

# Soaring Skies Federation

## MINUTES

### Full Governing Board Meeting Thursday 12<sup>th</sup> December 2019, 6pm Thomas Fairchild Primary School

**Members Present:** Adrian Boyd, Amy Coyne, Caroline King (*Executive Headteacher*), Claire Barton (*arrived 6.33pm*), Dona Henriques (*Chair*), Kelly Durcan (*Vice Chair*), Rebecca Jensen

**Apologies:** Kofi-Mills Bampoe, Laila Torsun

**Clerk:** Chenelle Blake

<b>Part 1: Non-Confidential – Main Business</b>	
<b>1.</b>	<b>Governing Board Organisation</b>
<b>1.1</b>	<p><b>To welcome all governors, record attendance and apologies:</b></p> <p>Dona welcomed Governors to the meeting and welcomed Amy Coyne and Rebecca Jensen to their first FGB, following recent appointment.</p> <p>It was noted that Claire Barton was running late.</p> <p>Apologies were received in advance of the meeting from Kofi-Mills Bampoe and Laila Torsun.</p> <p>Governors consented to the absence, confirmed the meeting was quorate and proceeded accordingly to business.</p>
<b>1.2</b>	<p><b>To review membership, committees and link governors' responsibilities</b></p> <p>Governors reviewed the membership and confirmed it as accurate, following recent governor appointments.</p> <p>It was agreed that Amy Coyne and Rebecca Jansen be appointed to join the Teaching and Learning Committee.</p> <p>It was noted Kelly Durcan and Laila Torsun are Link Governors for Safeguarding.</p> <p>It was agreed that when FGB further expands, more link areas will be identified.</p> <p>The Executive Headteacher advised of the need to appoint Governors for the Pupil Disciplinary committees; it was noted that due to the nature of this committee, the membership ideally should include not a parent or member of staff.</p> <p>Governors discussed and agreed for following 4 Governors to be appointed as PDC panel members.</p> <ul style="list-style-type: none"><li>• Adrian Boyd</li><li>• Kofi-Mills Bampoe</li><li>• Dona Henriques</li><li>• Claire Barton</li></ul>
<b>1.3</b>	<p><b>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</b></p> <p><b>Action 1: Clerk to re-send the Declaration of Interest form to Amy Coyne.</b></p>
<b>2.</b>	<b>Minutes of the Last Meeting and Action Log</b> ( <i>minutes and action log attached</i> )

2.1	<p><b>To approve the minutes of the meeting held on 19 September 2019 and Extra-Ordinary meeting held on 31 October 2019:</b></p> <p><u>19 September 2019:</u> Governors reviewed the minutes from the meeting held 19 September 2019 and confirmed it as an accurate reflection of the meeting.</p> <p><b>Action 2: Executive Headteacher to chase Lyn Myring for Governor DBS list.</b></p> <p>Reviewed for accuracy and confirmed as an accurate reflection of the meeting held.</p> <p><u>31 October 2019:</u> Governors reviewed the minutes from the extra-ordinary meeting held 31 October 2019 and confirmed it as an accurate reflection of the meeting.</p>
2.2	<p><b>To review progress of actions from the action log <i>(attached)</i></b> The action log was reviewed for completion of actions and updated accordingly.</p>
2.3	<p><b>To consider any matters arising from the minutes not included on the agenda</b> It was noted that the Executive Headteacher Performance Management was completed.</p>
3	<p><b>Core Business – Executive Headteacher Termly Summary / Leaders Report</b></p>
3.1	<p><b>To update on Standards and One Day Review (ODR) at Thomas Fairchild:</b></p> <p>The EHE advised that the One Day Review (ODR) report has not been officially received from HLT. It was noted that a further update will be provided following the TAG meeting scheduled on 7 January 2020. The CoG advised of her unavailability to attend the TAG on the scheduled date. It was <b>agreed</b> that the EHE inform the SIP, to reschedule the meeting.</p> <p>It was noted that the agreed areas of focus is to improve teaching and learning and end of year outcomes for KS2.</p> <p>The SIP highlighted the importance to induct new leaders into posts and clearly define roles and responsibilities.</p> <p>It was noted that Early Years received good feedback and middle leaders were identified as modelling good practice.</p> <p>Feedback for SLT and leaders of learning was overall positive, however the quality of teaching was not judged to be strong enough across the school. The EHE advised that this was a surprise to the school.</p> <p>Modelling and low level disruption were highlighted as challenges for the school.</p> <p>Governors were advised that following the ODR, there is a robust plan in place. The EHE, Tanveela and Jo have each been assigned to a year group to focus on modelling; this assignment will be continued by the leaders of learning in the spring term.</p>
3.2	<p><b>To update on Federation Teacher Appraisal</b> <i>A document was tabled for governors to review; the report showed how teachers are progressing following teacher appraisal.</i></p> <p>It was noted that the government's 2.75% pay increase has been implemented for all staff.</p> <p>The EHE advised of 1 staff request for progression within the upper pay scale. It was noted that evidence evaluated against performance management targets were met and the requested progression was awarded.</p> <p>It was noted that the whole school data summary and headlines were presented at the recent Teaching and Learning Committee meeting. <i>A report highlighting 3 key headlines for each school was circulated in advance of the meeting for</i></p>

*governors to review.*

Colvestone key headlines:

**GOVERNOR QUESTION:** What will be done differently to address and improve attainment writing and maths?

**ANSWER:** This will be addressed through modelling; teachers will be encouraged to articulate what they observe, followed by observation of their own teaching. The EHE highlighted that going into class rooms and modelling is key.

Governors were advised that the Maths White Rose scheme is currently used; Wills and Tanveela are both providing half termly overviews, to guide teachers through the first half term.

It was noted that 'Numbertastic' sessions have been well received by the children, which engaged them for learning mental maths.

**4. Head of School Updates** (to include Teaching and Learning, Attendance, Behaviour & SEN)

**4.1 Colvestone Primary School** – *Wills Macfarlane, Head of School Colvestone*

Year 6

- Daily arithmetic sessions have had a good impact.
- Booster classes started after half term and were very popular.
- 'Mathletics' is being used enthusiastically at home.
- Writing assessment has taken place against the writing criteria.
- NQT in year 3 has improved, however more to go.

**4.2 Thomas Fairchild Primary School** – *Tanveela Haidar, Head of School Thomas Fairchild*

Year 2 summary

- Guided reading is well established; where an adult is allocated to working with small group. Children are required to sit a comprehension test at the end of the week.
- Writing moderation flagged that there is not enough opportunity for extended writing.
- More challenge required for greater depth children
- White Rose in place for maths.
- Both teachers are experienced in the year group.
- Children are being familiarised with SATs paper question, particularly reasoning and maths.
- Spelling patterns are being taught, instead of being set as homework tasks.
- It was noted that there has been an increase in behaviour challenges.

Behaviour

- General behaviour has been good.
- Whole school assemblies, following a split of 3 year groups.
- Children responding well to learning about other cultures and religions.
- 5 key children remain a focus. Strategies in place, with weekly team meetings.
- Re-Engagement Unit (REU) involved with 3 children across the school; this has worked well. The school has implemented some of the REU practices and strategies.

Exclusions this half term:

- 1 half a day exclusion has been issued; this child was new to the school and school currently exploring strategies to work on best supporting him. Parental engagement is very good.

The Chair of Governor commended on the work on keeping attendance to the national average across the federation.

Staffing:

- Absence monitoring continues.

- There are a number of maternity covers.
- 2 teachers are on support plans (1 works across both schools and 1 predominantly at Thomas Fairchild).

Premises:

- Fire drills have taken place, with fast evacuation.

**Colvestone Primary School**

Behaviour

- There has been a refresher of the 'Stay on Green' behaviour system. Teachers were reminded of what the different levels mean and the consequences of blue, yellow and red. This was to ensure consistency of all teachers across the school.
- Particular focus on year 4, following a number of exclusions.
- Lunch time behaviour incidences have been reduced by Head of School presence (lunch time rota introduced).
- Aim to focus on rewarding good behaviour in the spring term.

Exclusions this half term:

- Year 4 – 2 children involved in physical assault against staff and other children. Both are in year transfers and LAC.
- Children involved have had a positive management plan and behaviour plan put in place. Targets are identified and includes a point based system each week. One child has responded well to the plan.
- Year 5 exclusion has no individual behaviour plan in place just yet.
- Year 6 pupil has been supported through positive relationship with New Regents College, under a Partnership Placement (PP). This pupil has responded well to some elements of the PP, which has led to merit system being implemented.
- Governors were made aware of the profile of children being excluded; it was noted that all are black Caribbean boys. This is being addressed and conversations are being held about the possibility of unconscious bias, leading to high exclusion rate of this cohort of children. Further training will be explored, alongside accountability of staff.
- It was noted that a year 4 teacher has been flagged, with behavioral concerns of 2 year 4 children. There is additional support in the class.

**GOVERNOR QUESTION:** How close are we to PEX?

**ANSWER:** Despite issues of challenging behaviour, these children are far off from being permanently excluded. Pastoral support plans and other support to be further explored.

Staffing:

- 2 staff have resigned (1 from year 5 and 1 from year 6). 1 joined in September 2019 and the other was a popular teacher who was with the school for 3 years. Both resignations were not expected and discussions took place (particularly with the longer standing teacher), to explore a possible change of heart.
- Exit reviews to be held with the EHE.
- Replacements have been arranged.
- Plan in place and communicated to parents on Monday.
- Some parents have reacted negatively to the recent resignations.

Premises:

- Fire drills have taken place, with fast evacuation.

4.3	<b>To update on pupil mobility across the Federation</b> To be addressed under the deficit recovery plan, as pupil numbers is an important factor.
5.	<b>Budget Update</b> (contributions from Sanjeev Lakhanpall, Federation Finance Manager)
5.1	<b>To review the Draft Deficit Recovery Plan – for approval</b>

	<p>Governors were advised that the EHE and Sanjeev met with HLT Head of Schools Finance, Ophelia Carter. There is budgetary report support in place from both sides of the HLT finance team, along with strategic finance support; all steps are being taken to support finalising the 5 year deficit recovery plan.</p> <p>An extension was requested from the Finance and Resources Committee for the submission of the Deficit Recovery Plan, to allow a month 10 budgetary position update; this will enable accuracy of figures.</p> <p>The CoG requested for a finance focused Extra Ordinary FGB meeting to be held on either 22, 23 or 24 January 2020. Meeting date to be confirmed by email.</p> <p>Governors were advised that Ophelia will visit the FGB meeting, once the deficit recovery plan has met a level of coherence. It was noted that Ophelia had expressed confidence that the plan is moving in the right direction and the finance support is appropriate.</p> <p>Support staff and catering restructure across the federation is still in process and it is hoped this will be finalised for September 2020-21.</p> <p><u>Falling roll:</u></p> <ul style="list-style-type: none"> <li>- The school roll at Thomas Fairchild is 255, which is 40 children more than Colvestone (a one form entry school). This is a key piece of work and until the school has a good Ofsted judgement, marketing of the school will be put on hold. There will be a focus on prioritising quality of teaching and learning to secure an improved Ofsted judgement.</li> </ul>
5.2	<p><b>To provide an update on the FM contract</b></p> <p><u>Summary of Comparative costs:</u></p> <ul style="list-style-type: none"> <li>- Caretaker has to be TUPE'd regardless of the decision made, to continue with current contract or go it alone.</li> <li>- Statutory and maintenance requirements – no capacity within the school to support the requirements, therefore best to remain with the council contract after the Kier contract ends in January 2020. This will create a saving from removing agency workers.</li> <li>- Ophelia has noted that staying with the LA led FM contract will have a significant impact on the federations budget and the setting of the recovery plan.</li> <li>- Governors noted the need to establish the term of the council FM contract.</li> <li>- EHE advised that Michael Coleman is open to have further discussions regarding the FM of Thomas Fairchild. The school will continue an open dialogue with him.</li> </ul>
5.3	<p><b>To review Budget Monitoring reports from month 10</b> To be reviewed at the budget focused meeting in January 2020.</p>
5.4	<p><b>To update on Colvestone Audit recommendations</b></p> <p>There are 2 outstanding audit recommendations:</p> <ol style="list-style-type: none"> <li>1. Rolling contracts at Colvestone: Catering, IT and Cleaning. It was noted that Colvestone is exploring bringing the catering in-house and TUPE'ing over all staff for a centralised team. The school is satisfied with the current cleaning contract. Sanjeev and Breanainn are working to find a better IT supplier.</li> <li>2. Colvestone Asset Register – to be presented to the FGB annually.</li> </ol>
5.5	<p><b>To review Colvestone and Thomas Fairchild Asset Registers</b></p> <p>Action 3: Sanjeev to complete the asset register with updated figures populated against each asset at Colvestone.</p>
6.	<p><b>Link Governor updates</b></p>
6.1	<p><b>Safeguarding – Kelly Durcan and Laila Torsun</b></p>

	<p>Colvestone and Thomas Fairchild safeguarding link visits were both very useful; actions were identified and will be followed up at Colvestone.</p> <p>Governors commended on the clarity of both reports.</p>
<b>7.</b>	<b>HR Matters</b>
<b>7.1</b>	<p><b>To review staffing across the Federation</b> No further update.</p>
<b>7.2</b>	<p><b>To review and report on sickness absence</b> No further update.</p>
<b>8.</b>	<p><b>Premises and Health &amp; Safety update</b> Update provided under item 4.</p>
<b>9.</b>	<b>Policies for ratification</b>
<b>9.1</b>	<p><b>To agree adoption of the HLT Pay Policy</b> <b>Action 4: HLT Pay Policy to be circulated.</b></p>
<b>10.</b>	<b>Governance Matters</b>
<b>10.1</b>	<p><b>To review the governing board training needs 2019/20</b> Ofsted training to be delivered at the beginning of the next FGB. 13 January 2020 – Ofsted training at The Tomlinson Centre</p>
<b>10.2</b>	<p><b>Update from any training attended</b> CoG (Dona) attended the Directors briefing, which was very useful and informative.</p> <p><b>Action 5: HLT Training programme to be circulated.</b></p>
<b>11.</b>	<b>Any Other Business [if any]</b>
<b>11.1</b>	<p><b>To consider items of urgent business. The clerk or chair must be notified of any urgent business in advance of the meeting</b> There were no items of urgent business raised.</p>
<b>11.2</b>	<p><b>To note the dates of future meetings of the governing board</b> Finance focused FGB date to be agreed and circulated by email.</p>

Close of meeting: 8:05pm