

GENERAL MINUTES

FULL GOVERNING BOARD

Monday 5th October 2020 (1800)

Zoom Cloud Meeting

GOVERNORS PRESENT		
INITIALS	NAME	ROLE
CH	Mr Chris Howard	<i>Chair of the Full Governing Board</i>
EHT	Mrs N Reid	<i>Executive Headteacher</i>
MS	Mr M Sharman	<i>Vice Chair of the Full Governing Board</i>
BP	Mr B Plant	<i>Co-opted Governor</i>
MC	Ms M Crawford	<i>Co-opted Governor</i>
LH	Ms L Hancock	<i>Co-opted Governor</i>
AH	Mr A Holley	<i>Co-opted Governor</i>
PF	Mr P Francis	<i>Parent Governor</i>
MJ	Mr M Jeary	<i>Parent Governor</i>
PM	Mr P Middleburg	<i>Staff 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>Headteacher, Shacklewell</i>
KB	Ms K Beecroft	<i>Headteacher, Grazebrook</i>

APOLOGIES		
INITIALS	NAME	ROLE

ABSENT		
INITIALS	NAME	ROLE
NM	Mrs N Mandikate	<i>Co-opted Governor</i>

ACTION WORKSHEET
5th OCTOBER 2020

NO	AGENDA ITEM DESCRIP TOR	ACTION	Responsible PERSON	STATUS
C/F				

NEW				
FGB1				

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 1805.

The Board welcomed Ms Katie Beecroft to her first meeting as the new Headteacher of Grazebrook Primary School.

1.2 Apologies & Absence

As recorded above.

The Board accepted the apologies as recorded and marked the absence of Mrs N Mandikate as unauthorised.

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

The Governing Board received, discussed and accepted the Executive Headteacher's Report. *The Board accepted the following reports as read.*

Executive Headteacher's Report

School Improvement Report (SIP) – Grazebrook

School Improvement Report (SIP) – Shacklewell

School Improvement Report (SIP) – Woodberry Down

The Executive Headteacher appraised the Board of the COVID-19 full reopening arrangements for the Federation's schools since Sept 2020. Gobs were informed that all staff and pupils have settled back into school, coping well with new safety measures. It was highlighted that the various mental health and academic issues affecting many of our children were being dealt with well and that 1 positive COVID-19 result was recorded at Shacklewell Primary School. The Board was further informed that Shacklewell was partially closed for 109 pupils and 13 members of staff for 14 days.

Gobs were updated of the challenges and the mitigating actions to handle the challenges. The Executive Headteacher assured the Board that guidance issued by Public Health England (PHE) and the Department for Education (DfE) was followed to ensure continued safety of pupils and staff. The Board was informed that all schools were working with CAMHS and other specialists to support pupils' mental health and wellbeing.

SIP Reports, etc

The Board discussed and noted the carrying out of baseline assessments and other intervention measures implemented to address the gaps in learning. **Gobs reviewed and noted the SIP reports presented by the respective Headteachers.** The Executive Headteacher reported that the Federation has implemented contingency measures via a coherent plan to given effect to remote learning in line with the new Remote Learning Policy.

Gobs noted that the SIP reports were carried out in summer term following closure of schools.

Early Years

The Executive Headteacher reported that Staffing has remained stable since 2019-20. The following was highlighted:

- EYFS leads working collaboratively across the Federation in all 3 schools;
- Two-Year-Old provision at Shacklewell & Woodberry Down is full;

- All 3 schools are actively trying to fill the remaining places;
- Rigorous baseline assessment has begun to identify children in need of additional support;
- All three schools are early adopters of the new EYFS framework;
- Federation schools will be taking part in local moderation with other local Hackney schools.

Attendance

The Executive Headteacher reported that attendance was strong across the school and noted as being over 92% with senior leaders and staff working to ensure consistency in attendance as much as possible.

Safeguarding

Govs were informed that the Federation has updated all schools' Safeguarding Policies in line with the [statutory Keeping Children Safe in Education \(2020\) guidance](#) issued by the Department for Education (DfE).

NQTs

The Executive Headteacher updated the Board on the appointment and support of NQTs and RQTs as set out below:

- **Grazebrook** - **2 NQTs and 2 RQTs**
- **Shacklewell** - **Continued support for the school's NQT, RQT and trainee teachers**
- **Woodberry Down** - **4 NQTs and 2 RQTs**

Parent Governor Elections

The Executive Headteacher informed the Board that the election process was underway with 10 nominations received.

1. A gov queried the impact of the information provided to secondary schools.

The Executive Headteacher stated that some information was submitted to secondary schools on request, but that no teacher assessment was provided. It was noted that the baseline assessment and the cognitive assessment test was being used as part of the school assignment process. Govs were informed that no secondary school reverted for clarity on any information submitted.

2. A gov queried if the members of staff who were shielding have returned.

The Executive Headteacher confirmed that all staff have returned and detailed risk assessments were carried out and remaining in place. It was noted that enhanced risk assessments were done for some staff identified as 'high risk'. Govs were informed that these risk assessments were reviewed every 2 weeks and the appropriate safety measures remain in place.

3. Govs sought clarity on the procedures in place for pupils who haven't returned or were noted as continuously absent.

The Executive Headteacher stated that some pupils were absent but the majority returned. It was noted that pupil attendance record was 93% with some pupils isolating at Woodberry Down. Govs were informed that follow-ups and additional support is provided by all schools where pupils never returned, isolating or shielding with appropriate mechanisms in place to ensure continued education provision. Govs noted that Woodberry Down was the only school who had not had all their pupils back.

The Board accepted the Executive Headteacher's Report and thanked the Executive Headteacher, Headteachers and staff for their continued hard work in positively supporting the lives of pupils, their families, staff and wider school community.

Reference Document/s

[Executive Headteacher's Report](#)
[School Improvement Report \(SIP\) – Grazebrook](#)
[School Improvement Report \(SIP\) – Shacklewell](#)
[School Improvement Report \(SIP\) – Woodberry Down](#)

3. Governing Board Business

3.1 Election of Chair & Vice Chair

The Clerk received nominations for the post of Chair and Vice Chair respectively:

Chair - Mr M Sharman nominated Mr C Howard, seconded by the Executive Head
Vice Chair - Mr C Howard nominated Mr M Sharman, seconded by the Executive Head

No other nomination received.

The Board elected Mr C Howard as Chair for 2020/21 academic year.
The Board elected Mr M Sharman as Vice Chair for 2020/21 academic year.

3.2 Federation Parent Governor Elections

The Executive Headteacher informed the Board that the election process was underway with 10 nominations received. Gobs noted that subject to a positive outcome of the election, newly elected parent governors will join the Board in its next meeting scheduled for 14th Dec 2020.

The Executive Headteacher reported that an equal number of nominations were received from each school.

The Clerk advised that 2 parent governors were set to be elected in line with the Federation's Instrument of Government (Issued in Nov 2018).

3.3 Appointment of Resources Committee

The Board appointed the Resources Committee for 2020/21 as follows:

Mr M Sharman (Chair)
Ms M Crawford
Ms L Hancock
Mr A Holley
Ms N Reid (Executive Headteacher)

Reporting Officers

Ms A Choudhry (Federation Business Manager)
Mr I Fokerd (Federation Bursar)

3.4 Updates on Finance

The Chair updated the Board of the discussions regarding the Federation's finances which were held in its last meeting (including approval of the Budget 2020/21). It was noted that due to possible future funding issues, a deficit budget was projected for 2021/22.

1. A gov queried if each Headteacher will be allocated an emergency fund.

The Executive Headteacher confirmed that each Headteacher was allocated £1000 for emergency use. It was noted that some were spent but the majority returned to the central fund.

Gobs were updated on the minimal debt write-off done by the Federation as a support measure for families facing serious financial constraints.

4. Policies for Approval

The Board reviewed and approved the following policies (2020/21):

Allergy Policy
Equalities Policy
Health & Safety Policy
Humanities Policy
Intimate Care Policy
Marking for Progress Policy
Physical Education Policy

Positive Handling Policy
Remote Education Policy
RSE & Health Policy
Safeguarding Policy (Grazebrook)
Safeguarding Policy (Shacklewell)
Safeguarding Policy (Woodberry Down)
SEND Policy
Staff iPad Acceptable Use Policy
Staff Privacy Notice (GDPR)
Teaching & Learning Policy

5. Any other Business

5.1 Training

The Chair informed the Board of his enrolment to the Leading Governance Programme for Chairs by the National Governance Association (NGA).

5.2 Visits to Woodberry Down

Govs were informed that a governor visit to Woodberry Down was expected to proceed under social distancing measures.

No other business for discussion.

Meeting ends at 1927hrs.

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



Chair of Full Governing Board
(or Chair of Meeting)

14 DECEMBER 2020
Date

Future Meetings (2020/21)

As published on the meeting schedule