

Soaring Skies Federation

MINUTES Full Governing Board Meeting Thursday 14th March 2019, 6pm Colvestone Primary School

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

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

Apologies: Claire Barton, Kofi-Mills Bampoe, Margaret Nambi,

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

Clerk: Chenelle Blake

Part 1: Non-Confidential – Main Business	
1.	Governing Board Organisation
1.1	To welcome all governors, record attendance and apologies: Paddy welcomed the Governing Body to the meeting. Apologies were received in advance of the meeting from Claire Barton, Kofi-Mills Bampoe and Margaret Nambi; Governors consented to the absence. Heather Smith (<i>Head of School</i>) and Sanjeev Lakhanpall (<i>Soaring Skies Finance Manager</i>) were in attendance as observers.
1.2	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: It was noted that there were no declarations of interest on any agenda items.
1.3	To review membership of the Governing Board, committees and link Governors' responsibilities: The Federated Governing Body of Soaring Skies Federation consists of the following members: <ul style="list-style-type: none">- 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>)- Adrian Boyd Committee membership was confirmed as follows: Finance and Resources Committee: <ul style="list-style-type: none">- Adrian Boyd- Breanainn Lambkin- Caroline King (<i>Executive Headteacher</i>)- Claire Barton- Dona Henriques- Kofi-Mills Bampoe (<i>Committee Chair</i>)

Teaching and Learning Committee:

- Annie Wright (*Committee Chair*)
- Caroline King (*Executive Headteacher*)
- Laila Torsun
- Kelly Durcan
- Paddy Cassidy (*Chair of Governors*)

2. Minutes of the Last Meeting and Action Taken**2.1 To approve the minutes of the last meeting held 11th October 2018 and review progress of actions from the action log:**

The minutes were reviewed, with an update on completion of actions contained in the action log (*attached*). There were no queries on accuracy and the minutes were **agreed**.

Update on the Action log:

Outstanding actions:	Item	Completed
Head teacher's performance management	57	Yes
FM contract	63	Still open
Health + Safety report	67	Heather is still chasing
Report for staff absence	68	Yes

Heather provided a update on the FM contract:

The Executive Headteacher highlighted the need to be mindful of the various telephone / email communications with Kier; it is important to not cause confusion by having multiple points of contact for the school.

Heather advised of attending a meeting at The Urswick School, which highlighted the need for a new action plan. Heather reported a conversation held with Michael Coleman, Hackney Council, and it was noted that the school is very unhappy with the Deputy Site Supervisor; there is a lack of communication and it has had an impact on the school.

It was agreed that Heather provide Claire with a separate update after this meeting,

Action 1: Heather to provide Claire with an update on the FM contract.

2.2 To consider any matters arising from the minutes not included on the agenda:

There were no matters arising.

2.3 To note any urgent action taken since the last meeting, if any (chair to report):

No urgent action taken since the last meeting.

3. Core Business – Headteacher's Report**3.1 To review year 6 provision mapping for the 9 weeks lead up to SATs:**

The Executive Headteacher reminded governors that there are 8 weeks until SATs. A meeting was held with Jo and Owain regarding PPG, booster classes, splitting classes and overall attainment of the pupils requiring additional support; it was noted that the children have settled in well and are making progress.

Heather advised that the booster classes continue, however there has not been 100%; classes are still in the 20's; meetings have been held with Breanainn and Owain to address this.

It was noted that the Saturday school has commenced.

3.2 To review action plan for Thomas Fairchild:

Heather advised of the 6 weeks plan for maths coverage at Thomas Fairchild.

The Executive Headteacher confirmed that the final assessments will take place in two weeks.

Heather noted that groups are being kept the same, so that children are familiar with the adults.

	Breanainn advised that teachers are using short quizzes, algebra and general arithmetic, as a part of the consolidation and repetition approach.
4.	Review of Teaching and Learning
4.1	To review the curriculum offer in line with new Ofsted requirements:
5.	Budget Review
5.1	<p><u>To review the budget amalgamation proposal:</u></p> <p><i>The Budget Amalgamation proposal was circulated for governors to review in advance of the meeting.</i></p> <p>Sanjeev advised that there are currently two payroll systems in place (one at each school); Adrian recommended that payroll have three records, one for each school and one for the federation (amalgamated).</p> <p>Governor question: What are the risks? Answer: You cannot separate the two schools; therefore it is important to have the teachers costs recorded separately, hence the recommendation to have 3 separate records, despite amalgamation.</p> <p>Governor question: Where are the biggest efficiencies? Answer: Administrative efficiencies, with 1 person handling the budget and savings on catering (over time).</p> <p>It was noted that the Resources Committee agreed that there is a clear picture of each schools financial position, which leads to supporting the amalgamation of budgets.</p> <p>Sanjeev advised that there is also support from HLT finance.</p> <p>It was noted that there was a unanimous vote to amalgamate the budgets for both Thomas Fairchild and Colvestone Primary School.</p> <p>Action 2: The Year End position to be reviewed at the Resources Committee, along with setting of the new budget.</p> <p>It was suggested that the cycle of Resources Committee meetings be amended for the next academic year, to ensure they are in sync with the financial calendar.</p> <p>Action 3: Resources Committee to amend and agree cycle of meetings going forward, in order to be in line with the financial calendar.</p> <p>Action 4: Follow up actions from the Colvestone Audit to be discussed at the next Resources Committee.</p> <p>The SFVS was circulated to Governors to review.</p>
6.	Update from Committees:
6.1	<p><u>Update from Finance and Resources Committee held 17 January 2019</u></p> <p>It was noted that the Finance and Resources Committee has not met since the last FGB.</p> <p>An update will be provided at the next FGB meeting.</p>
7.	HR Matters:
7.1	<p><u>To review staffing across the Federation</u></p> <p>No changes or update.</p>
7.2	<p><u>To review report on actions/preventative measures in place, to address the sudden and significant increase in sickness absence</u></p>

	<p>Heather advised that sickness absence in the first 3 weeks of term was significantly high and reduced attendance of staff to 83%; as a result, back to work meetings were scheduled with staff. Since implementing these meetings, attendance slightly improved to 90%.</p> <p>A meeting was held with Zipporah, HLT, Human Resources and it was advised to work on further increasing attendance.</p> <p>It was noted that Zipporah suggested that attendance percentages (both good and bad) are shared with staff as a standard procedure in catch ups/1-2-1 meetings/reviews. It was further suggested that historical searches, going back 3 years, be carried for those with low attendance; this is to establish if they have previously been placed on a stage 1 for absence. If so, they should be placed on a stage 2.</p> <p>The Executive Headteacher implemented the need for weekly attendance percentages to be shared on the staff noticeboard at Monday briefings; since implementing this, absence has further improved to 94%.</p> <p>It was noted that there is a pregnant member of staff who is a persistent absentee.</p> <p>Kelly advised that Jubilee Primary School has implemented a raffle, which allows the selected member of staff to get a Friday afternoon off; this was introduced as a mechanism to improve low attendance.</p> <p>Action 5: Absence Policy to be circulated to all staff across the federation.</p>
8.	Premises and Health & Safety
8.1	No update
9.	Policies for ratification (if any)
	There were no policies to be reviewed.
10.	Governance Matters
10.1	<u>To review the governing board training needs 2018/19</u> No update
10.2	<u>Update from any training attended</u> No update.
11.	Any Other Business [if any]
11.1	<p>To consider items of urgent business. The clerk or chair must be notified of any urgent business in advance of the meeting:</p> <p><u>Governors walk</u> Kelly reminded of the Governors Walk next Wednesday at Thomas Fairchild Primary School.</p> <p><u>Meeting papers</u> The Executive Headteachers asked governors to confirm if they still required papers to be printed, in addition to being circulated by email.</p> <p>The Chair requested that all papers be bound together.</p> <p>It was noted that printing is expensive and a waste of paper.</p>
11.2	<p>To note the dates of future meetings of the governing board:</p> <p>Note dates, along with additional dates (graduation):</p> <p>The scheduled spring term meeting dates are as follows:</p> <ul style="list-style-type: none"> Teaching and Learning Committee meeting, Thursday 4 April 2019, 6.00pm (Thomas Fairchild)