

Soaring Skies Federation

MINUTES Full Governing Board Meeting Thursday 6th December 2018, 6pm Colvestone Primary School

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

Members Present: Adrian Boyd, Annie Wright, Breanainn Lambkin, Caroline King (*Executive Headteacher*), Dona Henriques (*Vice Chair*), Kelly Durcan, Kofi-Mills Bampoe, Paddy Cassidy (*Chair*).

Apologies: Claire Barton – maternity leave, Laila Torsun

Observers: Heather Smith (*Head of School*), Sanjeev Lakhanpall (*Soaring Skies Finance Manager*), Dione St Matthew-Daniel (*Deputy Headteacher/Year 4 Teacher*).

Clerk: Chenelle Morgan

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 meeting.</p> <p>Apologies were received in advance of the meeting from Laila Torsun; Governors consented to the absence.</p> <p>It was noted that Claire Barton is on maternity leave.</p> <p>Heather Smith (<i>Head of School</i>) and Sanjeev Lakhanpall (<i>Soaring Skies Finance Manager</i>) were in attendance as observers.</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">- 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 <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>)
2.	Minutes of the Last Meeting and Action Taken
2.1	<p>To approve the minutes of the last meeting held 11th October 2018 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>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>There were no matters arising.</p>
2.3	<p>To note any urgent action taken since the last meeting, if any (chair to report):</p> <p>No urgent action taken since the last meeting.</p>
3.	<p>Election of Chair and Vice Chair</p> <p>The clerk advised that there were no submitted nominations for election of the Chair and Vice Chair. Therefore, it was suggested to defer the election until the spring term FGB.</p> <p>Governors agreed for the current Chair and Vice Chair to remain in post; it was further agreed to defer the election until the spring/summer term meeting.</p>
4.	<p>Core Business – Head teacher’s Report</p> <p><u>Wills Macfarlane– update on assessment for Colvestone</u></p> <p>Wills advised governors of a change in the approach to assessments, which aims to obtain an accurate reflection of the children’s ability and establish gaps during assessment week.</p> <p>It was noted that arithmetic was identified as a weakness in year 5, therefore, as a part of the implemented changes to assessment, it was decided to implement daily arithmetic practice each morning.</p> <p>Wills advised of year group meetings, which have been effective, as it provides teachers with a platform to share practice and establish what is required to support children and improve their level of attainment.</p> <p>Governor question: How have teachers responded to the change of approach? Response: Wills advised that the teachers have found this useful, as they are working in smaller groups and whilst the children are being tested, they have been able to walk around and observe more.</p> <p>Wills highlighted that, despite changes implemented, the results from assessment week were not at the expected level and did not reflect the practices.</p> <p>Governor question: Were the tests moderated? Response: The way in which the tests were administered, were moderated, however moderation of marking is yet to be completed.</p>

It was suggested to moderate a few sample papers.

Heather Smith - update on assessment for Thomas Fairchild

It was **noted** that results were based on National Foundation for Educational Research (NFER) tests. These results are generally reflective of what the school know about the children in each cohort and the teaching and practices observed.

Heather advised that there are currently no year 2 pupils at greater depth. There are agreed actions in place around supporting some of the teachers in year 2, as their standard of teaching has been highlighted as 'requiring improvement'. The school is keeping an eye on this year group.

The year 4 cohort are a strong set of readers, with a high number at greater depth.

Heather highlighted PPG discrepancies, as there is a significant gap for reading in year 5, however there are attainment gaps which are closing.

Breanainn Lampkin - Year 6 data: reading and maths related to 2016 SATs paper administered in October 2018.

The CAT 4 test is a Hackney requirement for the purpose of secondary schools banding system, which is also used for schools to predict scaled scores. Breanainn advised that these tests were completed throughout October 2018.

Breanainn tabled the year 6 data for Colvestone.

KS1 reading tests compared to CAT scores highlighted the need to improve exam techniques and levels in reading. Some children attained poorly in the KS1 test, however the CAT 4 test demonstrated an ability to attain highly and even more so, if challenged.

CAT 4 tests indicate that the cognitive ability is present, however if challenged the children can improve their attainment.

Breanainn tabled the year 6 data for Thomas Fairchild.

5. Review of Teaching and CPD for Thomas Fairchild (*Heather Smith – Head of School*)

Heather provided an overview of the progress at Thomas Fairchild for teaching and learning. It was **noted** that monitoring that has taken place, along with individual CPD meetings.

The teaching profile has been maintained throughout autumn 1 and 2, with the aim to have more teachers at 'Good'.

Governor question: What is the monitoring process in place?

Response: Learning walks, book looks, lesson observations, and review of teachers planning and matching with book looks.

There are concerns across the year 2 group, as the level of teaching requires improvement, in order to raise the attainment of these children.

Heather confirmed that it has been emphasised for teaching staff to know their development needs.

The One Day Review was undertaken and was very useful for the school; judgments were verified by the team.

Heather advised of a comparison of a teacher who is currently in their 4th year of teaching experience, alongside a Teach First teacher; both, despite the difference in teaching experience were judged as 'requires improvement'. This highlights the need for more work to improve the

	level of teaching.
6.	<p>GDPR and Attendance update (<i>Dione St Matthew-Daniel, DHT</i>)</p> <p><u>GDPR:</u> <i>Dione tabled the draft GDPR policy for the Soaring Skies Federation.</i></p> <p>The draft policy demonstrates how the school will comply with GDPR regulations, stipulating how data will be stored, used, shared and disposed of.</p> <p>The policy highlights the role of the Data Protection Officer, who must ensure the federation is compliant and staff are appropriately trained.</p> <p>It was agreed for the FGB to provide Dione with feedback/comments on the policy by 14 December 2018.</p> <p>It was agreed that Dione implement suggestions once decided across the federation, before the next FGB, for final ratification.</p> <p>Action 1: Dione to implement the decided areas in the GDPR Policy i.e. consent forms, for final ratification at the next FGB.</p> <p><u>Draft Attendance Policy</u></p> <p><i>Dione tabled the draft Attendance Policy for Thomas Fairchild</i></p> <p>This policy has been drafted with the main aim to reduce the number of persistence absences.</p> <p>Governors were advised of the weekly safeguarding meetings, scheduled to cross reference children who are on the safeguarding registers, alongside those who have low attendance. It was noted that this has been useful to help recognise vulnerable children.</p> <p>It was noted that the national average for attendance is 96.2%.</p> <p>Dione emphasised the need for parents to reconsider keeping their children out of school for minor ailments, such as a mild cold; data has shown that these instances have significantly affected the attendance at Thomas Fairchild.</p> <p>Dione advised that children are labeled as persistence absentees once their attendance is at 90% and below. A School Attendance Officer has been appointed for 12 months at Thomas Fairchild, to address these issues. It has been noted that levels of parental engagement has improved, however, it is important to implement a strategy going forward, once the 12 month contract ends.</p> <p>The Executive Headteacher advised that the loss of school places, as a result of taking holidays in term time, has not deterred parents as are aware of the surplus of school places in Hackney.</p> <p>It was noted that there is a reward system in place to encourage those who attend school every day.</p> <p>It was suggested that the policy be amended to apply to both schools in the federation and not solely Thomas Fairchild.</p> <p>It was agreed for the FGB to feedback to Dione by 14 December 2018, with any comments.</p> <p>Action 2: Dione to amend the Attendance Policy, to be applicable to the Soaring Skies Federation, for final ratification at the next FGB.</p>
7.	Update from Committees:
7.1	<p><u>Update from Finance and Resources Committee held 27 September 2018</u></p> <p>Governors were encouraged to review the committee minutes; an update will be provided at the</p>

	<p>next FGB.</p> <p><u>Update from Teaching and Learning Committee held 15 November 2018</u> Governors were encouraged to review the committee minutes; an update will be provided at the next FGB.</p>
8.	HR Matters:
8.1	<p><u>To review staffing across the Federation</u></p> <p><i>A written HR update was tabled for governors to review.</i></p>
8.2	<p><u>Colvestone Restructure</u> The Executive Headteacher advised that model A and B are being considered for the Colvestone restructure; both models will be presented for discussion and agreement at the next Resources Committee meeting.</p>
9.	Finance, Premises and Health & Safety
9.1	<p><u>To review the 2018-19 Budget</u></p> <p>Sanjeev advised that the draft internal audit report was received, which highlights the federation being downgraded from reasonable to limited.</p> <p><i>The budget update was tabled for the governors to review.</i></p>
9.2	<p><u>To review the summary of savings</u></p> <p>It was noted that since the last meeting, there have been changes to staffing and further considerations to make savings.</p> <p>The Executive Headteacher advised that the 3 enrichment provisions at Colvestone, scheduled on Mondays, has been removed to take effect from January 2019. This will result in a saving of £15,000.</p>
9.3	<p><u>Falling Rolls</u> The Executive Headteacher highlighted the issue of falling rolls across the Federation.</p> <p>Exit interviews with parents have highlighted that the Ofsted Inspection report and KS2 results have been a main reason for moving their children from the school.</p> <p>It was also noted that due to being on the Islington boarder, many parents have moved their children to Islington schools, which offer free school meals up to year 6.</p> <p>Heather emphasised the importance to engage with parents where requested.</p> <p>The Executive Headteacher advised that HLT are addressing this issue and have suggested reducing or capping school places.</p>
9.4	<p><u>Update on Premises</u> No update.</p>
9.5	<p><u>Update on Health and Safety</u></p> <p>It was noted that all fire drills have all been completed across the federation.</p>
10.	Governance Matters
10.1	<p><u>To review the governing board training needs 2018/19</u></p> <p>It was agreed to defer this review until the next FGB meeting.</p>
10.2	<p><u>Update from any training attended</u> No update.</p>
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>No other business raised.</p>
11.2	<p>To note the dates of future meetings of the governing board: 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">• Resources Committee meeting, Thursday 17 January 2019, 6.30pm (Colvestone)• Full Governing Body meeting, Thursday 31 January 2019, 6.00pm (Thomas Fairchild)• Full Governing Body meeting, Thursday 14 March 2019, 6.00pm (Thomas Fairchild)• Teaching and Learning Committee meeting, Thursday 4 April 2019, 6.00pm (Thomas Fairchild)