

GENERAL MINUTES

FULL GOVERNING BOARD

Wed 14 December 2023

Google Meet/Hybrid

| GOVERNORS PRESENT | | |
|--------------------------|---------------------|-------------------------------------|
| INITIALS | NAME | ROLE |
| CH | Mr Chris Howard | <i>Chair of the Governing Board</i> |
| EHT | Ms N Reid | <i>Executive Headteacher</i> |
| DY | Mr D Young | <i>Co-opted Governor</i> |
| GJB | Ms G Johnson-Brandy | <i>Co-opted Governor</i> |
| GD | Mr G Davis | <i>Co-opted Governor</i> |
| GE | Mr G Evans | <i>Co-opted Governor</i> |
| JD | Mr J Donald | <i>Co-opted Governor</i> |
| KD | Mr K David | <i>Parent Governor</i> |
| KE | Mr K Ezeagu | <i>Staff Governor</i> |
| AO | Ms A Oteng | <i>Associate Governor</i> |
| | | |

| OTHER ATTENDEES PRESENT | | |
|--------------------------------|---------------|---|
| INITIALS | NAME | ROLE |
| CLK | Mr D M Laird | <i>Governance Professional to the 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> |
| MT | Mr M Trahair | <i>Headteacher, Thomas Fairchild</i> |
| BUR | Mr I Fokerd | <i>Bursar</i> |
| | | |

| APOLOGIES | | |
|------------------|--------------|---|
| INITIALS | NAME | ROLE |
| MS | Mr M Sharman | <i>Vice Chair of the Governing Board & Chair of the Resources Committee</i> |
| DC | Ms D Costa | <i>Parent Governor</i> |
| | | |

ACTION WORKSHEET
14 DEC 2023

| NO | AGENDA ITEM | ACTION | Responsible PERSON | STATUS |
|----|----------------|--------|-----------------------|--------|
| | | | | |
| | | | | |

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 (II) meeting of the New Wave Federation Governing Board. The meeting started at 6pm.

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:

KS2 Data 22/23 & ISDR Reports
Pupil Premium Strategy
Staffing/Personnel
School Specific Reports
Tendering

School Targets
PE/Sports Premium Strategy
OFSTED Inspections
GDPR Compliance

- Pupil Premium Strategy, Sports Strategy, PE/Sports Premium Strategy are available on the website for review.
- IPAD Support Services Tendering has been signed off by the Executive Headteacher and Chair of Governors.
- All 3 schools have received Ofsted inspections.
- All 3 schools remain the school of choice for parents subsequently allowing an accurate budget to be set.
- There are no further updates from the local authority regarding school closures.
- All schools are above national targets for attendance.
- 688 pupils are in receipt of free school meals across the Federation.
- All governors and staff have received updated safeguarding training.
- Overall pupil behaviour was still very good and was recognised by Ofsted. However, some pupils' behaviour was openly defiant, some were disengaged, and some have difficulty relating to peers or adults, acceptable behaviour or boundaries.

There were a high number of incidents recorded this term in all the schools, with 3 pupils receiving fixed term suspension. Staff will be receiving a range of extra support from external professionals.

- As of this term, two senior leaders have resigned from their posts. One was relocating and the other was leaving the profession. Two teachers have also resigned and will be moving abroad, with a further two teachers taking maternity leave starting in January. All class teacher vacancies have now been filled through a recruitment finder.
- There have been a number of allegations and complaints investigated and resolved. One formal grievance procedure was instigated but later withdrawn at SW.
- 2 members of staff are on Stage 1 of the absence monitoring procedure.

- Grazebrook and Shacklewell KS2 achievement data is significantly above local and national averages in attainment with no gaps. Thomas Fairchild performed strongly in Mathematics, however attainment in reading was not as strong. Woodberry Down performance is below both local and national averages in all measures. The leadership team analysed the data and detailed action plans were put in place in September.

Q. Was there any liaison with secondary schools with regard to strategies for tackling challenging behaviour?

A. The number of suspensions in secondary schools is high as they have a zero-tolerance approach. Primary schools have greater tolerance and work more with families.

Q. Are parents engaging with the school in terms of poor behaviour of their child?

A. Some parents have difficulty engaging with the process. We are working hard to engage parents more.

The Board reviewed and noted the Pupil Premium Strategy.

The Board reviewed and noted the PE/Sports Premium Strategy.

The Board also received an update on the recent Asset Tracking Tendering exercise.

Headteachers' Reports

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

Woodberry Down
Shacklewell
Grazebrook
Thomas Fairchild

The respective Headteachers updated gov's on:

| | |
|-----------------------------|------------------------------------|
| Safeguarding | Attendance |
| Areas of Success | Areas of Focus |
| Quality of Education | Behaviour & Attitudes |
| Personal Development | Leadership & Management |
| Early Years | |

The full details/updates were set out in the respective Headteachers' Reports.

The Headteachers reaffirmed the priorities for 2023/24 by school and also set out the actions they *along with the staff* are taking/set to take to address performance gaps and identified areas of development. They further updated the Board on other issues, to include:

Woodberry Down

- The school received a judgement of "Good" at the recent Ofsted inspection.
- The number of pupils on roll at Woodberry Down has remained consistent.
- Current attendance figures sit at 95.5% for the year to date compared to 94.3% in 2022. Persistent absence is currently 10.8%.
- The school is receiving intensive support from the local authority due to the outcomes at the end of KS2.
- The school continues to focus on provision for pupils with additional needs and to ensure that the curriculum is adapted for the wide and varied needs of all pupils.

Q. Where is the data derived from for the target cohorts?

A. We have used the data from the end of Reception as there is no KS1 data.

Q. Are you able to analysis specific safeguarding trends across CPOMS?

A. The system should provide historical data which will inform decisions on what support will be provided for families.

Govs formally acknowledged the Ofsted judgement of “**Good**” and asked for the thanks and congratulations to be passed on to staff.

Shacklewell

- Shacklewell was assessed as ‘Leading’ in all areas during a recent Challenge Partners visit.
- Senior leaders are now non-class based which has increased their capacity to have meaningful impact on the outcomes for pupils.
- Widening the leadership structure to empower new middle leaders has provided a clear sequence of accountability.
- The first staff wellbeing survey indicates that colleagues have an 92% satisfaction rate with the school. Support from leaders was mentioned in several comments as a strength area.
- The school was recognised by the local authority for achieving very positive outcomes for the end of the previous academic year.
- The attendance at Shacklewell for the term is 96.5% (whole school) and 96.2% (DAdv)

Grazebrook

- The school received a judgement of “Outstanding” at the recent Ofsted inspection.
- During a three-day Quality Assurance Review from Challenge Partners, the school was graded as ‘Leading’.
- The school hosted a successful English Hub Reading Conference where feedback from the DfE’s English Lead was very positive.
- 32 members of staff submitted an Ofsted staff survey of which 100% felt valued and believed the school was supportive and considered their work/life balance in decisions.
- Effective shadowing of senior leaders means that curriculum leaders are developing robust subject knowledge and are able to support teachers to achieve high outcomes and adapt the curriculum to meet the needs of all pupils.

Q. How do you ensure that you consider the work/life balance of staff?

A. By using feedback from staff, building a new team with a strong sense of why we are there with pupils at the heart. Staff are proud of the school and know they can tell SLT when they have issues. We try hard to support and listen to each other.

Govs formally acknowledged the Ofsted judgement of “Outstanding” and asked for the thanks and congratulations to be passed on to staff.

Thomas Fairchild

- The school received a judgement of “Good” at the recent Ofsted inspection with Early Years graded as “Outstanding”. Prior to this, the most recent Ofsted inspection had taken place in February 2020 in which the school was graded requires improvement.
- As part of the inspection into the ‘quality of education’ the school completed deep dives in early reading, maths and PE. The inspection outcome was that the school was upgraded to good in all areas, except for early years which was upgraded to outstanding.
- Middle leadership received excellent feedback during a recent One Day Review.
- The Staff Parent association has gained momentum with several committed parents getting involved.
- The autumn staff wellbeing survey indicates that colleagues have an 93% satisfaction rate with the school.

Govs formally acknowledged the Ofsted judgement of “Good” and “Outstanding” on Early Years asked for thanks and congratulations to be passed on to staff. They also acknowledged the success of the Staff Parent Association.

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

4. Policy Review & Approval

The Board approved the adoption of the following policies:

| | |
|--|--|
| Acceptable Use for Staff, Govs & Visitors | Attendance |
| Acceptable Use for EYFS and KS1/KS2 | Charging & Remissions |
| Complaints (incl Serial Complaints Addendum) | Handwriting |
| Home School Agreements | HR |
| Health & Safety | GDPR (Data Protection Policy) |
| Online Safety & IT Systems | Managing Difficult Parents or Visitors |
| Safeguarding | Teaching & Learning |

The Board also approved the adoption of the **Govs Code of Conduct for 2023/24**.

5. Minutes –Governing Board Meeting (17 July 2023)

5.1 Corrections

None recorded

5.2 Approval of Minutes

The minutes of the Governing Board meeting held on 17 July 2023 were approved as the true and accurate record of the meeting.

5.3 Matters Arising from Minutes of the Gov Board Meeting held on 17 July 2023

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

6. Governing Board Business

6.1 Clerk’s Statutory & Governance Updates

There were no updates to reports on.

6.2 Approve Terms of Reference – Resources Committee (2023/24)

The Board approved the Terms of Reference for its Resources Committee (2023/24).

6.3 Membership & Recruitment

Govs noted that there was 1 vacancy within the Co-opted Governor category and recruitment will be done in due course in line with the Board’s skills gap.

6.4 Agree Annual Governance Statement (2023/24)

The Board approved the 2023/24 Annual Governance Statement.

6.5 Appoint Link Gobs & Agree Gobs Monitoring Visit Schedule

The Board appointed the following Link Gov roles:

- Safeguarding
- SEND

6.6 Appointment of Executive Headteacher's Performance Management Review

The Board agreed for this to be completed by the Chair & Vice Chair of Governors, along with input by external advisor appointed by the local authority.

6.7 Gobs Training

Gobs agreed to complete additional safeguarding training as the one recently completed was not substantive.

6.8 Chair's Actions & Correspondence

The Chair advised the Board the next meeting will be held hybrid with the summer term meeting scheduled to be held in-person.

6.9 Election of Chair & Vice Chair (2023)24)

The Clerk called for nominations for election as Chair. **Mr C Howard** was proposed and duly seconded. No other nominations received.

Mr C Howard elected as Chair of the Governing Board (2023/24)

The Clerk called for nominations for election as Vice-Chair. **Mr M Sharman** was proposed *in absentia* and duly seconded. No other nominations received.

Mr M Sharman elected as Vice-Chair of the Governing Board (2023/24)

7. Any other Business

There being no further business, the meeting ended at 8pm.

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

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

Date

Next meeting

As published on the Schedule of Meetings