GENERAL MINUTES

GOVERNING BOARD

Mon 06 July 2026

Hybrid – Woodberry Down Community Primary School / Google Meet

GOVERNORS PRESENT		
INITIALS	**NAME**	**ROLE**
CH	Mr C Howard	*Chair of the Governing Board*
MS	Mr M Sharman	*Vice Chair of the Governing Board*
EHT	Ms N Reid	*Executive Headteacher*
DY	Mr D Young	*Co-opted Governor*
GE	Mr G Evans	*Co-opted Governor*
CB	Mr C Beard	*Co-opted Governor*
GJB	Ms G Johnson-Brandy	*Co-opted Governor*
JB	Ms J Baulk	*Parent Governor*
DC	Ms D Costa	*Parent Governor*

OTHER ATTENDEES PRESENT		
INITIALS	**NAME**	**ROLE**
DML	Mr D M Laird	*Governance Professional*
DH	Mr D Hewie	*Headteacher, Woodberry Down*
RM	Mr R McGrath	*Headteacher, Shacklewell*
MT	Mr M Trahair	*Headteacher, Thomas Fairchild*

APOLOGIES		

ACTION WORKSHEET
06 JULY 2026

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
GB1				

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 (2025/26) meeting of the New Wave Federation Governing Board. The meeting started at 5:30pm.

The Board noted and welcomed the recent election of Ms J Baulk as the newest Parent Governor.

1.2 Apologies & Absence

Apologies were received and accepted from:

- Mr G Davies
- Ms A Oteng
- Ms K Beecroft (GB Headteacher)
- Mr K Ezeagu

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. English Hub Update

The Board received an English Hub Update from the Hub Leader. *The Board accepted the accompanying report as read.*

During the update, the Board was informed that since its inception in 2018, **the Hub has made significant strides in supporting numerous schools across North London and Peterborough, particularly in the areas of Early Reading, Language Acquisition, and Reading for Pleasure, consistently surpassing the Department for Education's Key Performance Indicators for Phonics Screener outcomes over the past two years**.

The Hub Leader highlighted that looking ahead to September 2026, **the Hub planned on expanding its services by 50%, incorporating Early Years Early Literacy, Communication & Language, and Key Stage 3 literacy into its offerings**. It was noted that as schools completed their two-year support packages, audits for Key Stage 1 were decreasing, whilst resource funding was being reset for ongoing partner schools. Govs were further told that the **successful Key Stage 3 pilot had highlighted the need for consistent decoding and reading interventions, leading to the selection of ten partner schools**, with an Associate School set to demonstrate effective interventions.

In the Early Years sector**, the Hub Leader highlighted that the Hub's support aligned with government initiatives, emphasising communication, language, vocabulary, physical development, early literacy, and handwriting,** whilst also establishing a robust pipeline for 40 Department for Education priority audits and providing tailored training for literacy specialists, with three showcases planned.

Govs noted the **demand for support in Key Stage 2, particularly for phonics and reading fluency**, had resulted in a waiting list and the recruitment of two external literacy specialists.

Furthermore, it was noted that the Hub had strengthened its partnership with the Education Endowment Foundation's Technology Reading project and teaching school hubs, leading to a threefold increase in Continuous Professional Development engagement, with attendance rising by up to 75%.

To ensure continued success, The Board was told that the Hub was focused on finalising staffing to enhance capacity, implementing a contingency plan for recruitment, and **increasing participation in the "Reading Ambition" CPD series**.

2. Finance Update

The Bursar provided the Board with an update on the current financial position, noting:

- **Budget Monitoring:** As of May, the budget was on track, with an end-of-year surplus projected at £1.8 million. Variances mainly involve staffing and savings in internal equipment.
- **Capital Expenditure:** Approval was given by the Resources Committee for £60,962 for urgent outdoor space work.
- **Catering Contract:** A new two-year catering contract with Chartwells was scheduled to commence in August.

  The Board ratified the decision by the Resources Committee to approve the Catering Contract via email, due to urgent timescales.
- **Travel and Subsistence Policy:** A new policy was introduced, primarily for the Hub team, setting a subsistence allowance of £20.
- **Financial Health:** The Board acknowledged the strong financial position, managed proactively by the heads, allowing for strategic investments.
- **Budget Review:** The 2026/27 budget was reviewed by the Resources Committee with a £2k surplus projected.

The Board noted the considerations from the recent meeting of the Resources Committee (24 June 2026).

GOVERNING BOARD DECISION:

On the recommendation of the Resources Committee, the Board approved the Budget 2026/27.

3. Executive Headteacher's Report & Headteachers' Reports

(Incorporating the Headteachers' Reports)

The Governing Board received and accepted an update from the Executive Headteacher, as outlined in the accompanying reports. *The Board accepted the reports accompanying her update as read, to include:*

Executive Headteacher's Report (July 2026)
Headteachers' Report to Govs (July 2026)
Executive Report (Recruitment, Staffing, Estates & Strategic Update)

The Executive Headteacher apprised of the Board of the following:

- **Staffing & Recruitment:** The leadership structure for 2026-27 was finalised with four internal appointments. Challenges remained in recruiting teaching assistants, particularly specialists, as many prefer agency work.

  A financial impact assessment was underway.

- **New Operations Leader:** A new full-time Operations Leader with corporate and educational experience, had been appointed to drive transformational change.

- **Headship Appointments:** Acting Headteachers would remain in their roles for a year to allow them to establish themselves before positions were externally advertised.

  A discussion took place regarding HR policy on internal staff transfers, with an action to review and clarify the policy to ensure flexibility within the federation whilst adhering to equality principles.

- **Falling Pupil Rolls:** Due to a declining birth rate, Thomas Fairchild anticipated only 16 children in reception for September 2026, and Woodberry Down 65.

  This impacted resources for enrichment programs, underscoring the value of the federation model for resource management.

- **SEND Reform:** The comprehensive SEND White Paper discussion was postponed until the autumn meeting for dedicated time. A SEND Link Governor working group would be established to support the SEND reform process.

- **Infrastructure Projects:**
  - Woodberry Down was undergoing kitchen refurbishment over the summer.
  - Three of four federation schools had secured funding for decarbonisation (heat pumps, AC/heating systems) in response to rising temperatures.
  - Woodberry Down had implemented intensive measures to address an ongoing mice infestation.

Headteachers' Report

- **Academic Outcomes:** Provisional data for 2025-26 showed strong writing results (above national averages) and good gains in Multiplication Tables Check.

  Key Stage 2 SATs data release was postponed to 16 July 2026.

- **Pupil Demographics:** Pupil premium and SEND/EHC numbers remained above national averages in most schools, though overall pupil numbers are expected to decline.

- **Attendance:** Hackney's attendance team was restructuring. Attendance was affected by the recent heatwave, with **Thomas Fairchild's persistent absenteeism still a key concern at 93%.**

- **Heatwave Response:** The decision to close schools during the red alert heatwave was an exceptional measure, not setting a future precedent. The long-term need for government investment in school infrastructure for climate resilience was highlighted.

- **Suspensions:** Suspensions were viewed as a last resort. Data indicates higher rates in autumn/spring terms. Some children are in Pupil Referral Units.

School Evaluation & Development Plans (SEDPs)

A new, streamlined format for School Evaluation and Development Plans (SEDPs) has been implemented, aligning with Ofsted's inspection criteria, and schools had self-assessed as "exceptional" or "strong" across all areas, albeit with a cautious stance due to the revised Ofsted framework.

The SEDPs are perceived as time-intensive, they are considered crucial for effective school leadership and for guiding middle leaders in their roles.

Investment Updates
Investment initiatives funded by surplus resources included

- the "Artists in Residence" program at Woodberry Down;
- the development of new sensory and play spaces, an ambitious outdoor area for two-year-olds at Grazebrook; and
- the replacement of playground structures at Thomas Fairchild.

The Executive Headteacher & Headteachers informed Govs that each school had identified specific areas for improvement, **such as enhancing Maths performance at Grazebrook, addressing achievement disparities for disadvantaged students at Shacklewell, implementing adaptive teaching strategies at Woodberry Down, and decreasing chronic absenteeism at Thomas Fairchild**.

Govs thanked the Executive Headteacher and Headteachers for their reports.

4. Governing Board Business

4.1 Clerk's Statutory & Governance Updates
The Governance Professional informed the Board of the new statutory Suspensions & Permanent Exclusion Guidance (issued by the DfE, effective July 2026).

4.2 Membership & Recruitment
No new membership or recruitment issues.

4.3 Report from Resources Committee
The Board an update on the considerations during the recent meeting of the Resources Committee held on 24 June 2026.

Govs noted the published mins from this meeting.

4.4 Chair's Actions & Correspondence
Govs had been requested to evaluate the suggested term dates for the upcoming year's board meetings and school visits. The Chair noted that the initial autumn governing board meeting would allocate considerable time to discuss the government's SEND reform.

Additionally, the Board offered farewell and gratitude to Mr Nagare for his valuable contributions to the Federation and Shacklewell, with best wishes for his future endeavours in his new position.

5. Minutes – Governing Board Meeting (17 March 2026)

5.1 Corrections
The Board agreed to remove the words 'wish list' from investment descriptions.

5.2 Approval of Minutes
Subject to the changes above, the minutes of the Governing Board meeting held on 17 March 2026 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 March 2026

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

GB1	3	Circulate the most recent Key Stage 2 assessment data post-Easter break.	**COMPLETED**
GB2	3	Provide updates on Thomas Fairchild's provision changes following discussions with the local authority.	**COMPLETED**
GB3	3	Establish Working Party to address inconsistencies and issues with Hackney HR	**ONGOING**
GB4	3	Review the "wish list" of enhancements from Headteachers, specifically looking into the feasibility and cost of initiatives such as school therapists and playground redesigns, balancing these with the Federation's healthy financial surplus.	**COMPLETED**
GB5	3	Consider the Shacklewell office reorganisation item.	
GB6		Provide feedback on the new Headteacher's Report format	**COMPLETED**
GB7	4.4	- Share the SFVS report in the shared folder for all governors. - Circulate information on new NGA training courses and a DfE White Paper drop-in session. - Schedule board-level safeguarding training (NSPCC recommended).	**COMPLETED**

6. Any other Business

There being no further business, the meeting ended at 7pm.

Approved for (and on behalf of) the
GOVERNING BOARD



_____ **14/10/2026**

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

Next meeting
Tues 15 Sept 2026 (5:30pm) – Woodberry Down