



## GENERAL MINUTES GOVERNING BOARD

Wed 02 July 2025

Hybrid – Shacklewell Primary School / Google Meet

<b>GOVERNORS PRESENT</b>		
INITIALS	NAME	ROLE
<b>CH</b>	Mr C Howard	<i>Chair of the Governing Board</i>
<b>EHT</b>	Ms N Reid	<i>Executive Headteacher</i>
<b>DY</b>	Mr D Young	<i>Co-opted Governor</i>
<b>GE</b>	Mr G Evans	<i>Co-opted Governor</i>
<b>CB</b>	Mr C Beard	<i>Co-opted Governor</i>
<b>GJB</b>	Ms G Johnson-Brandy	<i>Co-opted Governor</i>
<b>KD</b>	Mr K David	<i>Parent Governor</i>
<b>DC</b>	Ms D Costa	<i>Parent Governor</i>
<b>KE</b>	Mr K Ezeagu	<i>Staff Governor</i>

<b>OTHER ATTENDEES PRESENT</b>		
INITIALS	NAME	ROLE
<b>GD</b>	Mr G Davies	<i>Co-opted Governor</i>
<b>DH</b>	Mr D Hewie	<i>Headteacher, Woodberry Down</i>
<b>RM</b>	Mr R McGrath	<i>Headteacher, Shacklewell</i>
<b>KB</b>	Ms K Beecroft	<i>Headteacher, Grazebrook</i>
<b>MT</b>	Mr M Trahair	<i>Headteacher, Thomas Fairchild</i>

<b>APOLOGIES</b>		
INITIALS	NAME	ROLE
<b>MS</b>	Mr M Sharman	<i>Vice Chair of the Governing Board &amp; Chair of the Resources Committee</i>
<b>JD</b>	Mr J Donald	<i>Co-opted Governor</i>
<b>GD</b>	Mr G Davies	<i>Co-opted Governor</i>
<b>AO</b>	Ms A Oteng	<i>LA Governor</i>

## ACTION WORKSHEET

### 02 JULY 2025

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
<b>GB1</b>	2	Provide progress reports on capital projects completed in summer period	Exec Head	<b><u>OPEN</u></b>
<b>GB2</b>	2	Update the Board on funding considerations for PGL trips and other enrichment activities	Exec Head Heads	<b><u>OPEN</u></b>
<b>GB3</b>	2	Update the Board on what's being done to address staff attendance issues (i.e. training and policy enforcement, etc)	Exec Head Heads	<b><u>OPEN</u></b>
<b>GB4</b>	4.5	Develop a governance training and engagement plan for 2025/26 academic year	Chair Exec Head Gov Prof	<b><u>OPEN</u></b>
<b>GB5</b>	4	Arrange a meeting in the autumn term for a visit to schools to review online for safeguarding records, etc.	Designated Govs	<b><u>OPEN</u></b>

#### **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 5:40pm.

### **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 (July 2025)
Headteacher's Report to Govs (July 2025)
School Improvement Partner (SIP) Visit Reports for Woodberry Down, Thomas Fairchild & Shacklewell
Safeguarding Reports
Enrichment & Events

### *Solar Panel Installation Grazebrook*

**The Board received an update from the Executive Headteacher on the solar panel installation at Grazebrook (GPS).**

The Executive Headteacher reported that the Federation had appointed Jason Fourde as the project manager for the solar panel installation at GPS. It was highlighted that preliminary preparations were underway, and contractual arrangements were being finalised. Govs noted that the installation was scheduled to commence on 02 July 2025.

### *2yr Old Provision Relocation - Grazebrook*

**The Executive Headteacher reported that the Federation** was proposing relocating the 2yr old provision to the Nursery building due to financial constraints. Govs were informed that Hackney Education had approved the proposal in principle but a formal application would be submitted in due course to proceed with the relocation works.

### *Drainage Repairs & Boiler Replacement - Grazebrook*

**The Board was apprised of the drainage repairs and boiler replacement at Grazebrook** and noted that essential drainage repairs had been completed and that these works had been funded by the school.

The Executive Headteacher also reported that the boiler replacement project was still pending and further updates were due from Hackney Education, with plans to replace existing systems with heat pumps.

#### [Woodberry Down Window Replacement and Internal Improvements](#)

The Board was informed that the window replacement project at Woodberry Down would proceed as planned, subject to the adherence to conservation regulations. It was highlighted that internal improvement works included carpet replacement, painting, and new blinds. The Executive Headteacher reported that a second contractor would be secured to provide a detailed emergency lighting survey report for consideration.

#### [Shacklewell Roof, Window & Solar Panel Works](#)

The Executive Headteacher reported that Amber Construction had been appointed to manage the roof refurbishment, window replacement, and solar panel installation at the school. The Board was also apprised of a pre-start of works meeting held to clarify roles, and that the project would be monitored by AR and London Borough of Hackney.

Govs were further informed that significant drainage works are scheduled for the summer.

#### [Thomas Fairchild Fire Door Replacement](#)

The Board was apprised of the fire door replacement at Thomas Fairchild, and was told that validation surveys for fire door replacement had been completed, and details were being reviewed. The Executive Headteacher highlighted that a finalised list of works would be available for inspection and shared once verified.

**The Board noted that progress reports on capital works carried out during the summer period would be reported on in the autumn term 2025.**

#### [School Information – Exclusions, Admissions and Accidents](#)

The Executive Headteacher updated the Board on the admission metrics for Sept 2025 in the 2yr old provision, Nursery and Reception. Additional data on exclusions and reportable accidents during the summer term was provided. The Board was informed that the reportable incidents and outcomes happened across the Federation's schools and appropriate remedial measures taken.

#### [Personnel & Staff Update](#)

The Executive Headteacher provided the Board with summary personnel and staffing metrics, including the number of staff resignations across the schools. The Board was also apprised of the 1 teacher and 1 staff allegation at Shacklewell.

The Board also received summary updates on the **outstanding complaints across the schools.**

### **Headteachers' Reports, etc**

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

Govs were apprised by Headteachers on:

SIP Reports	School Development Plans (SDPs)
Safeguarding (school specific)	Enrichment & Events

#### [School Improvement Partner Visits \(3\)](#)

The Board reviewed and noted the SIP Visit reports for [Woodberry Down, Thomas Fairchild and Shacklewell](#). Govs noted the key areas of focus for the next visit/s.

#### [One Day Review Report \(Shacklewell\)](#)

The Board also reviewed and discussed the [One-Day Review Report \(June 2025\)](#). Govs also noted the overall areas of consideration for the school as outlined in the report.

#### [School Reports and Enrichment Activities](#)

The Headteachers updated the Board on their respective school celebrations, sports events, and reading initiatives. It was highlighted that Grazebrook focused on sports and reading champions, whilst Shacklewell emphasised family involvement in enrichment activities, Thomas Fairchild and Woodberry Down reported on successful trips and cultural events.

Govs were apprised of the challenges around social media issues among pupils.

#### *Safeguarding and Behaviour Management*

The Headteachers provided govs with safeguarding updates, including strong induction processes and behaviour management strategies being implemented. Govs were told that issues with social media and student behaviour were being addressed, with a focus on communication and intervention strategies.

Govs and school leaders noted the importance of safeguarding training for new staff to ensure they were fully aware of the Federation’s practices and processes.

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

### **3. Minutes –Governing Board Meeting (20 March 2025)**

#### **3.1 Corrections**

None recorded

#### **3.2 Approval of Minutes**

The minutes of the Governing Board meeting held on 20 March 2025 were approved as the true and accurate record of the meeting.

#### **3.3 Matters Arising from Minutes of the Gov Board Meeting held on 20 March 2025**

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

<b>GB1</b>	3	Provide Board with progress report/s on the implementation of plans designed to addressing the recruitment challenges	<b><u>CLOSED</u></b>
<b>GB2</b>	3	Review the new online tool for safeguarding / records	<b><u>CLOSED</u></b>
<b>GB3</b>	6.3	Set up a Google Form for govs to provide their input/views on the Hackney Education Strategy for onward submission by 24 April 2025	<b><u>CLOSED</u></b>

### **4. Governing Board Business**

#### **4.1 Governance & Statutory Updates**

There were no updates to report on.

#### **4.2 Membership & Recruitment**

Nothing tabled for discussion.

#### **4.3 Report from Resources Committee**

The Committee received an update on the recent considerations by the Resources Committee during its last meeting held on 14 May 2025.

[The Board noted the Gen Mins from the Resources Committee meeting held on 14 May 2025.](#)

#### **BOARD DECISION**

On the recommendation of the Resources Committee, the Board approved the Federation & Schools’ Budget for 2025/26.

#### **4.4 English Hub Update**

The Board received and noted the summary [English Hub Update](#). It was highlighted that the English Hub’s new initiative for KS3 support was recorded as a positive development in the supportive programmes it offers to schools.

#### 4.5 Chair's Actions & Correspondence

The Chair highlighted the need for improved governance training and engagement. It was noted that a plan for a governance training pathway was proposed, with a focus on strategic involvement and accountability. The Board also discussed and noted the importance of leveraging professional connections for funding and support was highlighted.

### **5. Any other Business**

There being no further business, the meeting ended at 8:08pm.

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



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

\_\_\_\_16/09/2025\_\_\_\_\_

**Date**

#### **Next meeting**

Tues 16 Sept 2025 (5:30pm) – Woodberry Down