete the second support plan.**
The Interim Executive Headteacher stated that the NQT will not be able to continue in the Teach First programme if he doesn't complete his first term. It was noted that a support plan is already in place to support the NQT through the required placement stages.
- 3. A gov queried the type of support in place for the NQT.**
The Deputy Headteacher (Grazebrook) stated that the NQT is being supported by an experienced teacher.
- 4. A gov queried how the predictions at Grazebrook are determined.**
The Interim Executive Headteacher stated that the predictions are based on KS1 and individual pupil assessment.
- 5. A gov queried if the predictions at Grazebrook take into account the pupil predictions which were reviewed in the last meeting of the Governing Board.**
The Interim Executive Headteacher stated that it was based on the current Yrs 2 & 6.
- 6. A gov queried if the predictions at Grazebrook and Shacklewell are varied higher.**
The Interim Executive Headteacher confirmed this was the case.

7. A gov queried why the determination that the predictions at Shacklewell were higher than Grazebrook.

The Interim Executive Headteacher stated that the predictions were based on numbers and not percentages.

The Interim Executive Headteacher reported on the target predictions for disadvantaged pupils and appraised Gobs on how the Pupil Premium funding is being used to provide targeted support for said pupils.

The Headteacher (Woodberry Down) also reported that the predictions at Woodberry Down are based on KS1.

The Governing Board indicated that they would be pleased if the schools achieved the predictions as reported.

The Governing also reviewed, discussed and noted the OFSTED Inspection Data Summary Reports (ISDR) as provided.

*For further information, please see the following detailed reports:
Schools' Predictions Report (2018/19)
OFSTED Inspection Data Summary Reports (ISDR)*

5.2 Quality of Teaching & Learning

The Governing Board reviewed the schools' Self-Evaluation Forms (SEF) as presented by the respective Headteachers (or their representatives). The Interim Executive Headteacher reported that the schools' senior leaders met and agreed plans to improve attendance across the Federation.

Woodberry Down

The Headteacher appraised Gobs on the judgement areas and the grading assigned. Gobs were also informed of the areas for improvement and the plans afoot to address those areas.

1. A gov queried the reasons behind the reduction in the attendance drop.

The Headteacher (Woodberry Down) stated that it relates to pupils who go on unauthorised holidays. Gobs were informed that there were a number of SEN/EHC pupils whose attendance record is affected due to them having various challenges which sometimes lead to them being absent from school.

2. Gobs queried if there were any specific areas within the school where the overall effectiveness of the educational provision is challenged.

The Headteacher (Woodberry Down) stated that the school has a new system to appraise staff, including lesson observations, learning walks, book reviews and provision of feedback to teachers. Gobs were informed that targets are set, and Subject Leads are working collaborative to ensure that pupils are performing to the required standard.

Shacklewell

The Interim Headteacher appraised Gobs on the judgement areas and the grading assigned. Gobs were also informed of the areas for improvement and the plans afoot to address those areas. The Interim Headteacher reported that teachers are part of the monitoring cycle and opportunities are in place to support staff CPD (internally and externally).

The Interim Executive Headteacher reported that a moderation exercise was carried out to include, reviewing books to evidence what is contained therein along with ensuring leaders remain accountable and teachers are meeting expected targets.

1. A gov queried the key impact points that OFSTED would judge as outstanding and what is different to being graded as outstanding.

The Interim Headteacher stated that it would include dealing with actions, ensuring that things are in place and evidencing what is being done or what has changed.

Gobs were appraised on the current joint working underway with another school in Haringey on the improvement of the quality of standards in the Early Year's provision.

Grazebrook

The Deputy Headteacher appraised Gobs on the judgement areas and the grading assigned. Gobs were also informed of the areas for improvement and the plans afoot to address those areas. The Governing Board received an update on the Teaching & Learning Community (to include the sharing of ideas on the use of technology as an enhancement tool and the sharing of best practice across the Federation).

The Governing Board accepted the update on the SEF and the reports on the Quality of Teaching & Learning across the Federation.

*For further information, please see the following detailed reports:
School SEF/s*

5.3 Safeguarding

The Interim Executive Headteacher gave an extensive Safeguarding Update (including training elements) for the Governing Board.

The Governing Board noted that the Federation's Single Central Record (SCR) remains compliant with statutory requirements.

6. Policies for Approval

No Policies submitted for review/approval.

7. Any other Business

No other business for discussion

Meeting ends at 1918.

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

Chair of Full Governing Board
(or Chair of Meeting)

Date

Future Meetings (Spring 2019)

Governors' Visit to Shacklewell	– 16 th Jan (0900)
Resources C'ttee (Grazebrook)	– 24 th Jan (1800)
Full Governing Board	– 7 th March (1800)