

GENERAL MINUTES

FULL GOVERNING BOARD

Monday 14th June 2021

Google Meet

GOVERNORS PRESENT		
INITIALS	NAME	ROLE
CH	Mr Chris Howard	<i>Chair of the Full Governing Board</i>
EHT	Ms N Reid	<i>Executive Headteacher</i>
MS	Mr M Sharman	<i>Vice Chair of the Full Governing Board & Chair of the Resources Committee</i>
MC	Ms M Crawford	<i>Co-opted Governor</i>
DY	Mr D Young	<i>Co-opted Governor</i>
GE	Mr G Evans	<i>Parent Governor</i>
SO	Mr S Olalere	<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

ACTION WORKSHEET
14th JUNE 2021

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
	C/F			

NEW				
GB1	2	Update the Board during its next meeting on the numbers for Nursery Provision.	EHT Heads	<u>OPEN</u>
GB2	2	Provide an update to the Board on Yr 4 Assessment.	EHT Heads	<u>OPEN</u>
GB3	4.6	Provide govs with details about the upcoming OFSTED Training by the local authority.	CH	<u>Completed</u>

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 6.05pm.

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

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

The Executive Headteacher appraised the Board of the following as set out in her report:

- **Pupil & Staff Wellbeing**
- **Wrap Around Care**
- **COVID-19 Update**
- **INSET Days**
- **End of Year Arrangements**
- **Recruitment**
- **OFSTED**
- **Attendance/Roll**
- **English Hub**
- **EdTech**
- **Premises**
- **Early Careers Teachers (ECT)**

Pupil & Staff Wellbeing

The Board was informed that the school will be having family 'coffee mornings' webinars in conjunction with an external Clinical Psychologist as a measure designed to help families dealing with mental health issues (including other wellbeing issues). It was noted that this provision was available to all families and staff.

Govs noted the additional updates as set out in the report.

Wrap Around Care

As set out in the report.

COVID-19 Update

The Executive Headteacher informed the Board that there were no bubble closures but concerns remain around the transmission of the Delta variant within the local community.

Govs noted the additional updates as set out in the report.

INSET Days

The Executive Headteacher updated the Board on the key priorities for upcoming INSET Days in September 2021, to include Maths and loss learning. Govs were informed that additional focus will also be placed on the implementation of the Behaviour Policy.

Govs noted the additional updates as set out in the report.

End of Year Arrangements

Govs noted the end of year arrangements across the Federation as set out in the report.

Recruitment

The Executive Headteacher updated the Board on the departure of 2 members of the support staff at Grazebrook due to retirement in July 2021. It was reported that there were no resignations, with personnel across the Federation remaining stable.

OFSTED

Govs noted the updates as set out in the report.

1. What support can be provided by govs should there be OFSTED Inspection?

The Chair noted that the Board would likely be asked to provide evidence of how it challenges and support the schools (i.e., through minutes, policy awareness by govs, reports reviewed involvement in the school, etc). Govs were also told that inspectors may want to speak with govs which will be arranged.

Govs discussed and noted the availability of training by the local authority on govs involvement in OFSTED inspections which govs are encouraged to participate in.

The Board also noted the support to be provided to the Federation through a 'pre-inspection review' to be carried out by an external School Improvement Professional/HMI.

2. Will the 'pre-inspection review' also look at Shacklewell?

The Executive Headteacher confirmed that the pre-inspection review will not only cover being OFSTED ready but other areas of school improvement across the Federation.

Attendance/Roll

The Board was informed that attendance across the 3 schools remain high for the summer term. Govs noted attendance figures as:

▪ Grazebrook	-	95.4%
▪ Shacklewell	-	94.7%
▪ Woodberry Down	-	92.2%

Govs further noted the roll numbers as:

▪ Grazebrook	-	447
▪ Shacklewell	-	482
▪ Woodberry Down	-	667

The Executive Headteacher highlighted the impact of pupil numbers on the Federation's finances. The Board also received a summary explanation on the census carried out by the local authority.

1. What's the update regarding nursery numbers (including uptake)?

The Executive Headteacher stated that the final numbers will be known after the recruitment drive set to be carried out during the summer. It was noted that the schools do expect to see an increase in their respective numbers for the nursery provision.

The Board was informed that a rolling admission programme was in place (including a waiting list) along with in-take into Reception and plans to expand spaces going forward to ensure maximum intake into the nursery).

English Hub

The Board was updated on the work of the English Hub, including a meeting of its Strategic Board set down for the 16th June 2021. Govs were informed that the English Hub has been working with over 22 schools from Wave 1 & 2, with face to face support returning (along with recruitment of additional staff).

Govs noted the additional updates as set out in the report.

EdTech

Govs were informed that additional funding was received from the Department for Education (DfE) to further the work of Shacklewell being an EdTech school.

Premises

The Executive Headteacher reported that a conditional survey was scheduled to be carried out at Woodberry Down during the summer recess. It was noted that this will be carried out by the Hackney Education. The Board further noted the refurbishment works scheduled to be carried out at Grazebrook and Shacklewell.

Govs were pleased with the additional updates as set out in the report and that detailed information will be provided to the Resources Committee during its next meeting.

Early Careers Teachers (ECT)

Govs noted the changes to the NQT classification from Sept 2021 to Early Careers Teachers (ECT) along with the introduction of a structured Early Career Framework Programme.

Govs noted the additional updates as set out in the report.

- 1. Will the ECTs at New Wave be required to complete the training at Mulberry School on a full time bases?**

The Executive Headteacher confirmed that the ECTs will only attend for training (in-person or virtual). Govs noted that teachers will be based at individual schools but required to attend training at Mulberry School.

The Board accepted the Executive Headteacher's Report.

[Reference Document/s](#)

[Executive Headteacher's Report](#)

3. Headteachers' Reports

The Board received, discussed and accepted the respective Headteachers' Reports in the order set out below. *The Board accepted the reports as read.*

Shacklewell Woodberry Down Grazebrook

The respective Headteachers updated govns on:

- Catch up Plans
- Proposed Priorities for 2021/22 (incl School Improvement Plans for 2021/22)
- Assessments

Govns reviewed and noted the Catch-up Plans as set out in the individual reports.

The Board recorded the priorities for 2021/22 by school as:

Shacklewell

- 1. To improve outcomes for all pupils with identified educational barriers in reading and mathematics**
- 2. To continue to refine our approach to curriculum to incorporate the broad range of human experience**
- 3. To enrich the teaching of science to prioritise child lead enquiry and investigation**
- 4. To establish consistent expectations through individualised training for all new staff and ECT teachers**

Woodberry Down

- 1. To further identify gaps in pupils' learning through formative and summative assessment and take actions to address these**

2. To further develop teachers' subject knowledge within subjects such as history, geography and science
3. To further improve training and professional development for additional support staff in teaching and learning
4. To increase the number of pupils with educational barriers working at age expected levels in all subjects by the end of the academic year
5. To further develop the roles of middle and subject leaders across the school

Grazebrook

1. To improve outcomes for all pupils with identified educational barriers, particularly those with SEND and those who are disadvantaged.
2. To refine and enhance the curriculum offer, particularly in maths and science, to ensure it fosters curiosity, child-led enquiry and develops investigation and reasoning skills.
3. To continue to develop teacher subject knowledge so that the teaching of knowledge and development of skills is carefully mapped over time.
4. To ensure expectations and standards are consistent across the school by providing individualised training for all staff including new and ECT teachers.

Govs reviewed and noted the Assessment Data as set out in the individual reports.

1. **Can you elaborate or provide an excellent example of how you use technology to assist learning and is this something that might be replicated throughout the Federation and utilised to help pupils from disadvantaged backgrounds?**

The Headteacher (Shacklewell) stated that the school has been using videos to enhance learning (i.e., explaining the activity, better use of Google Classroom, greater access and usage of technology by pupils, etc). It was noted that this approach is used across all Federation schools.

2. **What advice is provided to parents when applying for secondary schools?**

The Headteacher (Woodberry Down) confirmed that advice is provided to parents. It was noted that support was usually provided to parents but highlighted that they (parents) have now been completing their applications without consulting the school. Govs were assured that the school has always encouraged (and continue to do so) parents to select more than one schools when applying for secondary places.

3. **How do you envisage to further develop teachers' subject knowledge within subjects such as history, geography and science?**

The Headteacher (Woodberry Down) stated it will involve training staff to become expert in these fields and then train other teachers.

4. **Can the school extend the 48hr PCR time period from when an initial case is reported?**

The Headteacher (Woodberry Down) stated that this timeframe was set down by NHS & Public Health England (PHE).

5. **How confident are the Headteachers with the agreed Federation Catch-up Strategy and that it will address the gaps?**

The Headteacher (Grazebrook) stated that staff have been developed to deliver the Catch-up Plans, with staff having greater knowledge on the pupils and being better able to support them. It was noted that positive impact has been evidenced on the measures already taken. Govs further noted the impact on life skills caused by the pandemic, thus the increased need to ensure that they (the affected pupils) participate in the opportunities (i.e., boosters, enrichment classes, etc) put on the schools to support their education provision.

6. **Will the schools be retaining the recorded lessons for future use?**

The Headteacher (Grazebrook) confirmed that this was being done. It was noted that Google Classroom remains an integral tool to pupil learning (including lesson delivery, etc). Govs were informed that the technology has impacted the way pupil participate in class and this has changed teachers' practice and delivery.

The Board was told that parents have become more accepting to the use of technology to support pupil education which is noted as a positive.

The Board 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](#)
[Headteachers' Report](#)

3. Minutes – Full Governing Board Meeting (29th Mar 2021)

3.1 Corrections

None recorded

3.2 Approval of Minutes

The minutes of the Governing Board meeting held on 29th Mar 2021 were approved as the true and accurate record of the meeting.

3.3 Matters Arising from Minutes of the Gov Board Meeting held on 29th Mar 2021

Parent Involvement

The Headteacher (Grazebrook) stated that webinars were held with parents on how they can support pupils at home.

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

4. Governing Board Business

4.1 Clerks Statutory & Governance Updates

The Clerk noted that there were no statutory or governance updates.

4.2 Membership & Recruitment

The Chair noted that the Board's recruitment drive for additional govts remain in place.

The Board approved the appointment of Mr Dominic Young & Ms Georgette Johnson-Brandy as a Co-opted Governors for 4yrs effective 14th June 2021. It was noted that these appointments are subject to the completion of appointment checks (i.e., DBS and S128 check).

The Board congratulated Mr S Olalere on his election as the parent governor representative on the Hackney Children's & Young People Scrutiny Commission.

4.3 Agree Meeting Dates for 2021/22 & Learning Walks

The Board agreed the meeting dates for 2021/22 (including Learning Walks).

4.4 Report from Resources Committee

The Chair of Resources update the Board on the work of the Resources Committee, to include:

- a. Membership of the Committee;
- b. Current financial position of the Federation;
- c. Review of Federation Budget (2021/22)

The Governing Board ratified approval of the Budget (2021/22) by the Resources Committee.

The Governing Board accepted the report from the Chair of the Resources Committee.

4.5 Review and Approve Policies

None tabled.

4.6 Governors' Training

The Chair agreed to provide further information on the upcoming OFSTED Training.

4.7 Chair's Actions & Correspondence

The Chair and Executive Headteacher updated the Board on the discussions with the local authority regarding partnership between the Federation and Thomas Fairchild Community School, to include:

- a. **Consultations with New Wave Senior Leadership Team**
- b. **Consultation with Governing Board at Thomas Fairchild School**
- c. **Presentation to Thomas Fairchild Staff**
- d. **Presentation/Interview with Hackney Director of Education & Team**

The Executive Headteacher highlighted that the partnership will be to support Thomas Fairchild following the issues which led to the local authority deciding to change the structure of the school, etc.

1. **Will New Wave be looking at supporting the other schools in the Federation that Thomas Fairchild was in?**

The Chair stated that discussions are ongoing around the governance structure of the schools within that Federation (incl the schools having stand-alone Governing Boards, etc). It was noted that Thomas Fairchild would have a stand-alone Board and be in a partnership with New Wave.

2. **Is a decision of this nature usually done without the approval of the Governing Board given the arrangement being entered into?**

The Chair stated that as the Federation's governance arrangements were not being changed to add another school into the Federation but a strategic support partnership with another school, the Federation's Executive Leadership thought it prudent to take this decision with the concurrence of the Chair of the Governing Board.

The Board further opined on the process going forward when such strategic decision are being taken and the level of information to be shared with the Governing Board around such decisions.

The Governing Board positively endorsed the decision to enter into a partnership with Thomas Fairchild Community School.

5. Any other Business

No other business for discussion.

Meeting ends at 7.37pm.

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

Chair of Full Governing Board
(or Chair of Meeting)

Date

Future Meetings (2021/22)

As published on the meeting schedule