



GENERAL MINUTES GOVERNING BOARD

Tues 16 Sept 2025

Hybrid – Woodberry Down Community Primary School / Google Meet

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>
GJB	Ms G Johnson-Brandy	<i>Co-opted Governor</i>
GD	Mr G Davies	<i>Co-opted Governor</i>
KD	Mr K David	<i>Parent Governor</i>
DC	Ms D Costa	<i>Parent Governor</i>
KE	Mr K Ezeagu	<i>Staff Governor</i>

OTHER ATTENDEES PRESENT		
INITIALS	NAME	ROLE
DML	Mr D M Laird	<i>Governance Professional</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
JD	Mr J Donald	<i>Co-opted Governor</i>
AO	Ms A Oteng	<i>LA Governor</i>

ACTION WORKSHEET
16 SEPT 2025

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
GB1	3	Discuss the issue of capacity building within the senior leadership structures at the Resources Committee and agree a plan of action to address any gaps.	Exec Head / ResCom	OPEN
GB2	5.9	Send skills audit to govts for completion.	Chair / Govts	OPEN

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 (I) (2025/26) meeting of the New Wave Federation Governing Board. The meeting started at 5:30pm.

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. Minutes – Governing Board Meeting (02 July 2025)

2.1 Corrections

None recorded

2.2 Approval of Minutes

The minutes of the Governing Board meeting held on 02 July 2025 were approved as the true and accurate record of the meeting.

2.3 Matters Arising from Minutes of the Gov Board Meeting held on 02 July 2025

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

GB1	2	Provide progress reports on capital projects completed in summer period	CLOSED
GB2	2	Update the Board on funding considerations for PGL trips and other enrichment activities	CLOSED
GB3	2	Update the Board on what's being done to address staff attendance issues (i.e. training and policy enforcement, etc)	CLOSED
GB4	4.5	Develop a governance training and engagement plan for 2025/26 academic year	CLOSED
GB5	4	Arrange a meeting in the autumn term for a visit to schools to review online for safeguarding records, etc.	CLOSED

3. Executive Headteacher's Report & Headteachers' Reports

(Incorporating the Headteachers' 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 (Sept 2025)
Headteacher's Report to Gobs (Sept 2025)

[Staffing Across the Federation](#)

The Board received an update from the Executive Headteacher on various staffing issues, to include:

- Successful INSET days with guest speakers on immigration and British values.
- Vacancy in Woodberry Down's Reception class due to late resignation.
- Two senior leaders absent, impacting capacity for emergencies.
- Plans to develop leadership pathways for new Assistant Headteachers.

[Update on Premises work across the Federation](#)

The Board received an update from the Executive Headteacher on the premises works across the schools, to include:

[Grazebrook](#)

- Successful solar panel installation completed ahead of schedule.
- Upcoming childcare facility expansion funded by Local Authority.
- Neighbour complaint about a partition fence, with escalation to the Mayor of Hackney.

[Woodberry Down](#)

- Minor renovations completed, including carpet replacement.
- Reviewing quotes for emergency lighting and awaiting council response for upgrades.

[Thomas Fairchild](#)

- Delayed fire door replacement impacting school start.
- Hackney Council covering additional costs for remedial work.
- Potential risk of school closure or merger due to size and pupil numbers.

[Shacklewell](#)

- Roof replacement and solar panel installation progressing with some delays.
- Drain survey completed with recommendations for annual maintenance.

The Board also received an update from the Executive Headteacher on the new OFSTED inspections framework. It was noted that a new grading system had been introduced, and there is now a greater emphasis on staff wellbeing within 'leadership and governance'.

Govs also discussed and noted the importance of ensuring there was appropriate capacity within the leadership teams across the Federation and to ensure that staff remained adequately resourced.

[Headteachers' Reports, etc](#)

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

Govs reviewed the performance data from the schools, noting areas for improvement in student outcomes, particularly in Math and amongst disadvantaged students. Strategies to address the identified gaps were discussed.

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

4. Policy Review / Approval

The Board approved the adoption of the following policies:

HR Policies	Safeguarding Policy (school specific)
EYFS Policy	Complaints Policy

5. Governing Board Business

5.1 Clerk's Statutory & Governance Updates

There were no updates to report on.

5.2 Approve Terms of Reference – Resources Committee (2025/26)

The Board approved the Terms of Reference for its Resources Committee (2025/26).

5.3 Membership & Recruitment

Govs noted resignation of Mr Jake Donald. The Board conveyed thanks to Jake for his service and wished him well in his future endeavours.

There was an additional discussion on the tenure of parent govs who no longer had a child or children in the school. The Governance Professional provided advice on this.

5.4 Review and approve Governors' Code of Conduct (2025/26)

The Board approved the 2025/26 iteration of the Governors' Code of Conduct.

5.5 Agree Annual Governance Statement (2024/25)

Deferred for compilation by the Chair.

5.6 Appoint Link Govs & Resources Committee (2025/26)

The Board approved the appointment of Link Governors & Resources Committee as outlined in the accompanying schedule.

5.7 Appointment of Executive Headteacher's Performance Management Review

The Board agreed for this to be completed by the Chair & Vice Chair of Governors, along with input by external advisor appointed by the local authority.

5.8 Govs Training

Govs were informed of the published training programme by Hackney Education for 2025/26 and encouraged to attend as necessary for the continued effective performance of their duties.

5.9 Chair's Actions & Correspondence

The Chair noted that a governance training plan was being compiled and a skills audit would be disseminated for completion by all members.

5.10 Election of Chair & Vice Chair (2025/26)

The Clerk (Governance Professional) called for nominations for election as Chair. **Mr C Howard** was proposed and duly seconded. No other nominations received.

Mr C Howard elected as Chair of the Governing Board (2025/26)

The Clerk called for nominations for election as Vice-Chair. **Mr M Sharman** was proposed *in absentia* and duly seconded. No other nominations received.

Mr M Sharman elected as Vice-Chair of the Governing Board (2025/26)

6. 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)

__09/12/2025__
Date

Next meeting

Tues 09 Dec 2025 (5:30pm) – Shacklewell