

# Soaring Skies Federation

## MINUTES Full Governing Board Meeting Thursday 9<sup>th</sup> May 2019, 6pm Colvestone Primary School

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**Governing Body Membership:** Adrian Boyd, Annie Wright, Breanainn Lambkin, Caroline King (*Executive Headteacher*), Dona Henriques (*Vice Chair*), Kelly Durcan, Kofi-Mills Bampoe, Margaret Nambi

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**Members Present:** Adrian Boyd, Annie Wright, Caroline King (*Executive Headteacher*), Dona Henriques (*Vice Chair*), Kelly Durcan, Kofi-Mills Bampoe, Laila Torsun, Paddy Cassidy (*Chair*),

**Apologies:** Claire Barton, Breanainn Lambkin, Heather Smith (*Head of School*),

**Observers:** Sanjeev Lakhanpall (*Soaring Skies Finance Manager*),

**Clerk:** Chenelle Blake

Part 1: Non-Confidential – Main Business	
<b>1.</b>	<b>Governing Board Organisation</b>
<b>1.1</b>	<p><b>To welcome all governors, record attendance and apologies:</b> Paddy welcomed the Governing Body to the meeting.</p> <p>Apologies were received in advance of the meeting from Claire Barton, Breanainn Lambkin and Heather Smith (<i>Head of School</i>).</p> <p>It was noted that Adrian Boyd would arrive at 6.30pm.</p> <p>It was noted that Margaret Nambi was absent.</p> <p>Sanjeev Lakhanpall (<i>Soaring Skies Finance Manager</i>) was in attendance to observe and to contribute to finance related agenda items.</p> <p>Governors consented to the absences, confirmed the meeting was quorate and proceeded accordingly to business.</p>
<b>1.2</b>	<p><b>To declare and note any declarations of interest in items on the agenda and to declare business interests on the annual register of pecuniary interests:</b></p> <p>It was <b>noted</b> that there were no declarations of interest on any agenda items.</p>
<b>1.3</b>	<p><b>To review membership of the Governing Board, committees and link Governors' responsibilities:</b></p> <p>The Federated Governing Body of Soaring Skies Federation consists of the following members:</p> <ul style="list-style-type: none"><li>- Adrian Boyd</li><li>- Annie Wright</li><li>- Breanainn Lambkin</li><li>- Caroline King (<i>Executive Headteacher</i>)</li><li>- Claire Barton</li><li>- Dona Henriques (<i>Vice Chair of Governors</i>)</li><li>- Kelly Durcan</li><li>- Kofi-Mills Bampoe</li><li>- Laila Torsun</li><li>- Margaret Nambi</li><li>- Paddy Cassidy (<i>Chair of Governors</i>)</li></ul> <p>Committee membership was confirmed as follows:</p>

	<p><b>Finance and Resources Committee:</b></p> <ul style="list-style-type: none"> <li>- Adrian Boyd</li> <li>- Breanainn Lambkin</li> <li>- Caroline King (<i>Executive Headteacher</i>)</li> <li>- Claire Barton</li> <li>- Dona Henriques</li> <li>- Kofi-Mills Bampoe (<i>Committee Chair</i>)</li> </ul> <p><b>Teaching and Learning Committee:</b></p> <ul style="list-style-type: none"> <li>- Annie Wright (<i>Committee Chair</i>)</li> <li>- Caroline King (<i>Executive Headteacher</i>)</li> <li>- Laila Torsun</li> <li>- Kelly Durcan</li> <li>- Paddy Cassidy (<i>Chair of Governors</i>)</li> <li>-</li> </ul> <p><b>Action 1: FGB to consider appointment of Associate Governors, particularly at Thomas Fairchild.</b></p>
<b>2.</b>	<b>Minutes of the Last Meeting and Action Taken</b>
<b>2.1</b>	<p><b>To approve the minutes of the last meeting held 11<sup>th</sup> October 2018 and review progress of actions from the action log:</b></p> <p>The minutes were reviewed, with an update on completion of actions contained in the action log (<i>attached</i>). There were no queries on accuracy and the minutes were <b>agreed</b>.</p>
<b>2.2</b>	<p><b>To consider any matters arising from the minutes not included on the agenda:</b> There were no matters arising.</p>
<b>2.3</b>	<p><b>To note any urgent action taken since the last meeting, if any (chair to report):</b> There was no urgent action taken since the last meeting.</p>
<b>3.</b>	<b>Core Business – Headteacher’s Report</b>
<b>3.1</b>	<p><u>To update on Thomas Fairchild TAG 3 meeting held 25 April 2019:</u> The Executive Headteacher advised that Donna Thomas, Head of Early Years was present at the TAG 3 meeting, to address areas of concern around school roll and Children’s centre provision. It was noted that Donna was satisfied with the update given for Early Years.</p> <p>During this meeting, HLT were made aware of the FM contract issues, which HLT will follow up.</p> <p>It was noted that the teaching profile was based on last One Day Review; there are improvements in teaching and more confidence observed of Teach First and NQT teachers.</p> <p>The Executive Headteacher advised that teachers have worked hard to achieve targets, therefore it is expected to see an increased achievement of end of year outcomes.</p> <p>It was noted that teachers are clear of their expectations. Leaders are citing more decisively, with more structure on SLT meetings and detailed minutes provided.</p> <p>Since the last half term, Thomas Fairchild is on track for progress, with accelerated improvement of vulnerable pupils.</p> <p>The federation leadership structure was reviewed, with discussion on school group size. It was agreed that the school group size and budget be in line with each other. Savings may not be seen straightaway, however the deficit will be reduced over time.</p> <p>It was confirmed that Soaring Skies Federation will work towards amalgamating budgets for the next financial year 2020/21.</p> <p>Thomas Fairchild is making satisfactory progress since the last TAG and the risk of achieving targets is now <b>medium</b>.</p>

<p>3.2</p>	<p><u>To update on year 6 progress:</u></p> <p><b>Thomas Fairchild:</b> A robust teaching plan has continued and middle attaining children have started to show potential of good progress. Jo and Heather are confident for SATs next week.</p> <p>Greater depth children have been a little complacent and have required support with securing more than 110.</p> <p><b>Colvestone:</b> Concerns were flagged at the last Teaching and Learning Committee, however in the last 3 weeks there has been more targeted group support in place for the children, particularly on test techniques.</p> <p>It has become clear that it is not a lack of knowledge which attributed to the low scores in the last assessment, but rather a lack of assessment technique. It was noted that the support and tips have increased confidence.</p> <p>It was observed that children are not reading the whole text provided in tests, in order to answer the questions; therefore, this has also been an area of focus.</p> <p><b>GOVERNOR QUESTION:</b> Who has been leading the intervention? <b>ANSWER:</b> The intervention over the past few weeks has been split between Caroline, Wills and Breanainn, with support starting at 8.30am.</p> <p>It was noted that the children will be grouped with their intervention lead as their SATs test moderator; this provides continuity and puts the children at ease.</p> <p>It was noted that being split into groups has helped to improve the calmness amongst the children and has improved their behaviour.</p>
<p>4.</p>	<p><b>School Updates</b></p>
<p>4.1</p>	<p><u>Colvestone:</u></p> <ul style="list-style-type: none"> <li>• <b>Behaviour</b> – Colvestone has experienced some challenging behavior within the last few months. Since January there have been 26 days of fixed term exclusions between 6 children. 1 child has been transferred (<i>by choice of parent</i>) and is now at St Matthias Primary School. There has been instances of aggressive and violent behaviour from 2 children, year 3 (LAC child) and 4 child. 1:1 support and intervention has been introduced. There is also 1 child in year 5 (LAC child) who has presented aggressive, threatening and violent behaviour, however is not responding to the interventions. It was noted that LAC is funding the 1:1 support, however the school would like robust advice on how to deal with this child. It has been requested for a reduced timetable. The school has been attending professionals meetings and are keeping a track of incidents. There were 3 year 6 girls on fixed term exclusions at the beginning of the year for truanting. Monitoring cycles and observations have been introduced, which included monitoring how staff handle challenging behaviour and providing feedback. This is a similar model which was introduced at Thomas Fairchild and is a good model for the federation. The FGB agreed on the importance to ensure that the behaviour of these children does not have an impact on the learning off the remaining children in their year groups.</li> <li>• <b>Reading</b> – Reading Recovery Teacher post (non-class based) currently held by Sue Sullivan will be deleted from the structure. Governors were advised that the reading programme is well embedded across the school, therefore this will not have an impact on the good levels of reading.</li> <li>• Laurel, Attendance Officer at Thomas Fairchild will be undertaking extra work at Colvestone to improve attendance, as percentages have fallen.</li> <li>• Exclusions at Thomas Fairchild is lower, however staff absence remains a concern. Dionne continues to complete return to work meetings and staff are presented with their absence report and reminded of the absence policy and procedures. Heather has completed stage 1 reviews, however more action needs to be taken to address staff absences.</li> </ul>

4.2	<p><u>Thomas Fairchild:</u> It was <b>agreed</b> to defer this update to the next meeting, in the absence of Heather Smith, <i>Head of School</i>.</p>
5.	<p><b>Budget Review</b></p>
5.1	<p><u>To review 2018/19 year end summary:</u></p> <p><i>The 2018/19 year-end was circulated for governors to review in advance of the meeting.</i></p> <p><b>Thomas Fairchild</b> Final year: £110,000 surplus.</p> <p>Children’s Centre: Deficit due to staffing costs, however posts will be deleted in new structure.</p> <p><b>Colvestone:</b> Final year: £330, 000 deficit.</p> <p><i>Controls Assurance statement was signed by Paddy Cassidy, Chair of Governor.</i></p>
5.2	<p><u>To review the budget recovery plan and planned structure for 2019/20</u></p> <p>Update provided under item 6.</p>
5.3	<p><u>To update on Thomas Fairchild FM provision:</u></p> <p>Update provided under item 6.</p>
6.	<p><b>Update from Committees:</b></p>
6.1	<p><u>Update from Finance and Resources Committee held 2 May 2019</u></p> <p>There is material progress on the recovery plan, which is roughly £200,000 overall. However, the Children Centre budget is yet to be reviewed.</p> <p>Heather highlighted that the FM contract is equivalent of the total salary for 7 teachers. It was noted that Claire has been in contact with Kier and a response has been received.</p> <p>Sanjeev confirmed that accounts were as projected at the beginning of the year.</p> <p>Given the budget position, it has been recommended by HLT Finance to delay the amalgamation of budgets for Thomas Fairchild and Colvestone, as there is a large amount of ground work to be completed, along with a need to tighten a few financial systems. It is scheduled for the amalgamation to take place in April 2020 (financial year 2020/21)</p> <p>It was noted that Sanjeev processes the re-charges, however this has proved difficult at times. Governors requested to review the re-charges, to get an accurate position as possible across the federation; this would be helpful when reviewing staffing costs across both schools.</p> <p>Dona highlighted that a contract with no end date or agreement, would be flagged as a risk at Thomas Fairchild if audited. Therefore, it this should be flagged with the Local Authority, as the school is placed in a detrimental and unfair position.</p> <p>Concerns were raised about the 2 year investment in the Teach First programme, which is a very specific 2 year programme focused on working with schools with high deprivation indicators. There are currently 8 students, which has significant monetary investment and resource investment across the federation; however, these students have expressed plans to move on from the school, due to finding other opportunities or less travel/closer to home. It was noted that the school will not have Teach First students for the next academic year, as there is also no resource to fund the programme.</p> <p>It was proposed to consider a buy-in from another agency, with a focus on nurturing and developing the staff to retain them within the school.</p>

6.1.1	<p><u>Finance and Resources ToR for ratification:</u></p> <p>Governors <b>agreed</b> to ratify the Finance and Resources Terms of Reference.</p>
6.2	<p><u>Teaching &amp; Learning Committee update from meeting held 4 April 2019:</u></p> <p>The committee discussed progress in year 6 and the Executive Headteacher highlighted a concern regarding the attainment for year 6 at Colvestone. It was noted that outcomes were below floor and high risk. There is a strong maths leader in post for year 6, however maths attainment was lower than expected. It was noted that there was challenging behaviour in year 6, which was not being adequately addressed and subsequently had an impact on learning.</p> <p>It was decided that the Executive Headteacher and Wills MacFarlane take lead on preparing the children for the 3 week lead up to their SATs assessments.</p> <p>Since this committee meeting, interventions and support have been put in place.</p> <p><b>GOVERNOR QUESTION:</b> How is year 6 staff morale?  <b>ANSWER:</b> The executive Headteacher advised that there has been a small impact on staff, however the main focus is currently on improving outcomes and attainment for the year 6 children. There has been 1 staff absent at Colvestone during the 3 weeks preparation for SATs.</p> <p>The Executive Headteacher expressed comfort from observing that the children do possess the knowledge, however needed the extra intervention and support, especially with exam technique.</p> <p>The Committee reviewed whole school data, however it was agreed to schedule another meeting to review the end of year data.</p> <p>Kelly, Claire and Annie completed a learning walk at Colvestone, which focused on the playground, building and maintenance. It was noted there is significant renovation required at the school and reconsideration of use of space.</p> <p>Governors agreed on the need to press the need for renovations works with Hackney Council.</p> <p><i>Update on Thomas Fairchild's progress was provided under agenda item 3.2.</i></p>
6.2.1	<p><u>Teaching and Learning ToR for ratification:</u></p> <p>Governors <b>agreed to ratify</b> the Teaching and Learning Terms of Reference.</p>
7.	<p><b>HR Matters:</b></p>
7.1	<p><u>To review staffing across the Federation</u></p> <p>No changes or update to the staff structure.</p> <p>An advertisement for a Class Teacher at Colvestone has been published.</p>
7.2	<p><u>To review report on actions/preventative measures in place, to address the sudden and significant increase in sickness absence</u></p> <p>Sickness absence was addressed under item 4.</p>
8.	<p><b>Premises and Health &amp; Safety</b></p>
8.1	<p>It was <b>agreed</b> to circulate the report with minutes from this meeting.</p> <p><b>Action 2: List of emergency works to be circulated with the FGB minutes.</b></p>
9.	<p><b>Policies for ratification (if any)</b></p>
9.1	<p><u>Disposal of Assets Policy 2019</u></p> <p>Governors <b>agreed to ratify</b> the Disposal of Assets Policy.</p>
9.2	<p><u>ICT Security Policy 2019</u></p> <p>Governors <b>agreed to ratify</b> the ICT Security Policy, pending acronyms being expanded for clarity.</p>

<b>10.</b>	<b>Governance Matters</b>
<b>10.1</b>	<p><u>To review the governing board training needs 2018/19</u></p> <p>It was noted that the clerk circulated details on Governors' conference, scheduled on Sunday 30 June, 9.30am at The Tomlinson Centre.</p>
<b>10.2</b>	<p><u>Update from any training attended</u></p> <p>No update.</p>
<b>11.</b>	<b>Any Other Business [if any]</b>
<b>11.1</b>	<p><b>To consider items of urgent business. The clerk or chair must be notified of any urgent business in advance of the meeting:</b></p> <p><u>Audit Recommendations:</u> Sanjeev advised of the audit undertaken in 2016, which currently has a number of outstanding recommendations to be responded to and implemented. It was noted that an email was received from HLT last week, requesting an update on implementation of recommendations. It was noted that at the time of the audit, another Business Manager was in place, however subsequently in left the school. During the period of not having a Business Manager in place, these recommendations were not followed up.</p> <p>Sanjeev provided an update on steps being taken to complete recommendations, however a number remain outstanding. It was noted that efforts will be made to complete outstanding recommendations before the end of term.</p> <p>It was noted that the process for raising and handing the paper trail for purchase orders, will be improved and strengthened for this financial year.</p> <p><u>Election of Chair:</u> The clerk reminded the Governing Body of the need to appoint a Chair at the next FGB. Expressions of interest to be submitted to the clerk ahead of the meeting.</p> <p>Governors were reminded of the need to have a Chair of Governors in place, due to Paddy stepping down from the role. The clerk advised that HLT will ensure there is adequate training and support in place for the newly appointed Chair.</p> <p><u>Temporary change to the Senior Leadership Team:</u> Wills MacFarlane will be leaving for a short while (6-8 weeks) to have an operation; this is potentially from next week Friday 17 May. Therefore, it is proposed to bring a Leader across from Thomas Fairchild to backfill the post at Colvestone. It was suggested that this be used as an opportunity to develop someone from Thomas Fairchild, however, it is important not to cause disruption to any of the schools. Governors emphasised the need to have someone who can manage behaviour, due to recent challenges at Colvestone.</p>
<b>11.2</b>	<p><b>To note the dates of future meetings of the governing board: Note dates, along with additional dates (graduation):</b></p> <p>The scheduled summer term FGB meeting date is:</p> <ul style="list-style-type: none"> <li>• Thursday 11 July 2019, 6.00pm (Thomas Fairchild)</li> </ul>