

Soaring Skies Federation

MINUTES

Full Governing Board Meeting Thursday 19th September 2019, 6pm Colvestone Primary School

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

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

Apologies: Clare Barton, Paddy Cassidy

Observers: Wills MacFarlane (*Head of School, Colvestone*), Sanjeev Lakhanpall (*Soaring Skies Finance Manager*), Tanveela Haidar (*Senior Deputy Headteacher*)

Clerk: Chenelle Blake

Part 1: Non-Confidential – Main Business	
1.	Governing Board Organisation
1.1	<p>To welcome all governors, record attendance and apologies: Dona welcomed the Governing Body to the first meeting of the academic year 2019-20.</p> <p>Apologies were received in advance of the meeting from Claire Barton and Paddy Cassidy.</p> <p>It was noted that Kofi-Mills Bampoe and Margaret Nambi were absent.</p> <p>Wills MacFarlane (<i>Head of School, Colvestone</i>), Sanjeev Lakhanpall (<i>Soaring Skies Finance Manager</i>) and Tanveela Haidar (<i>Senior Deputy Headteacher</i>) 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 review membership/terms of office coming to an end, committees and link governors' responsibilities</p> <p>It was noted that the following governors' terms of office are due to come to an end:</p> <ul style="list-style-type: none">• Breanainn Lambkin, Staff Governor• Claire Barton, Co-Opted Governor• Paddy Cassidy, Co-Opted Governor• Dona Henriques (<i>Chair of Governors</i>), LA Governor• Kofi-Mills Bampoe (<i>Chair of Finance Committee</i>), Co-Opted Governor• Kelly Durcan, Parent Governor – <i>term of office due to end December 2019</i>• Laila Torsun, Parent Governor• Margaret Nambi, Parent Governor <p>The clerk advised that Annie Wright has stepped down from the Governing Board, which creates a vacancy for 1 co-opted governor; this also creates the need to re-elect a new Chair for the Teaching and Learning Committee.</p> <p>It was noted that a staff governor and parent governor election will be required. Laila Torsun, Kelly Durcan and Margaret Nambi are parent governors and were advised that they are welcome to re-apply themselves. The Chair advised that publication of the parent governor vacancies will</p>

	<p>be placed on the school website, along with a letter written to inform all parents. It is aimed to have this completed before the next FGB meeting.</p> <p><u>Addressing persistent governor absence:</u> The clerk emphasised the importance of governor attendance to all meetings, in order to provide sufficient support and challenge for the Headteacher and school leaders. It was agreed to implement a governor absence procedure which requires the Executive Headteacher and Chair to write to a governor when absent from 3 consecutive meetings, to advise that a further absence will constitute a discharge of their governor role.</p>
1.3	<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> <p>The clerk circulated the declaration of business/pecuniary and personal interests form for the governors to read, sign and return.</p>
1.4	<p>To elect the Vice Chair of Governors</p> <p>It was agreed that election of the Vice Chair, committee membership and link governors be reviewed and agreed at the next FGB, pending appointment of new parent and staff governors.</p> <p>It was noted that Governors agreed to consider the role.</p> <p>Action 1: Clerk to circulate information of the role of the Vice Chair, allowing the FGB to consider expressions of interest and nominations.</p> <p>Action 2: Clerk to obtain information on the DBS completion process for the FGB.</p>
2.	Minutes of the Last Meeting and Action Taken
2.1	<p>To approve the minutes of the last meeting held 11th July 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>).</p> <p>The following amendments to the minutes were requested: Agenda item 5.1 – amend wording to ‘Colvestone projecting of £308, 000’ Agenda item 5.1 – amend scale to BE amended to ‘M1’.</p> <p>There were no further 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: There were no matters arising.</p>
2.3	<p>To note any urgent action taken since the last meeting, if any (chair to report): There was no urgent action taken since the last meeting.</p>
3.	<p>School Improvement Priorities/ Single Action Plan - (Gill Brady, School Improvement Partner)</p> <p>Gill advised that the Single Action Plan, is a joint plan for Thomas Fairchild, with links to Colvestone. This will form a shorter plan for Colvestone with additional priorities.</p> <p>Governors were informed that Thomas Fairchild is receiving an intensive level of support through the HLT Schools Requiring Additional Support process. The first Trust Action Group (TAG) 1 meeting is scheduled next week and will be attended by the Executive Headteacher and Chair.</p> <p><u>Priorities:</u> Improving progress across KS2 – there is a strong focus on attainment, particularly in reading and maths; it was noted that children with SEN support require a stronger focus to attain the expected standards.</p>

	<p>New leadership structure in place – it is important to embed the new leadership structure across the federation and ensure that all leaders can show the quality of their teaching and attainment outcomes.</p> <p>Monitoring low attendance - There are a group of children with low attendance (some disadvantaged, SEN and known to Social Care); it is important to continually keep an eye on these groups as a priority, similarly with punctuality of children. It is important to maintain a good level of attendance and punctuality.</p> <p>Curriculum – there is a strong focus on further developing and embedding the school curriculum.</p> <p>Gill advised of the importance for the school websites to be up to date, particularly in preparation of an Ofsted inspection.</p> <p>GOVERNOR QUESTION – How will the school provide clear evidence of improvement for inspections?</p> <p>ANSWER – The focus of the Ofsted Framework has changed with less focus on data, but rather talking to the children, listening to them read and seeing the impact of teaching. Governors will refer to the reports received from leaders and the actions taken to monitor and improve the quality of teaching and learning. It is important for governors to be proactive with visiting the school, ensuring that link governor areas are in line with the school priorities.</p> <p>Dona emphasised the need for governors to be aware of the needs of Thomas Fairchild and familiar with the school, in readiness for an impending inspection.</p> <p>Governors were encouraged to review the Single Action Plan and email comments/suggestions to the clerk.</p> <p>Action 3: FGB to review the Single Action Plan and email comments/ suggestions to the clerk.</p> <p>It was noted the role of SLT during the autumn term is to ensure leaders of learning and middle leaders are confident to have challenging conversations, in order to move the school on. It is equally important that leaders are confident to have conversations with governors.</p> <p>Dona emphasised the importance for the FGB to be aware of the Trust Action Group process, the actions agreed and the updates at each meeting. An update will be provided at the FGB meetings going forward.</p>
4.	Core Business – Headteacher’s Report
4.1	<p>Class Organisation and School Roll</p> <p>The Executive Headteacher provided an overview of the teaching team across the federation, with year group leads allocated.</p> <p>There are 5 NQT’s across the federation; 3 out of the 5 were teach first students last year, who are very familiar with the federation.</p> <p>There are a significant number of experienced teaching staff for this academic year; therefore, there is an expectation for improved teaching, learning and outcomes. It was noted that the recruitment of experienced teaching staff has affected the budget, however the Executive Headteacher emphasised the importance and need for these teachers, in order to improve attainment outcomes.</p> <p>Roll numbers:</p> <ul style="list-style-type: none"> - Pupil roll at Thomas Fairchild has had a significant drop from 352 in September 2018 to 288 in September 2019; however, the school is keeping an eye on this.

	<ul style="list-style-type: none"> - Reception pupil numbers have increased across the federation, in comparison to the previous year. Both reception classes are full. <p>There are strategic teams in place, in line with the school priorities; within these teams, the leaders of learning lead the team and are focussed on tracking progress.</p> <p>The Executive Headteacher advised that the curriculum is well embedded across the federation and is responsive to the needs of the children/school community.</p>
4.2	<p>Staffing Organisation overviews – 2019/20</p> <p>The Executive Headteacher provided the FGB with a structure chart to review.</p>
4.3	<p>Overview of INSET / induction for new staff and CPD and Wellbeing</p> <p>The Executive Headteacher provided the FGB with an overview of CPD for the autumn term 2019.</p>
5.	<p>School Updates</p>
5.1	<p><u>Colvestone:</u> Wills MacFarlane provided a brief update for Colvestone; this was circulated in hard copy to the governors.</p> <p>Key updates are as follows:</p> <ul style="list-style-type: none"> - Solid start for the academic year, with a lot of creativity across all year groups. - Children are well settled, particularly year 6 which are much more focused. - There has been 1 fixed term (3 day) exclusion of a LAC child in year 5; however since returning to school, the child is now settled and focused. - Friendship issues tackled in year 6; this has been addressed and dealt with through circle time. - 'Daily Mile' and 'Healthy Tuck-shop' introduced this year, to improve and encourage fitness across the school. - Updated Marking Policy has been shared with staff and marking schedules introduced to better manage marking across the school. <p>GOVERNOR QUESTION: Is there a deadline for updating the school website? ANSWER: This is yet to be agreed.</p>
5.2	<p><u>Thomas Fairchild:</u></p> <p>Key updates are as follows:</p> <ul style="list-style-type: none"> - Very positive start to the new academic year, starting with the INSET day which included good sharing of the school vision. - School leaders are very present in classes, with a focus on accountability and checking classrooms. - Reestablished school systems, with more efficiency and rigor. Teaching staff have been organised for the teaching of early reading, Daily Supported Reading, guided reading for year 2 and phonics groups from reception to KS1. - Good reflection of the curriculum demonstrated in children's books and displays. - Music assemblies for whole school has been introduced, and both children and staff are very receptive. - Positive team building day for year 6; this was for children from both schools, joining in with team building activities. - All staff are clear on training and expectations, through receiving the training handbook. - More leaders have been trained as Designated Safeguarding Lead's, which builds more capacity for both schools. - Improvement in punctuality and attendance of staff this term. Lateness for key individuals was addressed in the first week and has since improved. This has created more stability and has improved, in comparison to this time last year. - The school is addressing bullying, through meeting with key parents.

	<p>- The school is making an effort to celebrate good news stories and events with parents and the school community, via the school website.</p> <p>It was suggested to share dates for SLT coffee mornings, with the allocated link governor.</p>
6.	Budget Review
6.1	<p><u>To review the 2019-20 Budget for Thomas Fairchild and Colvestone:</u></p> <p>The Executive Headteacher advised of receiving intensive finance support from HLT, due to both schools projecting a deficit.</p> <p>Governor feedback on structure of new budget report: The structure is better, however is hard to follow in some areas and difficult to understand the key messages of the report.</p> <p>It was suggested to provide a budget summary at the top of the report.</p> <p>Governors received the reports for each school in advance of the meeting and were directed to ask questions and make comments.</p> <p>Sanjeev advised of reviewing duplicate payments for each school, rather than for the federation.</p> <p>Thomas Fairchild: The Chair advised of a letter dated 18 September 2019 from Ophelia Carter, HLT; it was noted that Thomas Fairchild is projecting a deficit of £214,000.</p> <p>Sanjeev highlighted the need for further work on projected figures.</p> <p>Colvestone: The Chair advised of a letter dated 18 September 2019 from Ophelia Carter, HLT , it was noted Colvestone is projecting a deficit of £353,000</p> <p>Sanjeev highlighted the need for further work on projected figures.</p> <p>It was requested that Sanjeev review the figures in advance of the meeting with Ophelia next week.</p> <p>Action 4: Sanjeev to review the projected figures in advance of the meeting scheduled with Ophelia Carter next week.</p> <p>The Chair advised of the importance to reconsider the deficit recovery approach and think about areas for saving, whilst keeping the teaching and learning of children as the main priority.</p>
6.2	<p>To review and approve the Scheme of Delegation</p> <p>Governors were advised that the Scheme of Delegation sets out how the resources available to the school is monitored.</p> <p>It was suggested to:</p> <ul style="list-style-type: none"> - Lower the cheques and BACS limit to £20,000 - Reduce the signatories from 5 to 3. - Amend 5a) to reflect the change of title to '<i>Federation Finance Manager</i>' - Amend 5i) amend stock records to '<i>Asset Register</i>' <p>The FGB agreed to amend the Scheme of Delegation to reflect the suggestions listed above.</p> <p>It was agreed that the final amended Scheme of Delegation be ready for presentation and agreement at the Finance and Resources meeting on 10 October 2019.</p>
6.3	To review the Deficit Recovery Plan

	To be reviewed following the meeting with Ophelia Carter.
6.4	<p>To provide an update on the FM contract</p> <p>The Local Authority convened a meeting with Hackney schools to explain the various models and to agree to a specific model going forward. The Executive Headteacher attended the meeting with Claire Barton and recommended that Soaring Skies go for the <i>bundle</i> option, as it is important to retain the compliance testing.</p> <p>A Service Level agreement will be signed on a rolling year basis, with the federation in a position to restructure; however, it was advised that the caretaker will be TUPE'd over to the federation. It was noted that the Executive Headteacher will obtain advice from Jo Larkin, Head of HR, HLT to clarify whether it is necessary to for the Caretaker to be TUPE'd to the federation.</p> <p>Further update to be provided at the Finance and Resources committee meeting on 10 October 2019.</p>
7.	HR Matters:
7.1	<p><u>To review staffing across the Federation</u></p> <p>It was agreed to begin the process of appointment for the Head of School, Thomas Fairchild to be in place by the end of the autumn term for appointment in January 2020.</p> <p>Governors will be approached for the interview panel.</p>
7.2	<p><u>To review report sickness absence</u></p> <p>There was no further update on sickness absence.</p>
7.3	<p><u>To agree the Headteachers Performance Management arrangements</u></p> <p>It was noted that the Chair will contact the FGB to form the panel; this will take place earlier in comparison to last year.</p>
8.	<p>Premises and Health & Safety</p> <p>There was no further update.</p>
9.	Policies for ratification (if any)
9.1	<p>Equalities Policy September 2019</p> <p>Governors reviewed and ratified the Equalities Policy September 2019.</p>
9.2	<p>Soaring Skies Safeguarding Policy September 2019</p> <p>Governors reviewed and ratified the Soaring Skies Safeguarding Policy September 2019</p>
9.3	<p>Colvestone SEND information report 2019</p> <p>Governors reviewed and ratified the Colvestone SEND information report 2019. This will be uploaded on the website for both schools.</p>
9.4	<p>Thomas Fairchild information report 2019</p> <p>Governors reviewed and ratified the Thomas Fairchild information report 2019. This will be uploaded on the website for both schools.</p>
10.	Governance Matters
10.1	<p><u>To review the governing board training needs 2019/20</u></p> <p>It was agreed that Sanjeev review the affordability for buying into the HLT Governors Training package.</p> <p>Action 5: Sanjeev to review the affordability for buying into the HLT Governors Training package.</p>

10.2	<u>Update from any training attended</u> There was no further update.
10.3	<u>To agree dates of future meetings</u> It was noted that dates for 2019-20 has been circulated to governors.
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: The Executive Headteacher and Chair informed governors of a recent letter received from Annie Gammon to congratulate Colvestone for performance and outcomes. The FGB congratulated the school, teaching staff and children for their achievement.