

Soaring Skies Federation
Colvestone Primary and Thomas Fairchild Primary School
MINUTES

Meeting Title:	Full Governing Board Meeting			
Date/time/venue:	Thursday 7 May 2020, 13:00 – 15:00 Held virtually due to exceptional circumstances			
Members:	Membership:	Role	End of Term	Present/ Apologies
	Caroline King	Executive Headteacher	On-going	Present
	Amy Coyne	Staff Governor	October 2021	Present
	Claire Barton <i>(Chair of Teaching and Learning Committee)</i>	Co-Opted Governor	October 2021	Present
	Dona Henriques <i>(Chair of Governors)</i>	Local Authority Governor	October 2021	Present
	Kelly Durcan <i>(Vice Chair of Governors)</i>	Co-Opted Governor	October 2021	Present
	Kofi-Mills Bampoe <i>(Co-Chair of Finance Committee)</i>	Co-Opted Governor	October 2021	Present
	Laila Torsun	Associate Governor	October 2021	
	Rebecca Jensen	Parent Governor	November 2021	Present
Additional attendees:				
Clerk:	Chenelle Blake			

PART 1: Non-Confidential

	Item	Discussion / Action
1.	Welcome and introductions	The Chair of Governors welcomed the Full Governing Board Members in attendance.
2.	Acknowledgment and Agreement of Virtual Meeting	The Full Governing Board acknowledged and agreed that the meeting will exceptionally proceed virtually due to the Coronavirus pandemic, in line with the current official guidance.
3.	Governors not in attendance	It was noted that Laila Torsun was absent with no apologies received in advance of the meeting.
4.	Declarations of interest	It was noted that there were no declarations of interest, in relation to any items on the agenda.
5.	Review agenda and agree confidential items	It was noted that there is 1 matter to be discussed under Part 2 - Confidential Business.

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<p>6.</p>	<p>Minutes of the previous meeting</p> <p>1. To agree previous minutes</p> <p>2. Action Items</p> <p>3. Matters outstanding</p>	<p>It was noted that the Full Governing Board meeting scheduled on 26 March 2020 did not go ahead due to Covid 19.</p> <p>The Chair of Governors advised that Adrian Boyd's term of office ended in March 2020, however due to work commitments he was unable to take up the Foundation Governor post for another term. The Chair of Governors thanked Adrian for his commitment to the Soaring Skies Federation and Full Governing Board; he was thanked particularly for his support within the finance committee.</p> <p>It was noted that there were no matters outstanding.</p>
<p>7.</p>	<p>Appointment of 2 prospective governors</p>	<p>Prospective Governor profiles for Fadeke Adegbohun and Kathleen Wijesuriya were circulated in advance of the meeting.</p> <p>The Chair of Governors advised that following the FGB skills audit, Finance and Human Resources were highlighted as areas of experience which the Board lacked.</p> <p>Governors noted that following the review of both prospective governor profile, both applicants possess the appropriate skills to contribute to the Board.</p> <p>Governors unanimously voted to appoint Fadeke Adegbohun and Kathleen Wijesuriya to the Full Governing Board. It was agreed that oth governors will commence their roles in September 2020.</p> <p>The Clerk confirmed that there are 2 Co-Opted and 1 Parent Governor vacancies remaining.</p> <p>It was agreed that the FGB will need to appoint a governor with Finance skills.</p> <p>Action 1: Fadeke Adegbohun and Kathleen Wijesuriya to be invited to join the FGB from September 2020 and to be invited to the first FGB meeting of the academic year 2020-2021.</p>

8. **Wellbeing, Mental Health and Resilience**

- Views of staff, and parents

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Discuss the Impact of Coronavirus and Risks:

The EHT advised that there are key systems in place to ensure things managed appropriately as a result of the pandemic and that it has shared the school community. All families were sent home with homework packs to last until the Easter break.

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Governors were advised that the SLT took lead on contacting vulnerable families (those known to social services).

The EHT advised that after Easter there was more guidance received from Hackney; therefore class teachers are now contacting families every other week, with concerns reported to SLT who follow up.

Therapists continue to work and have slots where they connect with the children and families they were working with before the pandemic. The telephone number for the Education Welfare Partnership has been shared with these families, which has received positive feedback.

There is a routine across the federation, with staff onsite once per week, working within teams.

It has been made a priority to check on more vulnerable members of staff.

Governors were advised that a number of staff have had wellbeing packaged introduced since the pandemic.

Question – What is in place if you cannot get hold of families?

Answer: Teachers email SLT if they cannot get in touch with any families and possibly look at whether contact has been made with the same family if they have siblings in the school. There is a focus on triangulating the calls.

The Federation is currently considering home visits, however it is important to measure the risks with sending staff out to homes.

A number of FAST referrals have been made in April.

Question – How many identified vulnerable children are coming into school during the lockdown?

Answer – Onsite school education was offered after the Easter break to those identified as vulnerable. Currently, there is only 1 child regularly attending Thomas Fairchild and 1 child regularly attending Colvestone. Governors were made aware that parents of vulnerable children are not sending them to school.

The EHT advised that across the federation 25+ families have been offered the onsite school service but have not taken up the opportunity.

In total there has been a total of 12 children on key workers attending school – no vulnerable children attending.

Governors agreed that the school is doing as much as possible to reach out the vulnerable families, however the lack of uptake seems to be an issue experienced with other schools in the borough, particularly due to the resources that have been made available from home.

It was confirmed that there is no additional funding

Question – Are there any staff members isolating?

Answer – In the first few weeks there were a number of staff isolating, however since guidance has come from the government the number has significantly reduced.

Staff identified with underlying conditions (from school medical records and personnel files) have been contacted and provided with guidance from HR.

A member of staff has been off sick due to anxiety, however this was not recognised as reason to be off sick (in line with HR guidance).

Currently, there are no members of staff self-isolating, however the EHT expressed

9. **Quality of Education - curriculum, assessment and gaps in learning**

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Discuss the Impact of Coronavirus and Risks:

What has your school learned about providing home learning and how will we ensure continuity of learning for pupils returning to school with particular focus on those who are disadvantaged and those with SEND?

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1. Continuity of learning

The EHT advised that learning packs are uploaded on a fortnightly basis via Education City, which is closely monitored by teachers.

2. Provision for SEND/vulnerable pupils

Teachers have also been provided with links and resources for work appropriate for children with SEND.

Looking after children's mental and emotional health has been a key message for parents across the federation.

Parents from Thomas Fairchild were initially anxious about gaps in learning, however with messages and support there is now less anxiety.

Children are being encouraged to focus on daily reading, practice mental maths and exercise Soaring Skies values for learning; in addition to this children are still following topics and the theme curriculum.

Question – *What are the systems in place for benchmarking the key year groups?*

Answer – *There is robust focus around the transition of year 6; the main focus is to prepare them for transitioning to the secondary phase of education, in particular identifying those with SEND.*

Year 6 children had tested just before the lockdown, so there has been a focus on the data from these tests, ensuring they are accurate, enabling teachers to establish where they are in relation to their targets. This will be kept as evidence, as there will be no published progress data for this year group.

Year 5 will have test materials sent to them; the schools will write to parents to inform them of the programme of study. This is a way to address some of the parental anxieties for this year group, as they prepare for SATs.

The EHT advised that the key focus was to get the Soaring Skies curriculum into a 2 year cycle. This has been assigned as strategic piece of work for one of the leaders of learning. The EHT emphasised the importance to get all leaders to understand their proactive responsibility.

Governors were advised that a leader of learning has introduced a programme of learning for teachers; this is with the aim to complete the online training from the National Teaching for Excellence in Maths.

The EHT advised that despite the pandemic and lockdown, Ofsted priorities are still being addressed.

It was noted that a Deputy Head and Leader of Learning are reviewing at behaviour and establishing how it is in line with the PSHE policy. Leaders of learning and middle leaders are contributing to this strategic work around behaviour in all lessons.

Question – *Are there any significant safeguarding issues?*

3. Significant Safe-guarding matters

Answer – *Police referrals are made where necessary; the Federation has signed up to Operation Encompass, which enables the Metropolitan Police to contact the schools designated lead immediately.*

There has been one referral in relation to domestic violence.

The Federation Deputy Head, Jo Ryan is leading on this and ensuring the triangulation of information and maintaining no gaps.

Significant concerns are being logged on 'My Concern'

10. School finance and resources, including approval of budgets

Approval of 2020-2021 Budget (statutory obligation) - The Chair of Governors re-emphasised the statutory obligation on the Full Governing Board to approve the budget for both schools.

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What might be the anticipated cost of recovery, any potential underspend and implications on the financial budget?

The EHT advised that there is no anticipated cost of recovery and implications on the financial budget identified at this stage; however, if there are implications there is a clear default to potentially have a summer school for year 5 and for the year 5 summer school to commence earlier.

The EHT has not yet fully considered the impact of the Covid-19 pandemic from a financial perspective.

Question – *Have any member of staff been furloughed?*

Answer – *Guidance has been received from HLT advising not to furlough any members of school staff. The EHT advised that the schools have found ways to ensure that staff are given work (i.e gardeners) to ensure it benefits the federation.*

Question – *Are you considering deep cleans of both school sites, especially for when the children and staff return?*

Answer - *Both school sites are cleaned every day and a deep clean will be carried out before the school re-opens.*

- Budget 2019/20

The Chair of Governor highlighted that governors will work on the cumulative budget figures below, following previous inaccuracies.

Colvestone:

The school will end the year with a cumulative deficit of £475, 486.

Thomas Fairchild:

The school will end the year with a cumulative deficit of £211, 079.

The Chair of Governors highlighted the importance to have a sharp focus Deficit Recovery Plan, which will need to be presented to Ophelia Carter (HLT Head of Schools Finance) to show that the FGB are taking significant actions to make savings within the financial year to decrease the deficit.

It was noted that there has been clear finance support from HLT.

It was highlighted that education support staff, administration and clerical and catering are areas of high expense on the Colvestone budget.

The Chair of Governors emphasised that HLT expect to see decisive action to reduce the deficit, which includes restructuring of staff across the federation. Therefore it is important to look at the budget strategically as a governing board.

It is imperative that as a one form entry school, Colvestone decreases the deficit over the next 4-5 years.

Question – *What is the pupil intake for the new academic year 2020-21?*

Answer – *26 pupils at Thomas Fairchild and 31 at Colvestone.*

- Budget 2020/21

It was noted that due to inaccuracies of budget figures, the FGB was not able to approve the 2020/21 budget.

Action 2: Extra-ordinary FGB meeting be scheduled before 31 May 2020 to formally sign off the 2020-21 budget.

Teaching staff

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11.	<p>Wider Strategic Planning in response to issues related to closure and recovery</p> <ul style="list-style-type: none"> • SDP Plan • Anticipated leadership challenges now and when school re-opens • Additional support and training for staff needed to implement recovery plans • Significant recruitment issues and plans to address staffing gaps • Governor recruitment • Programme of governance meetings in 2020-21 	<p>The EHT advised that the SDP Plan is in process of being developed across both schools. Thomas Fairchild is significantly linked to the cost development plan.</p> <p>Colvestone SDP – The EHT noted concerns relating to the attainment of Black Caribbean pupils (particularly girls). It was agreed that this is a wider strategic discussion for the Teaching and Learning committee.</p> <p>The EHT noted that leading online learning for the future will be an ongoing challenge.</p> <p>The EHT highlighted the need for additional support in relation to IT training for staff.</p> <p>The EHT advised of the possibility to recruit 1 teacher.</p> <p>The Chair of Governors reminded of the need to recruit an additional governor with financial skills; this person will be recruited to replace Adrian Boyd.</p> <p>It was noted that the last Teaching and Learning meeting focused mainly on feeding back on outcomes following the Ofsted inspection report and restructuring. It was noted that there are some points in the minutes which require amendments.</p> <p>Action 7: EHT to send the Teaching and Learning minutes to Silvi Shrestha for amendments.</p> <p>It was noted that a further meeting can be rescheduled.</p>
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