

GENERAL MINUTES GOVERNING BOARD

Mon 13 January 2025

Google Meet/Hybrid

GOVERNORS PRESENT		
INITIALS	NAME	ROLE
CH	Mr C Howard	<i>Chair of the Governing Board</i>
EHT	Ms N Reid	<i>Executive Headteacher</i>
MS	Mr M Sharman	<i>Vice Chair of the Governing Board & Chair of the Resources Committee</i>
DY	Mr D Young	<i>Co-opted Governor</i>
GE	Mr G Evans	<i>Co-opted Governor</i>
CB	Mr C Beard	<i>Co-opted Governor</i>
GD	Mr G Davies	<i>Co-opted Governor</i>
KD	Mr K David	<i>Parent Governor</i>
AO	Ms A Oteng	<i>LA Governor (in partial attendance)</i>
KE	Mr K Ezeagu	<i>Staff Governor</i>

OTHER ATTENDEES PRESENT		
INITIALS	NAME	ROLE
CLK	Mr D M Laird	<i>Governance Professional to the Board</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>
MT	Mr M Trahair	<i>Headteacher, Thomas Fairchild</i>

APOLOGIES		
INITIALS	NAME	ROLE
DC	Ms D Costa	<i>Parent Governor</i>
JD	Mr J Donald	<i>Co-opted Governor</i>
GJB	Ms G Johnson-Brandy	<i>Co-opted Governor</i>

ACTION WORKSHEET

13 JANUARY 2025

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
GB1	2a	Complete the NSPCC Safeguarding Training Course	Govs	<u>OPEN</u>
GB2	2b	Reach out to Exec Head to review the contracts for the Solar Panels or identify someone who will be able to assist with reviewing the contract and providing the required support	Govs	<u>OPEN</u>
GB3	2c	Provide feedback to Exec Head on the operation of the flexible working approach to ascertain its effectiveness	R McGrath	<u>OPEN</u>
GB4	2d	Monitor the Maths EXS data for Woodberry Down and ensure that govs monitoring visits are undertaken during exam periods so submitted data can be properly verified and authenticated before submission to LA	Exec Head	<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 rescheduled autumn term (II) meeting of the New Wave Federation Governing Board. The meeting started at 5:30pm.

The Board welcomed Mr Charlie Beard to the Governing Board.

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 & Headteachers' Reports

(Incorporating the Headteachers' Reports & SIP Visit Reports)

The Governing Board received and accepted an update from the Executive Headteacher, as outlined in [her report](#). *The Board accepted the reports accompanying her update as read, to include:*

Executive Headteacher's Report (December 2024)
Headteachers' Curriculum, Safeguarding & Education Welfare Reports
School Improvement Partner (SIP) Visits Reports

Grant Funding

The Board received an update from the Executive Headteacher on the receipt of a grant of £66,800 to repurpose the Premises Manager's house into a dedicated space for 2yr olds. The Executive Headteacher reported that the grant was contingent on the executive of a formal contract with T&Cs that was finalised before Christmas 2024. It was highlighted that although the grant funding was received, approval was still pending from Hackney's Education Property Team so that the capital works could proceed.

Govs were apprised of the next steps for the project, to include:

- **Engaging with the School Estate Planning team to finalise contract terms.**
- **Initiating the formal capital project approval process**
- **Preparing a detailed project plan, including timelines and resource allocation**

The Board was informed that the detailed project plan would be presented at the next meeting of the Board's Resources Committee for review and consideration.

Serious Case Review: Policy & Procedure

The Executive Headteacher apprised the Board of the implications for the Federation following the Serious Case Review conducted in August 2024 following the death of a 13 year old pupil from an anaphylactic reaction in February 2023. Govs were told that Federation policies and procedures had been revised in light of the Inquest's findings, to include:

- **Medication Policy:** Updated to require Year 5 and 6 pupils who walk home alone to carry two adrenaline auto-injectors at all times.
- **Home-School Agreement:** Strengthened to emphasize parental responsibilities, including informing carers or others involved in pick-ups about a child's allergy requirements.
- **Health and Safety Policy:** Adjusted to incorporate allergy management protocols.
- **Induction for New Pupils Policy:** Enhanced to include allergy management education for pupils and parents.
- **Communication Improvements:** A reminder letter was sent to families about the importance of ensuring children carry necessary medications.
- Staff have been briefed to regularly check compliance with these policies.

Safeguarding across the Federation

The Executive Headteacher provided a summary update on safeguarding issues across the Federation, as outlined in her report.

The Board was informed that the Federation remained focused on enhancing its safeguarding procedures, thus ensuring the continued safety and well-being of all (pupils and staff).

The Board was assured of the continued robustness of the Federation's safeguarding practices and processes through effective implementation.

The Executive Headteacher further highlighted that the Link Governor for Safeguarding recently carried out a visit and reviewed paperwork and spoke with pupils, staff and school leaders.

The Executive Headteacher reported that to ensure the continued effectiveness of the Federation's safeguarding practices and processes, schools were proactive in:

- **Strengthening Record-Keeping:** Regular audits are conducted to ensure safeguarding records are comprehensive and clear. If explanations beyond the record are needed, the documentation is revised for clarity and completeness.
- **Governor Oversight:** Ensure governors have received advanced safeguarding training to ensure they can provide effective oversight, ask critical questions, and hold leaders accountable for safeguarding practices.
- **Proactive Partnerships:** The safeguarding team maintains strong relationships with the local authority and Children Social Care (CSC) to facilitate swift access to support services and Early Interventions.
- **Staff Training:** Training sessions are tailored to address the specific safeguarding challenges faced by our pupils. Staff have been trained to use federation-wide systems for reporting and addressing concerns.
- **Pupil Survey:** Feedback is routinely collected from pupils about their sense of safety, areas where they feel vulnerable, and their perceptions of how bullying is addressed. This data informs ongoing improvements.

Complaints across the Federation

The Executive Headteacher provided the Board with an update on complaints received across the Federation. She reported that the level of complaints received were consistent and were received from both parents and staff.

Govs enquired into the reasons of the complaints received and were told that the complaints highlighted operational and concerns around policy interpretation and implementation. The Executive Headteacher noted that work was being done to standardise policies and procedures across all schools to ensure fairness and consistency.

Staffing

The Board received an update from the Executive Headteacher on staffing and personnel matters.

The Executive Headteacher apprised govs on the formal consultation regarding the need for change within the Playcentre Team at Thomas Fairchild Community School.

Govs discussed and noted the recruitment and retention issues, to include the number of resignations and recruitment. The Board was told that 7 teachers had resigned by 31 October 2024. The Executive Headteacher reported that the Federation's recruitment efforts faced challenges due to limited responses to national advertisements and further noted that vacancies had been filled primarily through recruitment agencies, which in itself brought about financial implications.

Govs were assured that the Federation remained vigilant in monitoring staff turnover across its schools in order to maintain staff stability.

Partnerships & Leadership Development

The Board received an update from the Executive Headteacher on partnership building and leadership development opportunities.

The Executive Headteacher reported that the Federation was seeking to strengthen partnerships with the local authority and the Regional Improvement for Standards and Excellence (RISE) teams, which will begin supporting schools in 2025. The Board was told that the Federation was continuing its works with the English Hub who was currently providing intensive support to 50 schools, as well as further support for a local Jewish School and Wellington Colleg Prep.

Hackney Education Investment & Sustainability

The Executive Headteacher apprised the Board on the £1m investment from Hackney Education for the full roof replacement at Shacklewell.

Govs were further apprised of the tendering process for solar panel installation at Grazebrook. It was noted that the Board's Resources Committee would be undertaking a review of the tender documents and appointment of the preferred contractor.

Headteachers' Reports, etc

The Board received and considered the respective [Headteachers' Reports](#).

Govs were apprised by Headteachers on:

School Context	Attendance
Safeguarding (school specific)	Data
Curriculum	

School Contextual Information

Govs reviewed and noted the summary of contextual information provided on each school.

Attendance

The Board noted the whole school attendance data, to include:

Grazebrook – 95.7%	Shacklewell – 96.4%
Woodberry Down – 95.3%	Thomas Fairchild – 94.2%

The Headteachers provided categorised attendance information and reported that the improvement in attendance remains a focus across all schools and the attendance teams were working with families to minimise and eventually eliminate absenteeism.

Safeguarding (school specific)

Govs received update on safeguarding specific to each school. Data was provided on referrals made, CIN plans, safeguarding and safer recruitment training provided to staff, and safeguarding / behavioural incidents logged on CPOMs.

Pupil Progress Data

Headteachers apprised the Board of pupil progress across the schools, including provision of predictions data. Govs reviewed and noted the accompanying commentaries and the ongoing work being done to support pupils to achieving expected outcomes.

Curriculum

The Board noted the Curriculum updates provided for each school to include:

Grazebrook

- We have introduced our updated PSHE curriculum. Changes were made in response to parental feedback and an audit of the curriculum components. The new curriculum has an increased focus on teaching children about types of discrimination and challenging stereotypes; sustainability; money sense; basic first aid and community responsibility and action. As part of the renewed curriculum, the school is beginning its journey to become a UNICEF Rights Respecting School and will submit its Bronze application in January.
- We have ensured the children receive a rich history curriculum offer with all of Key Stage 2 visiting Hackney Museum to learn about the history of carnival in Hackney; Year 4 took part in a Primary History Roman workshops day; Year 5 had a Viking day run by Portals to the Past; Year 1 and 2 carried out personal history studies with Year 1 interviewing family members about their experience of school and Year 2 interviewing staff and family members to learn about the reasons why people migrate from other countries and part of the United Kingdom.
- All Year 1 to Year 6 families have had the opportunity to take part in a Reading Breakfast, a wider curriculum Come Learn With Me (with a history, science, geography or reading focus), Come Dine With Me and a Learning Celebration Assembly focused on science, history, geography or design and technology. All year groups from Nursery to Year 6 will be performing in a festive musical showcase over the coming week.
- All Early Years Families have the opportunity to attend monthly Family Fridays, a Come Learn With Me focused on art and design and fine motor skills and phonics/early reading, early maths and physical development workshops to better understand how they can support their child at home.
- The PSA has continued to work with the school to organise and run fundraising and community events. Our 'spooky dress up day' raised over £1300 and our Winter Fair was very well attended raising £7000. In addition, £258 was raised for books for classrooms through families supporting the travelling book fair, £365 for Children in Need and the school collected for Hackney Foodbank's Reverse Advent Calendar appeal.
- The school took part in the BBC 500 words storying writing competition. Three of our children have made it through to the second round of judging.
- The first parent council meeting of the year took place in early November. The parent council is currently made up of 13 members representing Reception to Year 6 families.

Shacklewell

- The school is delighted to celebrate the success of its wider community events, which have brought families, staff, and pupils together in meaningful and impactful ways. Shacklewell Families have raised over £10,000 since the start of the term. These funds will directly support enriching experiences and resources for our pupils including the upcoming pantomime, new curriculum trips and resources to enhance play in the school grounds.
- The relaunch of the PSHE (Personal, Social, Health and Economic Education) curriculum has significantly renewed the school's focus on pupils' emotional wellbeing, recognising it as a crucial component of their overall development and academic success. The integration of parental feedback has been central to the relaunch, ensuring that the curriculum meets the needs of both pupils and families and fosters a collaborative approach to supporting emotional health. Shacklewell's commitment to the wider personal development of the pupils is reflected in the recent accreditation as a Healthy Relationships Champion School, the first in Hackney.
- The 'Here to Be Heard' cross-phase, cross-curricular pupil advocacy groups have provided an exciting and impactful opportunity for pupils to engage in collaborative, meaningful activities that enhance their personal growth, school life, and the wider community. These groups have allowed pupils to take ownership of their learning and to advocate for change in a number of social issues, including social isolation, fake news and the rising cost of living.

Woodberry Down

- Trips and visits continue to take place for all children at the school each half term. These are mostly linked to history, geography and science topics. Parents have been supportive with attending trips to ensure suitable adult: pupil ratios. All three Year 4 class groups have completed their two week intensive swimming lessons in autumn term with contrasting feedback from families in recent parent council meetings;
- Family attendance at recent Come Learn with Me events have been very positive. Weekly family year group assemblies have also been well attended and increasingly so at the new time of 9.15am each Friday;
- EYFS families continue to be invited to weekly reading sessions. As well as these, we have continued to hold sessions for families with pre-school pupils as we hold our stay and play sessions weekly;
- The school has been invited to work with Woodberry Wetlands on an art project involving local artists. As well as this, Woodberry Wetlands offered the school ten reduced cost visits to the centre during the school year. These opportunities have been taken by the science leader and have been arranged for during the school year;
- Half termly parent council meeting dates have been agreed for the school year with the request for the parent governor to attend the meeting in February;
- A Christmas Fair, Carols and Crafts and an EYFS nativity event have been organised for the end of the term.

Thomas Fairchild

- The school continues to further improve its approach to the personal development of pupils. As part of this, our PSHE (Personal, Social, and Health Education) curriculum has been relaunched, which has renewed the school's focus on pupils' emotional wellbeing, recognising it as a crucial component of pupil success. We also continue to work alongside Tender RE:SET which provides schools with an online toolkit to explore, adapt and reset our existing relationships education across the focus year groups. RE:SET is supporting the school to promote healthy, equal and respectful relationships, as we work towards being recognised with a Healthy Relationships Champion Setting award.
- Community Engagement continues to be a priority for the school. With this in mind, we have held initial meetings with families to share details about the process for formalising our TFPSA (Thomas Fairchild Parent Staff Association), which would involve volunteers for chair, treasurer and secretary roles. In the meantime, our parent volunteers have been busy as part of our Winter Fair planning committee, putting together an ambitious community fair for the school.
- This term the school has partnered with Capital City College who are delivering the DfE funded Multiply scheme, that offers maths courses to low income adults aged 19 and over. The course aims to boost numeracy skills in work and daily life through drop-in sessions to longer intensive courses. Eight of our lower income families are currently enrolled in a money management workshop, and will soon begin a course aimed at supporting children with maths at home.
- This year the school has received funding from the local authority to further enhance our wrap-around provision and enrichment offer. In spring term leadership will be working with Hackney Outdoors to explore plans for developing our grounds to make them greener, more climate resilient and for the pupils to actively engage in nature.

School Improvement Partner (SIP) Visits

The Board received and reviewed the [SIP Visit Reports](#) for each school.

Govs noted the key areas of focus for this year's visits applicable to each school, as set out in the individual reports.

Govs thanked the Executive Headteacher and Headteachers for their concise and informative reports.

3. Policy Review & Approval

The Board approved the adoption of the following policies:

Home School Agreement (Woodberry Down) (2024)	Volunteers and Students Policy (2024)
Health, Safety and Welfare Policy	Federation EYFS Policy (2024-25)

Federation Play Policy	Marking for Progress Policy (2024-25)
Intimate Care Policy (2024-25)	Home School Agreement (Grazebrook) (2024)
Educational Trips & Visits Policy (2024-25)	

4. Minutes –Governing Board Meeting (10 Oct 2024)

4.1 Corrections

None recorded

4.2 Approval of Minutes

The minutes of the Governing Board meeting held on 10 Oct 2024 were approved as the true and accurate record of the meeting.

4.3 Matters Arising from Minutes of the Gov Board Meeting held on 10 Oct 2024

All items reported as completed or marked as c/f for future meetings. No other matters arising from previous minutes.

GB1	3	a. Provide progress report on the feasibility study to Shacklewell roof b. Update the Board with progress to the possible installation of solar panels at GB and SW	CLOSED
GB2	3	Provide the Board with an update on the new OFSTED approach to inspections and how it will impact on any Federation school awaiting an inspection.	OPEN
GB3	6.6	Confirm Schedule of Link Gobs for 2024-25	OPEN

5. Governing Board Business

5.1 Governance & Statutory Updates

There were no updates to report on.

5.2 Membership & Recruitment

The Board appointed Mr Charlie Beard as a Co-opted Governor for 4yrs effective 13 Jan 2025. It was noted that Mr Beard would be the 'Young Governor' as previously discussed by the Board (an initiative promulgated by the local authority).

5.2 Report from Resources Committee

The Chair of the Resource's Committee informed the Board that the Federation's budget/s continued to be properly managed/controlled, and the surplus was forecasted to be higher than previously expected.

It was noted that the Resources Committee was due to meet on 21 January 2025. A further report would be provided thereafter.

5.3 Chair's Actions & Correspondence

The Chair noted the new starting times for Governing Board meetings and the new Teaching & Learning focus being implemented for future Gobs' monitoring visits.

7. Any other Business

There being no further business, the meeting ended at 7:50pm.

8. Confidential

The Board considered a confidential item as tabled by the Executive Headteacher. This was recorded in separate confidential minutes.

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



20/03/2025

**Chair of Full Governing Board
(or Chair of Meeting)**

Date

Next meeting

Thurs 20 March 2025 (5:30pm) – Thomas Fairchild