



GENERAL MINUTES

GOVERNING BOARD

Monday 20th September 2021

Google Meet

GOVERNORS PRESENT		
INITIALS	NAME	ROLE
CH	Mr C Howard	<i>Chair of the Full Governing Board</i>
EHT	Ms N Reid	<i>Executive Headteacher, New Wave Federation & Thomas Fairchild School</i>
RM	Mr R McGrath	<i>Headteacher</i>
DY	Mr D Young	<i>Governor</i>
DH	Ms D Henriques	<i>Governor</i>
LL	Mr L Laverick	<i>Governor</i>

OTHER ATTENDEES PRESENT		
INITIALS	NAME	ROLE
CLK	Mr D M Laird	<i>Clerk to Governors</i>

APOLOGIES		
INITIALS	NAME	ROLE

ABSENT		
INITIALS	NAME	ROLE

ACTION WORKSHEET
20th SEPTEMBER 2021

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
GB1	2	Update the Board during its next meeting on the outcome of the baseline assessments carried out on Yr 6 pupils.	EHT	OPEN
GB2	2	Carry out the actions as listed in the decisions under 'Leadership & Management' section of the Executive Headteacher's Report and table for consideration by the Board in its next meeting.	EHT	OPEN
GB3	2	Liaise with New Wave Federation's Business Manager regarding the review of the Thomas Fairchild Catering & Cleaning Contracts and appraise the Resources Committee & the Board on potential cancellation of the contracts due to identified breaches.	DY	OPEN
GB4	2	Liaise with the Chair of Resources Committee on the additional issues raised with Hackney Council.	CH	OPEN
GB5	6.1	Circulate the fuller details of the Clerks' Statutory & Governance Updates to the Board.	CLK	Completed
GB6	6.3	Compile/confirm the Annual Governance Statement for publication on the school's website.	CH	OPEN
GB7	6.4	Agree process of Link Govs report back to the Board.	Govs	OPEN
GB8	6.6	Agree arrangements for Headteacher's Performance Management via email and appraise the Board during its next meeting on the outcome.	Govs	OPEN

LEGEND

- Green** – Completed
- Red** – Pending (URGENT)
- Black** – Pending (NOT URGENT)
- Blue** – OPEN

RECORD OF MEETING

1. Opening Formalities

1.1 Welcome

The Chair of the Governing Board convened the autumn term meeting of the Thomas Fairchild Community School (in partnership with New Wave Federation) Governing Board. The meeting started at 5pm.

1.2 Apologies & Absence

As recorded above.

1.3 Declarations of Interests

No declarations recorded and no changes to existing written declarations.

1.4 Notification of any other Business not on Agenda

None tabled

1.5 Election of Chair & Vice Chair of the Governing Board (2021/22)

An election was held for the roles of Chair & Vice Chair

2. Executive Headteacher's Report

The Governing Board received, discussed and accepted the Executive Headteacher's Report. *The Board accepted the report/s as read.*

The Executive Headteacher appraised the Board of the following as set out in her report:

- **School Improvement (SIP) Visit**
- **Pupil Outcomes for KS1 & KS2 (including setting of targets)**
- **Pupil Numbers**
- **Attendance**
- **Leadership & Management**
- **Curriculum**
- **Extended School Provision**
- **Website**
- **General Staff & Personnel**
- **Safeguarding & Welfare**
- **Premises & Facilities Management**
- **Staff Performance Management**
- **COVID-19 Catch Up Premium Spending Summary**

School Improvement Meeting with Local Authority

The Executive Headteacher informed the Board that a successful School Improvement/TAG meeting was held with local authority representatives. It was noted that the authority viewed the school as making satisfactory progress (medium risk) since the effect of the transition arrangement to the partnership with New Wave Federation and the support offered by the Federation to the school.

Govs reviewed and noted the School Improvement Visit Report as issued by the local authority school improvement partner.

Pupil Outcomes

The Board was informed that pupil KS2 data for 2021 is not available but noted that data for Yr 6 pupils were available when they were at KS1 which evidenced their performance at 68% achieving expected standards at Reading & Maths. Govs were informed that the COVID-19 pandemic along with other teaching issues experienced by pupils had impact their performance over the past 3yrs and had highlighted the emerging gaps.

The Executive Headteacher reported that baseline assessments were carried out and is currently being marked by teacher. It was noted that the Board will be updated.

1. How should 68% target be benchmarked against other schools and national averages?

The Executive Headteacher confirmed that the 68% target was comparable with national averages, below local authority averages. It was noted that the starting points for pupils had to be taken into consideration given the challenges experienced over the past 3yrs.

Govs were told that enrichment and booster sessions are being planned to help the pupils improve their performance.

Govs were informed that a new curriculum, including ReadWrite Inc and Maths Mastery has been introduced within the school.

See action/s on Action Worksheet (pg 2)

Pupil Numbers

The Board was informed that the current pupils numbers as at 20th Sept 2021 was 228 pupils.

1. What was the roll at the end of last term?

The Executive Headteacher stated this will be confirmed and reported back via email.

Attendance & Behaviour

Govs reviewed and recorded pupil attendance record by year groups for w/c 6th Sept 2021 as **91.9%**. The Board also noted the level of authorised and unauthorised absences (as set out in the report). The Executive Headteacher further appraised the Board on the measures being taken to address or otherwise engagement parents on the importance and high expectations for pupil attendance, behaviour and attitudes.

It was further reported that 97% of pupil attendance was recorded last week with attitudes to learning and practice improving. Govs were informed that parents have requested extra learning/booster lessons on Reading, Writing & Maths.

The Board noted the introduction of the school's new Behaviour Policy.

See additional information as set out in the report.

Leadership & Management (jointly with General Staffing Update)

The Board received an update on staffing issues since Sept 2021 (see the Executive Headteacher's Report) as well as the challenges being experienced with leadership (including long term sickness and the associated impact on operational issues.). Govs were informed that new senior leadership has begun working to address the identified issues

1. How is it working with the Headteacher (Mr R McGrath) and teachers?

The Executive Headteacher confirmed that Mr McGrath hasn't been there more than 3 days but noted that she is based at the school for 3 days per week. It was further noted that staff have settled in and Mr McGrath has been supporting senior leaders.

The Board was also informed that a senior leader from the Shacklewell has been deployed to support the school during the sickness absence of the Deputy Headteacher.

The Board was further updated on the deployment of staff in other roles.

2. When someone is off on long-term sick, how does that impact the budget?

The Executive Headteacher stated that this has started to impact the school (both Thomas Fairchild & New Wave) in terms of having to make arrangements when staff is redeployed.

3. Is the current set up around strategic leadership team sustainable, if not what are the problems and having been at the school within the last few weeks there are any other gaps that need to be addressed from a leadership perspective?

The Executive Headteacher stated that there are gaps especially around supporting vulnerable pupils. It was reported that a non-class based SEN Leader was being recruited due to the high proportion of vulnerable pupils and those joining with SEN needs (as well as ensuring that the school curriculum is broad and enriching for SEN pupils).

The Executive Headteacher reported that the aim is build a sustainable Leadership Team/structure within the school which is supported by the Federation.

Headship of School Going Forward

The Executive Headteacher highlighted the preferred leadership structure is that the school has a Head of School and either a Deputy Headteacher or 2 Assistant Headteachers. It was noted that any structure needs to be financially viable.

4. Are you thinking of appointing a perm full-time Head of School?

The Executive Headteacher stated that any appointment will be permanent.

5. What is the estimated timeframe to implement this leadership structure (including appointments, etc)?

The Executive Headteacher noted that a 'straight forward answer' was not available at present due to the prevailing issues. It was highlighted that finances and input from the Governing Board and Local Authority in addressing the prevailing issues remain a key factor in implementing any new arrangement.

Decision

The Governing Board agreed the following actions need to be carried out:

- a. A financial assessment on the recommended models of leadership structures being proposed by the Executive Headteacher.
- b. Prepare a report to the Board on the proposed leadership structure models for its consideration.

See action/s on Action Worksheet (pg 2)

Extended Schools Provision

As set out in the report.

Website

The Executive Headteacher informed the Board that the school has published a new website as of 9th Sept 2021. It was reported that plans were afoot to hold tutorial/familiarisation sessions for parents as per their request.

General Staff & Personnel

As set out in the report.

Safeguarding & Welfare

The Board received an update on the school's safeguarding and welfare provision, to include:

- a. Delayed introduction of CPOMs system to record and monitor safeguarding issues, but contingent measures were being implemented to ensure continuity of recording & monitoring of safeguarding issues;
- b. The dissemination of the changes to staff of the Keeping Children Safe in Education statutory guidance;
- c. Revisions to the school's Safeguarding Policy made in line with the statutory safeguarding and child protection changes;
- d. Introduction of a Clean Desk & Staff Conduct Policy

The Executive Headteacher reported that all staff were required to participate in safeguarding training during the recent INSET day along with a recent visit (13th Sept 2021) by Link Governor to ensure all the schools quality systems and structures were in place.

Premises & Facilities Management

The Executive Headteacher updated the Board on the recent large-scale refurbishment of the school's playground which occurred during the summer break. This update was related to the overall school refurbishment including the creation of a new wall in the EYFS provision and general revamp of the school spaces. The EYFS playground was touched up by the LA but not to an acceptable standard and this is being pursued with the LA for resolution. Gobs noted the other repair/renovation works which were carried to ensure the site was ready for Sept 2021 start.

The Board was also informed of the appointment of a new Facilities Manager.

Thomas Fairchild Catering & Cleaning Contracts

The Board received an update from the Executive Headteacher on the Catering & Cleaning Contracts. A summary report was provided to the Board on the contracts for its consideration.

The following was highlighted:

- a. Catering Contract**
Meeting held with Juniper Pursuits LTD to discuss the costs and associated issues arising from the contract.
- b. Cleaning Contract**
The Executive Headteacher confirmed that the contract was not suitable for the school as it is commercially based and not aligned to the education sector.

The Board was asked to consider and refer the matter to the Resources Committee for more detailed review of the contracts and make a determination thereon.

- 1. Are we clear of the legal grounds to exit the contract?**
The Executive Headteacher confirmed that from the meeting with the director of Juniper Pursuits LTD, there would be a reduced fee to exit the contract and that there were grounds to challenge the fees.
- 2. What's the council's position with reviewing contracts on behalf of the school?**
The Executive Headteacher confirmed that the Council has an officer who manages and reviews contracts entered into with schools.

Additional Issues raised with Hackney

The Chair updated the Board on the following issues raised with Hackney Council during the SIP/TAG Meeting, to include:

1. SEND Provision with the expectation for increased funding and support (including resources of an Educational Psychologist) to the school. It was noted that further representations will be made to the authority in this regard.
2. Refurbishment of the EYFS outdoor provision with the allocation of an additional £60k from the local authority into the project.
3. Allocation of Parking Permits being requested from the local authority for use by staff.

The Chair also recommended considerations to purchase additional parking permits for staff as a 'staff well-being' measure. See actions worksheet.

Staff Performance Management

The Executive Headteacher reported that the teacher appraisal cycle will begin in Oct 2021 and the inclusion of school priorities in targets for 2nd year teachers and those above the M2 pay scale.

COVID-19 Catch Up Plan/Strategy

The Board reviewed and discussed the COVID-19 Catch Up plan/strategy. It was noted that the COVID-19 Risk Assessment has been published on the school's website.

Pupil Premium Strategy

Deferred for further consideration by the Teaching & Learning Committee

The Board accepted the Executive Headteacher's Report.

Reference Document/s

Executive Headteacher's Report
COVID-19 Catch Up Premium Spending Summary
School Improvement Report (Visit 3, Summer 2021)

3. School Improvement Report (Visit 3, Summer 2021)

See 2 above.

4. Policy Review & Approval

The Board reviewed and approved the following policies (2021/22):

HR POLICIES	GENERAL POLICIES	
Absence Management	Safeguarding	Remote Learning
Bereavement	Complaints	RSE & Health
Code of Conduct	Data Protection	SEND
Disciplinary, Grievance & Whistleblowing	Equalities	Supporting Pupils with Medical Conditions
Health & Wellbeing	EYFS	Teaching & Learning
Leave Entitlement	Health & Safety	Uniform
Maternity, Adoption & Paternity	Home School Agreement	Whole School Food
Pay	Online Safety	Volunteers & Students
Recruitment, Joining & Leaving	Positive Handling	
Shared Parental Leave	Pupil Premium	

5. Minutes – Temporary Full Governing Board Meeting (9th July 2021)

The Board agreed that although a meeting was held of the Temporary Governing Board in July 2021, this evening's meeting constituted its first formal meeting and that it agreed to adopt any decision that taken during the July 2021 meeting as it relates to the composition of the Board.

The Board also agreed to use the minutes from the meeting of the Temporary Governing Board as a reference point (including for any follow-up to identified actions arising from said meeting).

It further agreed that a copy of the said meeting's minutes should be provided to the Clerk for ease of reference.

6. Governing Board Business

6.1 Clerks Statutory & Governance Updates

The Clerk provided an update on the following:

- a. Changes to the Keeping Children Safe in Education statutory guidance (2021)
- b. Changes to the OFSTED Inspection procedures as set out in the revised OFSTED Inspection Framework
- c. Introduction of new EYFS Framework effective 1st Sept 2021
- d. Changes to the statutory School Admissions Code from Sept 2021
- e. Introduction of new induction arrangements for Early Careers Teachers (ECTs)

The Clerk agreed to provide the Board with fuller details via email.

See actions on Action Worksheet (pg 2)

6.2 Membership & Recruitment

The Chair & Executive Headteacher reported that recruitment has already begun for 2 Parent Governors and 1 Staff Governor. It was noted that this process was being handled by New Wave's Federation Business Manager.

The Board further noted that the new Instrument Government was drafted and submitted to the Local Authority for final approval.

The Governing Board ratified the decision to adopt the new Instrument of Government for Thomas Fairchild Governing Board.

6.3 Agree Annual Governance Statement (2020/21)

The Chair agreed that this action will be dealt with outside the meeting and a completed statement provided during the next meeting of the Governing Board.

See actions on Action Worksheet (pg 2)

6.4 Appoint Link Governors & agree Governors Monitoring Schedule

The Governing Board agreed the appointment of the following Link Governors for 2021/22:

Ms D Henriques – Safeguarding & SEND
Ms Laleh Laverick – Curriculum

The Board also noted the publication of Govs Monitoring Schedule for 2021/22 and further agreement to decide the process of reporting to the Governing Board on a termly basis.

See actions on Action Worksheet (pg 2)

6.5 Appoint Board Committees (2021/22)

The Governing Board agreed the appointment of its committees for 2021/22:

Resources Committee

Mr D Young (Chair)
Ms D Henriques
Ms N Reid (Executive Headteacher)

Teaching & Learning Committee

Ms L Laverick (Chair)
Mr C Howard
Ms N Reid (Executive Headteacher)

It was noted that additional appointments will be made to Board Committees once the recruitment process for additional gov's has been completed.

6.6 Agree Headteacher's Performance Management (2021/22)

The Board agreed to finalise this process via email exchange with gov's within the next 14 school days.

See actions on Action Worksheet (pg 2)

6.7 Chair's Actions & Correspondence

None reported.

7. Any other Business

No other business for discussion.

Meeting ends at 7.33pm.

Approved for (and on behalf of) the **GOVERNING BOARD**



20th September 2021

*Chair of Full Governing Board
(or Chair of Meeting)*

Date

Future Meetings

As published on the meeting schedule