

GENERAL MINUTES GOVERNING BOARD

Tues 09 Dec 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>
AO	Ms A Oteng	<i>LA 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		
KE	Mr K Ezeagu	<i>Staff Governor</i>

ACTION WORKSHEET

09 DEC 2025

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
GB1	2	Present a report on staff actions and strengths (<i>linked to the appraisal system</i>) to the Resources Committee	Exec Head / ResCom	OPEN
GB2	2	Update Board on the development of a sustainable Curriculum Model for SEND Students	Exec Head / Head	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 (II) (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. 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 [the accompanying report](#). *The Board accepted the reports accompanying her update as read, to include:*

Executive Headteacher's Report (Dec 2025)
Headteachers' SEND/Safeguarding & Welfare Reports (Dec 2025)
School SIP reports

Premises and Estates Management

The Executive Headteacher reported that a sewage flooding incident at Woodberry Down had significantly disrupted the school's operations, noting that catering services were currently being provided on-site despite challenges posed by a temporary kitchen setup. Gobs were informed that the local authority was managing the financial repercussions of the flooding, and emergency lighting had been installed.

The Executive Headteacher highlighted that a health and safety inspection revealed twelve medium to low concerns, prompting the development of an action plan to address these issues.

The Board discussed and noted the mitigating actions to address the risk of future flooding, which included the the local authority investigating solutions such as a non-return valve. The Headteacher for Woodberry Down stressed the importance of implementing a comprehensive engineering solution to prevent reoccurrence. **The Executive Headteacher reported that contingency plans were being considered, including the potential relocation of the canteen, with gobs being told that the local authority remaining cautious about investing in a new kitchen without first addressing existing risk factors.** Gobs discussed the alternative arrangements being considered, which included utilising private venues or catering companies.

The Executive Headteacher apprised the Board of the expansion of early years provision at Grazebrook and highlighted that this was currently on hold due to structural issues stemming from a previous fire. Gobs were told that additional funding was being sought from the local authority for necessary repairs.

The Board was told that 3 complaints had been received at Grazebrook and these were being handled in line with the Federation's Complaints Policy.

Gobs were informed that work at the Shacklewell had been completed, with only minor snagging issues remaining, and solar panels which had been installed were now operational, contributing to energy savings.

The Executive Headteacher reported that Thomas Fairchild had faced a two-day closure due to non-sewage flooding, caused by a broken sprinkler system. **Govs were assured that this matter was quickly resolved and steps taken to have the associated costs covered by the local authority through Hackney Insurance and Education Property.**

[Staffing](#)

The Executive Headteacher reported that two teachers had resigned at Woodberry Down and one teacher at Thomas Fairchild. The Board discussed the ongoing recruitment challenges across the Federation with hiring Teaching Assistants, but noted the efforts to fill any vacancies through recruitment or ensuring appropriate cover arrangements were in place.

Govs were apprised of the recent staff performance management process and training undertaken by staff.

The Executive Headteacher reported that the appraisal system had undergone significant revisions to prioritise staff contributions towards enhancing student outcomes, moving away from performance-related pay in accordance with the latest guidelines. Govs noted that to support this shift, staff training had been intensified, featuring multiple sessions designed to cater to specific roles, whilst encouraging educators to reflect on their influence on children's learning.

The Board was also told that a report detailing staff actions and strengths was due to be submitted to the Resources Committee for review

The Board also noted the **OFSTED and Parent update** as outlined in the Executive Headteacher's Report (see pg 4).

[Headteachers' Reports, etc](#)

The Board received and considered the respective [Headteachers' SEND / Safeguarding & Welfare Report/s](#). Along with the SEND metrics as outlined in the respective reports, the Headteachers highlights were summarised as:

[Woodberry Down](#)

The school had expanded its support provisions, offering two non-local authority funded autism programs and 9-10 separate lunchtime support options.

Despite the school's commendable **attendance rate of 95.5%**, SEND students faced challenges, with their attendance reported as 94%, which was reported by the Headteacher as being influenced by emotional-based school avoidance and unauthorised term-time absences.

The Headteacher informed gov's of the ongoing challenges which included recruitment difficulties, addressing personal care needs, and collaborating with the local authority on EHCPs and annual reviews.

[Grazebrook](#)

The school's SEND provision was particularly focused on addressing social, emotional, and mental health needs, with targeted coaching and monitoring for early career teachers.

The Headteacher reported that Yr 4 had been identified as a priority for coaching due to its significant EHCP requirements, implementing interventions that supported vocabulary development and times table proficiency. **It was noted that in Yr 6, an 8-week emotional regulation program had successfully reduced behavioural incidents from 30 to 8, with projections indicating that 13 out of 18 students were expected to meet the standards in Reading, Writing, and Mathematics.**

The Headteacher emphasised the critical role of family support in enhancing student attendance, noting that the school continues to collaborate with key workers in the facilitation of smoother transitions for children entering school. It was noted that some families were opting for term-time holidays due to financial constraints, and the school was striving to assist them in this regard.

It was reported that attendance was being affected by challenges related to housing and medical appointments, prompting the school to work closely with the Woodberry Down Hub to provide necessary family support.

Thomas Fairchild

The Headteacher reported that the school was actively guiding families towards early help services, **with regular assessments and communication aiding in the identification of SEN needs. Staff training focused on developing SMART targets has enhanced the tracking of student progress.** Whilst whole-school attendance was recorded as being 94.8%, pupils with SEN attendance was reported as 93.3%.

Referrals was made to CAMHS, with the recruitment of permanent staff remaining a challenge, leading to the reliance on agency teaching assistants. The limited availability of speech and language therapy hours was reported as hindering support for students.

To foster family engagement, the Headteacher reported that the school was prioritising support through workshops, while some families were pursuing private diagnoses due to lengthy wait times for professional assessments.

Shacklewell

The Headteacher reported that the school remained committed to the early identification and support for students with special educational needs (SEN), particularly noting a high prevalence of communication and interaction difficulties among Yr 1 pupils. Gobs were informed that efforts were underway to enhance Phonics and Reading outcomes to better support pupils. 15% of the pupils on roll were on the school's SEND Register.

Attendance and punctuality issues had been identified, especially in the Reception and Yr 6 classes. Gobs were informed that the school had implemented various strategies to address these concerns, including home visits and mentoring programs, with a particular focus on ensuring smooth transitions for Early Years and Year 1 students. **The Headteacher highlighted that there was an ongoing commitment to improving the academic performance of pupils with additional needs, supported by regular visits from social workers for certain students as part of the school's wider safeguarding measures.**

SIP Visits

The Board reviewed the [reports for SIP Visits \(1\)](#).

Gobs thanked the Executive Headteacher and Headteachers for their reports.

3. Governing Board Business

3.1 Clerk's Statutory & Governance Updates

There were no updates to report on.

3.2 Membership & Recruitment

No new membership or recruitment issues.

3.3 Report from Resources Committee

The Board an update on the considerations during the recent meeting of the [Resources Committee held on 15 Oct 2025](#).

3.4 Chair's Actions & Correspondence

The Chair updated the Board on the upcoming events being held for the Christmas season.

4. Minutes – Governing Board Meeting (16 Sept 2025)

4.1 Corrections

None recorded

4.2 Approval of Minutes

The minutes of the Governing Board meeting held on 16 Sept 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 16 Sept 2025

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

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.	<u>CLOSED</u>
GB2	5.9	Send skills audit to govs for completion.	<u>CLOSED</u>

5. Policy Review / Approval

The Board approved the adoption of the following policies:

Uniform	Education Trips
Intimate Care	Online Safety
RSE	SEND
Teaching & Learning	Clean Desk
Health & Safety	Acceptable Use
Emergency Plans	Supporting Medical Needs

6. Any other Business

There being no further business, the meeting ended at 7:40pm.

Approved for (and on behalf of) the
GOVERNING BOARD



Chair of Full Governing Board
(or Chair of Meeting)

____17/03/2026_____
Date

Next meeting

Tues 17 Mar 2026 (5:30pm) – Shacklewell