

## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

Mon 17 July 2023

Google Meet/Hybrid

<b>GOVERNORS PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
CH	Mr Chris Howard	<i>Chair of the Governing Board</i>
EHT	Ms N Reid	<i>Executive Headteacher</i>
MS	Mr M Sharman	<i>Vice Chair of the Full Governing Board &amp; Chair of the Resources Committee</i>
DY	Mr D Young	<i>Co-opted Governor</i>
GJB	Ms G Johnson-Brandy	<i>Co-opted Governor</i>
GD	Mr G Davies	<i>Co-opted Governor</i>
AO	Ms A Oteng	<i>Co-opted Governor</i>
GE	Mr G Evans	<i>Parent Governor</i>
SO	Mr S Olalere	<i>Parent Governor</i>
PM	Mr P Middleburg	<i>Staff Governor</i>

<b>OTHER ATTENDEES PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
CLK	Mr D M Laird	<i>Clerk/Governance Professional New Wave Federation Gov Board</i>
DH	Mr D Hewie	<i>Headteacher, Woodberry Down</i>
RM	Mr R McGrath	<i>Headteacher, Shacklewell</i>
KB	Ms K Beecroft	<i>Headteacher, Grazebrook</i>
BUR	Mr I Fokerd	<i>Bursar</i>

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
JD	Mr J Donald	<i>Co-opted Governor</i>

**ACTION WORKSHEET**  
**17 JULY 2023**

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
<b>C/F</b>		CARRIED FORWARD FROM PREVIOUS MEETING 29/MAR/2023		
<b>GB1</b>	3	Review existing complaints policy and make appropriate recommendations	Chair / Govs	<b><u>OPEN</u></b>

<b>NEW ACTIONS</b>				
<b>GB1</b>	2	Feedback on measures to be put in place to support Woodberry Down	EHT	<b><u>OPEN</u></b>

**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 summer term meeting of the New Wave Federation Governing Board. The meeting started at 6.30pm.

### **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

## 2. Executive Headteacher's Report

(Incorporating the Headteachers' Reports & SIP Visit Reports)

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

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

### **SIP Visits**

#### **Admissions for Sept 2023**

#### **Personnel & Staffing (incl recruitment for Sept 2023)**

#### **Premises & Buildings Update (incl health and safety update)**

- There was a strong pupil roll across the schools from September 2023.
- Successful SIP visits took place, the full reports disseminated as part of the meeting papers.
- The SATS results across the schools were strong.
  - Pupils in Grazebrook performed well in reading writing and maths with outcomes well above local and national expectations.
  - Shacklewell pupils performed well in maths with 89% achieving the expected standard.
  - Woodberry pupils' performance in reading and maths was weaker than expected, however, writing was better.
  - As a school moving out of serious weakness Thomas Fairchild performed incredibly well with pupils achieving 63% expected and 13% GDS. They have maintained the same performance from last year.
- The SATS results at Woodberry will bring additional scrutiny from the LA.
- Safeguarding remains an absolute priority, always being strengthened by training, procedures and policies.
  - Three incidents have occurred this term across the schools which has been considered significant. One has now been closed after a full and thorough investigation; the parent is satisfied with the actions the school has taken to address the concern. The incident initiated major re-training of the most senior leaders - Head and Deputy as well as the wider staff.
  - The school continues to exercise and review procedures to ensure there is no repetition of it. One incident is still under due process and should be resolved shortly. This also has resulted in major re-training of staff to prevent repetition. One incident has involved outside agencies and due to the complexity, this is still under investigation with outside agencies and wider professionals.

- The Chair and Executive Headteacher assured the Board that the Safeguarding link governor is aware of the incidents and is kept fully briefed.

**Q. What will the additional scrutiny from the LA look like?**

**A.** We are expecting to receive a letter to say that the school will be placed into an intensive school support programme which brings additional funding. The programme involves reviews to assure the LA of any risk factors of the school not being good or above at the next OFSTED.

The Board received and noted the updates on the operations of the English Hub.

**2a. Internal Audit Report**

Governors considered the New Wave Federation Internal Audit Report.

The Bursar informed the Board that the audit visit lasted for 3 days further to submission of relevant documents. It was noted that they identified that a sound system of governance, risk management and control existed, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.

Govs noted that the next steps to be followed are set out in an agreed action plan and the following actions will be implemented by the Executive Headteacher, Federation Business Manager and Bursar.

**The Board noted the Internal Audit Report.**

**2b. Headteachers' Reports**

The Board received and discussed the respective Headteachers' Reports (and accompanying docs) as set out below. *The Board accepted the reports as read.*

[Safeguarding Data](#)

[End of Yr Pupil Outcomes – EYFS, Yrs 1, 2, 3, 4 &6](#)

[Attendance & Exclusions](#)

[Resignations](#)

[Outcomes from external reviews](#)

[School judgment of each area of the OFSTED framework](#)

*The full details/updates were set out in the respective Reports (and accompanying reports):*

***Shacklewell***

- A SIP visit took place in June with a focus on maths and phonics and an external advisor visit took place with a focus on safeguarding procedures and individual discussion with leadership.
- The SIP visit identified good pupils' behaviour and attitudes and their pride in the school, positive teaching of reading in the Early Years and KS1 and pupil engagement helping to secure their understanding in mathematics.
- The external advisor identified leaders' ability to speak knowledgeably about the school's vision and next steps, the strength of pupils' knowledge in the history curriculum and vocabulary use in mathematics teaching.
- From the visits the school continues to judge itself as outstanding in all areas.

***Woodberry Down***

- A SIP visit took place in June with a focus on the KS1 SEND provision, quality of Education in early years and outcomes for disadvantaged pupils in Year 6. An external advisor visit took place with a focus on leadership and preparing leaders for inspection.
- Throughout the visit, the SIP spoke highly of the pupils' engagement and commitment to their work, the school's commitment to professional development of staff including seeking the support of external agencies such as for SEND and D&T, early writing and outcomes of children in Reception were seen to be strong during the visit.

- Priorities for future SIP visits have been identified as developing teachers' understanding of further adaptations for SEND pupils, further developing curriculum specialist teaching in Art, D&T and Music and to continue to provide professional development for all staff to further strengthen the teaching and support staff profile.
- The SIP visit identified personal development of pupils as a particular strength. The wide and varied access to enrichment opportunities was commended, behaviour and attitudes to learning were seen to be a strength alongside the care demonstrated by staff towards the children and early reading and phonics were seen to be very strong during the visit.
- The school will further develop leadership so that all leaders can talk confidently about actions they had taken to improve their subject areas and how they measure impact and ensure adaptations are made to the curriculum for those pupils who need it, especially in mathematics.
- From the visit the school judge itself as good in the quality of education and leadership and management, outstanding in behaviour, personal development and early years.

### **Grazebrook**

- A SIP visit took place in May with a focus on the wider curriculum incorporating a learning walk across the key stages where a range of pupils were spoken to and books scrutinised.
- The learning walk identified that the curriculum intent is being implemented consistently across the curriculum.
- The explicit teaching of vocabulary is embedded across the wider curriculum. Children are confident giving definitions and explaining key concepts from their knowledge organisers.
- Teachers are adapting the curriculum to meet the needs of pupils the majority of the time using the SEND 'five a day' approach, wave 1 support and assessment for learning.
- Pre-teaching and re-teaching of vocabulary and key concepts is taking place regularly for children in all year groups as part of the curriculum implementation. Key concepts and knowledge are revisited across curriculum lessons and in early morning reviews each day.
- From the visit the school continues to judge itself as outstanding in all areas.
- The school will continue to provide regular professional development to ensure all staff are confident in their knowledge of progression in all subjects across the curriculum and build on teacher modelling of metacognitive processes so that self-regulation strategies and critical thinking skills are grown and developed in pupils over time alongside substantive and disciplinary knowledge.

**There being no other questions, gobs thanked the Executive Headteacher and Headteachers for their concise and informative reports.**

### **3. Policy Review & Approval**

No policies for review or approval.

### **4. Minutes – Governing Board Meetings (29/Mar/23 & 19/Apr/23)**

#### **4.1 Corrections**

None recorded

#### **4.2 Approval of Minutes**

The minutes of the Governing Board meetings held respectively on 29 March 2023 and 19 April 2023 were approved as the true and accurate record of the meeting.

#### **4.3 Matters Arising from Minutes of the Gov Board Meetings held on 29/Mar & 19/Apr**

All items reported as completed or marked as c/f for future meetings. No other matters arising from previous minutes.

## **5. Governing Board Business**

### ***5.1 Clerk's Statutory & Governance Updates***

There were no updates to report.

### ***5.2 Report from the Resources Committee***

The Board received and noted the minutes from the recent meeting of the Resources Committee held on 26/Jun/2023.

### **DECISION**

On the advice of the Resources Committee, the Board approved the following:

- **Budget 2023/24 for the New Wave Federation**
- **Changes to the Federation's Financial Procedures**
- **Control Assurance Statement**
- **Ratified the Committee's approval of the Chair of Governors expenses incurred as part of his role**

### ***5.3 Chair's Action***

None reported by the Chair.

## **6. Any other Business**

There being no further business, the meeting ended at 7.50pm

Approved for (and on behalf of) the

**GOVERNING BOARD**

\_\_\_\_\_  
*Chair of Governing Board*  
*(or Chair of Meeting)*

\_\_\_\_\_  
*Date*