

Soaring Skies Federation

MINUTES

Full Governing Board Meeting Thursday 11th July 2019, 6pm Thomas Fairchild Primary School

Governing Body Membership: Adrian Boyd, Annie Wright, Breanainn Lambkin, Caroline King (*Executive Headteacher*), Dona Henriques (*Vice Chair*), Kelly Durcan, Kofi-Mills Bampoe, Margaret Nambi

Members Present: Adrian Boyd, Breanainn Lambkin, Claire Barton, Caroline King (*Executive Headteacher*), Dona Henriques (*Vice Chair*), Kelly Durcan, Laila Torsun, Paddy Cassidy (*Chair*),

Apologies: Annie Wright

Observers: Heather Smith (*Head of School*) and Sanjeev Lakhanpall (*Soaring Skies Finance Manager*)

Clerk: Chenelle Blake

Part 1: Non-Confidential – Main Business	
1.	Governing Board Organisation
1.1	<p>To welcome all governors, record attendance and apologies: Paddy welcomed the Governing Body to the last meeting of the academic year.</p> <p>Apologies were received in advance of the meeting from Annie Wright.</p> <p>It was noted that Kofi-Mills Bampoe and Margaret Nambi were absent.</p> <p>Heather Smith (<i>Head of School</i>), Sanjeev Lakhanpall (<i>Soaring Skies Finance Manager</i>) and Wills MacFarlane were in attendance to observe and to contribute agenda items.</p> <p>Governors consented to the absences, confirmed the meeting was quorate and proceeded accordingly to business.</p>
1.2	<p>To declare and note any declarations of interest in items on the agenda and to declare business interests on the annual register of pecuniary interests:</p> <p>It was noted that there were no declarations of interest on any agenda items.</p>
1.3	<p>To review membership of the Governing Board, committees and link Governors' responsibilities:</p> <p>The Federated Governing Body of Soaring Skies Federation consists of the following members:</p> <ul style="list-style-type: none">- Adrian Boyd- Annie Wright- Breanainn Lambkin- Caroline King (<i>Executive Headteacher</i>)- Claire Barton- Dona Henriques (<i>Vice Chair of Governors</i>)- Kelly Durcan- Kofi-Mills Bampoe- Laila Torsun- Margaret Nambi- Paddy Cassidy (<i>Chair of Governors</i>) <p>Committee membership was confirmed as follows:</p> <p>Finance and Resources Committee:</p> <ul style="list-style-type: none">- Adrian Boyd

	<ul style="list-style-type: none"> - Breanainn Lambkin - Caroline King (<i>Executive Headteacher</i>) - Claire Barton - Dona Henriques - Kofi-Mills Bampoe (<i>Committee Chair</i>) <p>Teaching and Learning Committee:</p> <ul style="list-style-type: none"> - Annie Wright (<i>Committee Chair</i>) - Caroline King (<i>Executive Headteacher</i>) - Laila Torsun - Kelly Durcan - Paddy Cassidy (<i>Chair of Governors</i>)
1.4	<p>To elect the Chair and Vice Chair of Governors</p> <p>It was noted that Governors unanimously voted to appoint Dona Henriques as Chair of the Governing Board, to commence in September 2019.</p> <p>It was further noted at the Vice Chair position, currently held by Dona will be appointed at the FGB meeting in September 2019.</p> <p>Action 1: Vice Chair of the FGB to be appointed at the September 2019 FGB meeting.</p>
2.	Minutes of the Last Meeting and Action Taken
2.1	<p>To approve the minutes of the last meeting held 9th May 2019 and review progress of actions from the action log:</p> <p>The minutes were reviewed, with an update on completion of actions contained in the action log (<i>attached</i>). There were no queries on accuracy and the minutes were agreed.</p>
2.2	<p>To consider any matters arising from the minutes not included on the agenda:</p> <p>Update on FM contract:</p> <p>Claire advised that a meeting was held and the school was encouraged to establish the final service agreement, so that the contract could be signed. It was noted that the service is declining and concerns were raised about performance. The outcome of the meeting was that Kier would address the performance concerns raised and schedule a follow up meeting in September, before reaching an agreement to sign the FM contract.</p> <p>A further meeting has been arranged with all schools at HLT next week, to discuss the future of Hackney schools continuing with the FM contract provided through Kier.</p> <p>It was agreed that this be closed as an ongoing action on the action log.</p>
2.3	<p>To note any urgent action taken since the last meeting, if any (chair to report):</p> <p>There was no urgent action taken since the last meeting.</p>
3.	Core Business – Headteacher’s Report
3.1	<p><u>Update from SIP visit 3: Thomas Fairchild and Colvestone:</u></p> <p>The Executive Headteacher (EHT) advised that the Leaders Impact Statements were circulated to the FGB in advance of the meeting, highlighting work completed over the last year and showing impact on pupil outcomes.</p> <p>It was noted that there is still work to be completed at leader’s level; however, it is important to equip leaders with knowledge about the tangible impact on the outcomes of pupils, such as behaviour, attendance etc. This will be addressed through CPD.</p> <p>GOVERNOR QUESTION: What CPD will be undertaken to address this? ANSWER: The EHT advised of the work undertaken to make clear the processes and strategy for leadership through CPD training.</p> <p>It was noted that the Leadership Team will review the strategic overview of roles and</p>

responsibilities and how they fit within the leadership structure. This will provide a clear understanding of the strategic leadership connected to each role.

Training will also focus on leadership responsibilities and line manager structures, highlighting clear lines of accountability.

It was noted that there was no SEN Impact Statement.

Action 2: EHT to feedback on the impact of CPD in September 2019.

3.2

To update on year 6 progress:

Year 6 SATs at Thomas Fairchild:

Total of 24 children:

(10 Girls, 10 Boys, 13 PPG, 11 Non-PPG and 3 SEN)

It was noted that lower outcomes in reading were the main reason for not converting to a better combined score. The EHT advised that there were 4 children who were wide of reaching the required mark. It was predicted that these children would convert, based on raw scores, however they did not reach the expected mark. It was noted that these children were not initially identified as a concern.

It was further noted that there were an additional 2 children, who did not convert, however this was expected.

The EHT advised that another 5 children with similar raw scores, converted and made a significant improvement. Heather noted that these children attended the booster and Saturday classes.

Governors questioned whether there was an issue with teaching, as these children were taught in separate groups.

It was **noted** that there has been a decline in reading nationally.

Attainment overview 2018/19:

Colvestone:

- +0.31 reading (+0.20 in 2018)
- +0.33 writing (+0.50 in 2018)
- -0.15 maths (0 in 2018)

Thomas Fairchild

- -1.7 reading (-4.1 in 2018)
- +0.69 writing (-2.7 in 2018)
- -1.7 maths (-2.9 in 2018)

It was noted that there has been significant progress in attainment overall, despite the recent reading outcomes. Governors noted the importance to address the decline in reading and the work required to identify reasons and how to address this going forward.

Heather noted the importance to focus on SEN children and how to measure the progress of this group of children.

GOVERNOR QUESTION: What support was offered to PPG children compared to non-PPG children?

ANSWER: Booster classes were put in place.

It was suggested to develop a strategy to target PPG children throughout their primary education.

Governors **noted** that overall the quality of teaching needs to be reviewed, as it is concerning

	<p>that there are a number of children who are underperforming, particularly with reading. It is important to establish why there is a trend with the attainment at Thomas Fairchild.</p> <p>It was noted that there is a noticeable gap between Thomas Fairchild and Colvestone.</p> <p>Action 3: To revisit PPG attainment and where the PPG funds are being spent to support these children, in the autumn term.</p> <p>The EHT advised that Governors were previously made aware of the concerns with the current year 5 and 6.</p> <p>Governors suggested the need to establish a strategy to put in the right support to avoid a decline for the current year 5 (year 6 in autumn 2019/20).</p>
3.3	<p><u>Leaders Impact Statements</u> Statements were circulated to the FGB to review in advance of the meeting.</p>
4.	<p>School Updates</p>
4.1	<p><u>Colvestone:</u> Addressed under agenda item 3.</p>
4.2	<p><u>Thomas Fairchild:</u> Addressed under agenda item 3.</p>
5.	<p>Budget Review</p>
5.1	<p><u>To review the 2019-20 Budget for Thomas Fairchild and Colvestone:</u></p> <p>The FGB was advised that Sanjeev has been working closely with HLT finance, to produce the draft budget spreadsheet, which was circulated to governors in advance of the meeting.</p> <p>Colvestone is projecting a deficit budget of £308,000.</p> <p>Thomas Fairchild: It was noted that all income, expenditure and recharges have been taken in to account.</p> <p>Pension increase for teaching staff expected in September 2019 (9%) Pension decrease for support staff expected in September 2019 (1%)</p> <p>Expenditure: <u>Recharges:</u> Sanjeev advised that 2/3 of Headteachers and 2 teachers' salaries have been transferred from the Colvestone budget to Thomas Fairchild budget; this has reduced the deficit by £23,000.</p> <p>It was suggested to circulate or include previous year's budgets for budgetary comparison.</p> <p>Adrian noted that the total staffing numbers should be reducing.</p> <p>It was noted that there are a number of teachers leaving, which are currently on scale M1, however NQTs have not been recruited to replace them; instead, experienced teachers have been recruited.</p> <p>It was noted that HLT Governors Services are being paid twice for governance support at each school, however this should be charged once for the federation.</p> <p>Going forward the federation should be making savings, by contracts and services being charged across the federation, rather than for 2 separate school sites. Sanjeev advised that these costs will be reduced and charged singular for the federation in future.</p> <p>Action 4: Sanjeev to follow up on making payments twice across the federation.</p> <p>It was suggested to put a hold on recruiting agency staff in the new academic year, with the aim</p>

	<p>to reduce the expenditure costs. It was noted that the message across the federation, particularly at Thomas Fairchild is that there is a policy that agency staff will not be recruited.</p> <p>It was agreed that going forward the budget will not include costs for recruiting agency staff. It was noted that agency staff should only be used in circumstances where there is funding to offset the costs.</p> <p>Governors were advised that the deficit recovery plan is still work in progress and HLT will provide support in September 2019.</p> <p>Action 5: FGB to meet to discuss how the staff restructuring costs has impacted across the federation.</p> <p>Action 6: Sanjeev to check when Ophelia is available to meet the FGB early in the autumn term.</p> <p>Colvestone: Sanjeev advised that the budget is in line with spends last year; there are no significant changes.</p> <p>As previously noted, 2 teachers on the Colvestone budget were transferred to the Thomas Fairchild budget.</p>
6.	Update from Committees:
6.1	<u>Finance & Resources Committee update</u>
6.2	<u>Teaching & Learning Committee update</u>
7.	HR Matters:
7.1	<u>To review staffing across the Federation</u> No changes or update to the staff structure.
7.2	<u>To review report on actions/preventative measures in place, to address the sudden and significant increase in sickness absence</u> It was agreed that this will be re-visited with staff in September 2019, to reinforce the sickness absence procedures.
8.	Premises and Health & Safety It was noted that there is no further update.
9.	Policies for ratification (if any) It was noted that there were no policies for ratification.
10.	Governance Matters
10.1	<u>Governance 2019/20</u> The clerk advised the FGB of the need to complete a skills audit and the importance to strengthen governance in the new academic year. Further information will be circulated by email.
10.2	<u>To review the governing board training needs 2019/20</u> No update; to be further discussed in September 2019.
10.3	<u>Update from any training attended</u> No update.
11.	Any Other Business [if any]
11.1	To consider items of urgent business. The clerk or chair must be notified of any urgent business in advance of the meeting: There was no other business raised.
11.2	To note the dates of future meetings of the governing board: Note dates, along with additional dates (graduation):

It was noted that dates will be discussed and confirmed before the end of term.