

GENERAL MINUTES

FULL GOVERNING BOARD

Monday 4th October 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>
GJB	Ms G Johnson-Brandy	<i>Co-opted Governor</i>
GE	Mr G Evans	<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>
DK	Mr D Kilty	<i>Deputy Headteacher, Grazebrook</i>
GD	Mr G Davies	<i>Observer</i>

APOLOGIES		
INITIALS	NAME	ROLE
SO	Mr S Olalere	<i>Parent Governor</i>

ABSENT		
INITIALS	NAME	ROLE

ACTION WORKSHEET
4th OCTOBER 2021

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
C/F				

NEW				
GB1	2 D&E	Disseminate COVID-19 Catch up Strategy & Pupil Premium Strategy (2021/22) via email.	EHT Heads	<u>OPEN</u>
GB2	7.3	Prepare and finalise the Annual Governance Statement (2021/22) for a subsequent meeting of the Board.	CH	<u>OPEN</u>
GB3	7.5	Follow-up with govs regarding link roles and monitoring schedule and agree at subsequent meeting of the Board.	CH	<u>OPEN</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 autumn term meeting of the New Wave Federation Governing Board. The meeting started at 6.05pm.

The Chair welcomed Mr G Davies in an observe capacity. It was noted that Mr Davies is currently going through the process of being appointed as a Co-opted Governor subject to completion of the statutory vetting checks for governors.

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 Election of Chair & Vice Chair of the Governing Board (2021/22)

The Clerk received nomination for election to the roles of Chair & Vice Chair respectively:

The Executive Headteacher nominated Mr C Howard for election as Chair. Mr G Evans & Ms M Crawford seconded the nomination. No other nominations received.

Mr C Howard nominated Mr M Sharman for election as Vice Chair. Mr G Evans & Ms M Crawford seconded the nomination. No other nominations received.

Mr C Howard & Mr M Sharman duly elected as Chair & Vice Chair respectively of the Governing Board (2021/22).

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 Behaviour & Wellbeing**
- **Safeguarding**
- **Pupil Roll**
- **Attendance**
- **Staffing**
- **Performance Management**
- **Premises Update**
- **Sex & Relationship Education**
- **Apple Distinguished Schools**
- **English Hub**
- **Websites**

Pupil Behaviour & Wellbeing

The Board received a summary update on the start to the academic year/term.

Safeguarding

Govs were informed that all staff have completed their annual safeguarding training as part of the INSET day, incl with particular focus on Part 1 of the statutory guidance. The Board noted that the Federation's

Safeguarding Policy has been updated in line with the changes to the Keeping Children Safe in Education statutory guidance (2021).

The Board further noted the issuance of the Whistleblowing Policy, Clean Desk Policy & Staff Code of Conduct.

Pupil Roll

Govs noted the pupil rolls per school as:

▪ Grazebrook	-	427
▪ Shacklewell	-	459
▪ Woodberry Down	-	631

Attendance/Roll

The Executive Headteacher appraised govs of the attendance levels across the schools since w/c 20th Sept 2021 as:

▪ Grazebrook	-	95.4%
▪ Shacklewell	-	93.1%
▪ Woodberry Down	-	91.9%

The Board was informed of the arrangements in place for monitoring attendance along with the Federation attendance target of 98%.

1. What is the practical & financial impact to the Reception and Nursery provision given the reduced attendance/pupil roll levels?

The Executive Headteacher stated that there is a huge financial impact with lower pupil numbers. It was noted that work is ongoing with Heads to increase marketing of the schools to new and existing families.

2. Is there an impact on attendance levels caused by COVID-19?

The Executive Headteacher stated that the 96% attendance level is a national target. Govs were informed the measures being implemented to engaged families with the aim of improving attendance levels (i.e., working with families, early calling, etc).

3. Of those who aren't attending, how many pupils are ones already flagged as vulnerable and is the local authority aware of the prevailing issues and what level of support is being offered?

The Executive Headteacher stated that the local authority is ware of the attendance issues and is supporting through the assigned Attendance Officer. Govs were also informed of the tracking and targeting of families abusing the attendance provisions along with the work with Heads to ensure schools meet the 98% attendance target.

Staffing

The Board was updated of the absence monitoring process and support measures in place. *See report for fuller update.*

Performance Management

Govs were updated of the new performance management cycle set to begin in October 2021 and will include target setting for 2021/22.

4. How are school leaders ensuring that all managers are correctly advising staff of the process and evidence required for promotion in line with school policies?

The Executive Headteacher stated that a guidance document has been created for use by all staff conducting appraisals. It was noted that a mid-term review has been included in the process for February & July 2022 to identify any gaps and provide the required support (along with evaluating the impact to pupils). Govs were told of the training to be done with staff to ensure that they are aware of the language to be used during the appraisal process, target setting, etc).

Premises Update

The Board received a premises update as set out on pgs 9-10 of the Executive Headteacher's Report.

Sex & Relationship Education

The Executive Headteacher informed the Board of the introduction of a new Sex & Relationship Education (SRE) Policy. Govs were assured of the completion of a consultation exercise with parents.

Apple Distinguished School

The Board was notified of the Federation's designation as an Apple Distinguished School for 2021-2024. The Executive Headteacher thanked her leaders who were instrumental in the Federation being re-awarded the accreditation

English Hub

The Executive Headteacher informed the Board of the designation of the New Wave English Hub as a Delivery & Coordinating Hub as part of the Department for Education Accelerator Programme (20201-2022). *See fuller update on pg 13 of the Executive Headteacher's Report.*

Websites

As per Executive Headteacher's Report.

Catch up & Pupil Premium Strategy (2021/22)

The Chair advised that Catch Up & Pupil Premium Strategy (2021/22) will be disseminated via email

Curriculum Design

The Board received an extensive update on the Federation Curriculum Design, PSHE (incl Relationship & Sex Education). This was presented by Mr D Kilty (Deputy Headteacher, Grazebrook). *The Board accepted the paper as read.*

5. Is there anything that could be done after initial year of roll out to get parents who have been reluctant in full participation?

The Deputy Headteacher stated that further engagement would be a key factor in getting full subscription to the new Relationship & Sex Education offer.

The Executive Headteacher highlighted that a Deep Dive into the Curriculum will be carried out.

6. Are the curricula across the 3 schools the same?

The Deputy Headteacher stated that the overall plan is presented to all teachers and inform their lesson planning process with the latitude to peculiarise according to

The Board accepted the Executive Headteacher's Report.

[Reference Document/s](#)

[Executive Headteacher's Report](#)
[Curriculum Report \(2021/22\)](#)

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.*

Woodberry Down

Shacklewell

Grazebrook

The respective Headteachers updated govts on:

- School Context
- Areas of Success
- Challenges
- Attendance
- End of Year Predictions

The Headteachers reaffirmed the priorities for 2021/22 by school as:

Woodberry Down

- a. To further identify gaps in pupils' learning through formative and summative assessment and take actions to address these
- b. To further develop teachers' subject knowledge within subjects such as history, geography and science
- c. To further improve training and professional development for additional support staff in teaching and learning
- d. To increase the number of pupils with educational barriers working at age expected levels in all subjects by the end of the academic year
- e. To further develop the roles of middle and subject leaders across the school

Shacklewell

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

Grazebrook

- a. To improve outcomes for all pupils with identified educational barriers, particularly those with SEND and those who are disadvantaged.
- b. 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.
- c. To continue to develop teacher subject knowledge so that the teaching of knowledge and development of skills is carefully mapped over time.
- d. To ensure expectations and standards are consistent across the school by providing individualised training for all staff including new and ECT teachers.

The Board approved the priorities as set out above.

Questions asked by Govs:

1. **Is there an issue with unvaccinated staff at Shacklewell?**
The Headteacher stated that there wasn't an issue but noted that some staff were required to be away from school for longer periods. It was noted that the number of vaccinated staff at Shacklewell remain higher than Woodberry Down.
2. **Are the targets within the reports realistic or ambitious?**
The Executive Headteacher stated that ambitious targets link to the format set by the local authority. It was noted that the targets are realistic as can be and work was being done to improvement attendance levels of pupils with poor attendance given that it can impact their achievement negatively.
3. **With reference to falling roll numbers, as any financial modelling being done on a worst-case scenario in a short to medium term?**
The Executive Headteacher confirmed that work was ongoing with the Bursar to develop a strategic financial plan which will be presented to Board once available. Govs noted that focus will be on early years and increase engagement with families.

The Board was also informed of the plans by the local authority on addressing the wider impact of falling rolls against available spaces within the borough.

Govs noted that the Federation need to begin planning ahead of next year's census given the potential financial risk. **The Board deferred further**

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

4. SIP Visit Report (Summer 2021)

The Board received, discussed, and accepted the respective School Improvement Partner (SIP) Core Visit Reports in the order set out below. *The Board accepted the reports as read and noted that the visits were conducted in summer term 2021.*

**Shacklewell
Woodberry Down
Grazebrook**

Govs were informed that the SEFs were deferred for review during a subsequent meeting of the Governing Board.

[Reference Document/s](#)
SIP Visit Reports

5. Policy Review & Approval

The Board reviewed and approved the following policies:

Safeguarding Policy – Grazebrook	Absence Management
Safeguarding Policy – Shacklewell	Bereavement Leave
Safeguarding Policy – Woodberry Down	Code of Conduct
EYFS Policy	Disciplinary, Grievance & Whistleblowing
Relationship & Sex Education Policy	Health & Wellbeing
	Leave Entitlement
	Maternity, Adoption & Paternity
	Pay
	Recruitment, Joining & Leaving
	Shared Parental Leave

6. Minutes – Full Governing Board Meeting (24th June 2021)

6.1 Corrections

None recorded

6.2 Approval of Minutes

The minutes of the Governing Board meeting held on 24th June 2021 were approved as the true and accurate record of the meeting.

6.3 Matters Arising from Minutes of the Gov Board Meeting held on 24th June 2021

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

7. Governing Board Business

7.1 Clerks Statutory & Governance Updates

The Clerk updated the Board on the **Changes in Education 2021/22** as set out in the summary paper. Gobs *accepted the paper as read*.

Reference Document/s

[Changes in Education 2021/22 Summary](#)

7.2 Membership & Recruitment

See 1.1 above with reference to Mr G Davies.

No other membership & recruitment updates.

7.3 Agree Annual Governance Statement (2020/21)

The Board deferred review and agreement of this until Spring 2021.

7.4 Review & Agree Governors Code of Conduct 2021/22

The Board approved the Governors Code of Conduct and agree to subscribe to its provisions, jointly and severally.

7.5 Appoint Link Gobs & agree Gobs Monitoring Schedule

The Chair noted that this will be followed-up outside the meeting.

7.6 Agree Executive Headteacher's Performance Management (2021/22)

The Board appointed the following gobs to conduct the Executive Headteacher's Performance Management (2021/22):

Mr C Howard
Mr M Sharman
Ms M Crawford

7.7 Governors Training Updates

The Board the following:

- a. Recent OFSTED training;
- b. Availability of training via NGA Online Training Platform (core training for governors)
- c. Availability of LA Governance Training

Gobs noted the importance of aligning training alongside link roles.

7.8 Chair's Action & Correspondence

The Chair update the Board on the soft partnership between New Wave Federation & Thomas Fairchild School and highlighted the following:

- a. **Strong start to new term with support for governors.**
- b. **Staffing and leadership challenges are being addressed in consultation with the local authority.**
- c. **The Exec Head & Headteacher (Shacklewell) have established working framework to support the school.**
- d. **New Interim Headteacher appointed, and mentoring provided by Headteacher (Shacklewell) along with the Executive Headteacher. The Governing Board remains with providing strategic direction in consultation with the Executive Headteacher.**
- e. **Finance remains a key area of focus but being addressed via the Resources Committee in consultation with the TF Governing Board and the local authority. It was noted that there was**

no expectation for New Wave Federation to support financial as that would be outside the scope of the agreed partnership.

- f. Support provided by senior leaders from New Wave.

Questions/comments asked/made by Gobs:

1. The communication from Executive Leadership regarding the way governors were informed of the earlier decision to enter into a partnership with Thomas Fairchild.
2. Lessons learned from the process.
3. Suggestions for additional meetings for the Board to consider issues that arise outside of scheduled Governing Board meetings.
4. Potential impact on staff workload for additional meetings.
5. Future structure of meetings to ensure/improve efficiency.
6. Standing item on Executive Headteacher's Report on the operation of the partnership with Thomas Fairchild.

8. Any other Business

No other business for discussion.

Meeting ends at 8.30pm.

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



Chair of Full Governing Board
(or Chair of Meeting)

14/12/2021

Date

Future Meetings (2021/22)

As published on the meeting schedule