

AGENDA
Meeting of the
FULL GOVERNING BOARD

Thurs 20th June (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 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>1.3 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 Governing Board Annual Self-Evaluation</p> <p>2.3 Financial Management <i>Ratify the Budget 2019/20</i></p> <p>2.4 Report – Resources C’ttee</p> <p>2.5 Governors’ Training Updates</p> <p>2.6 Chair’s Actions & Correspondence</p>	<p>Clerk</p> <p>Chair/Clerk</p> <p>Exec Head</p> <p>Chair</p>
3.	<p><u>Minutes – Governing Board Meeting (4th April 2019)</u></p> <p>3.1 Review and note any corrections from last meeting minutes</p> <p>3.2 Approve last Governing Board meeting minutes</p> <p>3.3 Update on actions from last Governing Board meeting and Matters Arising</p>	<p>Chair</p>
Strategic		LEAD
4.	<p>4.1 Update on Executive Headteacher’s Appointment</p> <p>4.2 Appointment of Substantive Headteacher (Shacklewell)</p> <p>4.3 General Staffing Report (including recruitment etc)</p>	<p>Chair</p> <p>Chair/EHT</p> <p>Exec Head</p>

	Operational	LEAD
5.	Executive Headteacher's Report Receive Executive Headteacher's Termly Report to Governors <i>Sustainability Project</i> <i>Impact of School Development Plan</i> <i>Proposed Priorities 2019/20</i> <i>School Improvement Visits Report</i>	Exec Head Headteachers

	General	LEAD
6.	Policy Review/Approval <i>Vision Statement</i>	Exec Head
7.	Any other Business	Chair
8.	Closing Formalities Future Meetings (2019/20) As per proposed Meeting Schedule	Chair

	Confidential	
9.	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.
- d) Observers or other attendees may be asked to leave the meeting if deemed necessary by the Governing Board when any item is being considered.



GENERAL MINUTES

FULL GOVERNING BOARD

Thursday 4th April 2019

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

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>
PF	Mr P Francis	<i>Parent Governor</i>
MJ	Mr M Jeary	<i>Parent Governor</i>
PM	Mr P Middleburg	<i>Staff Governor</i>
CH	Mr C Howard	<i>Co-opted Governor</i>
NM	Mrs N Mandikate	<i>Co-opted Governor</i>
MC	Ms M Crawford	<i>Co-opted Governor</i>
CM	Ms C Mason	<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>
JH	Mrs J Hutchison	<i>Headteacher, Grazebrook</i>
RM	Mr R McGrath	<i>Interim Headteacher, Shacklewell</i>
SP	Ms S Paxton	<i>Head of English, Grazebrook</i>

APOLOGIES		
INITIALS	NAME	ROLE
MS	Mr M Sharman	<i>Vice Chair of the Full Governing Board</i>

ABSENT		
INITIALS	NAME	ROLE
PW	Mr P Williams	<i>Co-opted Governor</i>

ACTION WORKSHEET – 4th APR 2019

NO	AGENDA ITEM DESCRIP TOR	ACTION	Responsible PERSON	STATUS
C/F 10 th Dec 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	<u>Open</u>
FGB2				

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 spring meeting of the New Wave Federation Full Governing Board. The meeting started at 1805.

1.2 Apologies & Absence

As recorded above.

The Board accepted the apologies tabled for Mr M Sharman.

1.3 Welcome to New Governors & Introductions

The Chair of the Governing Board welcomed the new governors – Mrs N Mandikate, Ms M Crawford and Mrs C Mason.

1.4 Declarations of Interests

No declarations recorded and no changes to existing written declarations.

1.5 Notification of any other Business not on Agenda

None tabled

2. Governing Board Business

2.1 Clerk's Governance Briefing/Updates

The Clerk provided updates on the following:

- **Governance Handbook 2019**
The Clerk informed the Governing Board on the changes to the statutory [Governance Handbook 2019](#). The summary changes were also highlighted to the Board.
- **BREXIT Impact Plan**
Schools advised by the DfE to have a BREXIT Impact Plan in place to mitigate against negative impact on finance, staffing and resources as a consequence of BREXIT.
- **Support for Mental Issues affecting Staff**
Schools are advised by the DfE to have a policy (and procedures) in place to support staff who have mental health issues.
- **Changes to the Complaints Policy**
Schools are directed to align their complaints policy in line with the changes to the DfE's [Best Practice Guidance on Schools' Complaints Procedures 2019](#).
- **OFSTED Inspections Framework 2019**
Governors were encouraged to comment on the ongoing consultation on changes to the [OFSTED Inspections Framework 2019](#).

2.2 Financial Management

The Governing Board approved the School Financial Value Standard (SFVS).

The Clerk advised that the Department for Education (DfE) has proposed the introduction of a new governance and resource management assessment tool to replace the SFVS, but no final determinations have been made.

2.3 Report – Resources

The Governing Board received and accepted a report from the Resources C'ttee.

2.4 Governors' Training Updates & Record

The Governing Board received an update from Mr M Jeary on the recent training he attended on Pupil Premium. The Interim Executive Headteacher informed governors that the Federation has been exploring ways to increase sign-up by parents eligible to access pupil premium funding for their children.

2.5 Chair's Action & Correspondence

None to report.

2.6 Appointment to Resources C'ttee

The Governing Board appointed Mrs C Mason and Ms M Crawford to the Resources C'ttee with immediate effect.

3. Minutes – Full Governing Board Meeting (10th Dec 2018)

3.1 Corrections

None recorded

3.2 Approval of Minutes

The minutes of the Full Governing Board meeting held on 10th Dec 2018 were approved and signed by the Chair.

3.3 Matters Arising from Minutes of the FGB Meeting held on 10th Dec 2018

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

4. Strategic

4.1 Update on Shacklewell's OFSTED Inspection (verbal report)

The Interim Executive Headteacher appraised the Governing Board on the recent OFSTED Inspection at Shacklewell. It was noted that the **Key Lines of Enquiry** as raised by the inspectors are being considered and will be appropriately addressed.

Governors were informed that questions relating to Leadership & Management were raised but addressed as it was evidenced that the Interim Senior Leaders of the Federation and Shacklewell, were the substantive role holders at the time of the inspection. It was reported that the inspectors recognised the implementation of an inspiring and creative curriculum along with the use of knowledge organisers and the positive impact the knowledge rich curriculum has on the pupils.

The Interim Executive Headteacher thanked Headteachers for their support and commended the work of the Interim Headteacher (Shacklewell) and his team in ensuring a positive outcome for the inspection.

The Governing Board commended the Interim Executive Headteacher and her team and noted the possible recommendations on Curriculum Development, Knowledge Skills development and Diving into Core Subjects.

4.2 Update on Executive Headteacher's Recruitment (verbal update)

The Chair of the Governing Board appraised governors on the status of the substantive Executive Headteacher recruitment.

The full details of the discussion held *ex parte* of staff members were recorded as confidential.

4.3 Learning Trust Visits (2) Reports

The Governing Board received and accepted extensive reports from the Federation's School Improvement Adviser following their spring term visit to the schools. The respective reports from the SIP Adviser reported on the following areas:

- Context and Changes (including leadership or staff changes)
- Information on the Inspection Data Summary Reports (ISDR)
- Teaching & Learning Assessment
- Curriculum

- Attainment Data
- Action Points

The schools were evaluated according to the School Improvement Adviser according to the existing OFSTED judgement areas (see pg 2 of the SIP Adviser's report).

The Governing Board noted that the reports evidenced the hardwork being done by the Leaders and staff within each school to ensure that pupils are receiving the correct level of education and support where required.

The Board further noted that high quality teaching and assessment, maintenance of standards, professional development/support for staff and active parental involvement, etc remains a key contributory factor to pupils doing well.

*For further information, please see the following detailed reports:
School Improvement Adviser's Report (Spring Term Visit)*

5. Interim Executive Headteacher's Report

The Governing Board received, discussed and accepted the Interim Executive Headteacher's Report. *The report was circulated prior to the meeting for reading.*

Security

The Interim Executive Headteacher updated governors on the situation regarding the burglary/theft at Woodberry Down and investigation underway by the Metropolitan Police. It was reported that although the police investigation is underway, the federation's insurance policy covered the theft. The Interim Executive Headteacher noted that a new alarm system was installed along with the appointment of an extra security officer as a way of increasing the security arrangements at the school.

DfE Funded English Hub

The Governing Board received an extensive update from Ms S Paxton on the operation of the English Hub project within the Federation.

Safeguarding

The Governing Board received and accepted detailed Safeguarding Reports from each school. The respective Headteachers presented their reports for review by governors.

The Board noted that each school's safeguarding regime remains robust and effectively managed and appropriately monitored. It was further reported that the Federation's Single Central Record remains compliant with statutory requirements.

Update on Building Works at Shacklewell

The Interim Executive Headteacher updated governors on the status of the building works at Shacklewell. It was reported that the building works are proceeding well, with yr 6 classrooms already completed. Gobs were informed that the Phase 3 demolition is set to be completed over the Easter holidays.

Summer 1 Projects

The Governing Board received updates on the respective summer projects within each school. The projects were reported as follows:

- Grazebrook – 'The World we Want'
- Shacklewell – 'Our Green Earth'
- Woodberry Down – 'Our Lesson to the World'

Gobs commended the project outlines and look forward to updates in the autumn term 2019.

Letter of Commendation

The Governing Board received and noted the letter of commendation received by Grazebrook from The Rt Hon Nick Gibb MP (Minister of State for School Standards). The letter commended the school on its very high standard of achievement demonstrated in the Reading Key Stage 2 Assessment 2017/18 academic year.

1. **A gov queried the metrics of the Phonics Screening Check**
The Interim Executive Headteacher stated that no targets have been set but data will be provided once available

The Governing Board accepted the respective reports and commended the Interim Executive Headteacher and respective Headteachers for their hardwork.

For further information, please see the following detailed reports:
Interim Executive Headteacher's Spring Term (2019) Report
Safeguarding Reports
DfE English Hub Presentation
Summer Term Projects Outline
Letter of Commendation from DfE

6. Policies for Approval

The Governing Board approved and adopted the following policies:

HR Records Policy
Maternity, Adoption & Paternity Leave Policy

7. Any other Business

No other business for discussion

8. Election

The Clerk received nominations for the election of Chair of the Governing Board (as Mr B Plant resigned effective the end of the meeting).

B Plant and M Sharman (received via email) nominated C Howard for election
Unanimous vote.

Mr C Howard duly elected Chair of the Governing Board for the remainder of the 2018/19 academic year.

The Governing Board thanked Mr B Plant for his years of service.

Meeting ends at 1957

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


Chair of Full Governing Board
(or Chair of Meeting)

20.6.19
Date

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)