

Soaring Skies Federation
Colvestone Primary and Thomas Fairchild Primary School
MINUTES

Meeting Title:	Soaring Skies Federation Governing Board Meeting Autumn 2020		
Date/time/venue:	Tuesday 15 December 2020, 18:00 – 20:00 <i>Held virtually due to exceptional circumstances, in compliance with GDPR.</i>		
Members:	Membership:	Role	Attendance
	Caroline King	Executive Headteacher	Present
	Amy Coyne	Staff Governor	Present
	Claire Barton	Co-Opted Governor	Present
	Dona Henriques <i>(Chair of Governors)</i>	Local Authority Governor	Present
	Kelly Durcan <i>(Vice Chair of Governors)</i> <i>(Chair of Teaching and Learning Committee)</i>	Co-Opted Governor	Present
	Kofi-Mills Bampoe <i>(Co-Chair of Finance Committee)</i>	Co-Opted Governor	Present
	Fadeke Adegbohun	Co-Opted Governor	Apologies
	Kathleen Wijesuriya	Co-Opted Governor	Present
	Sneha Bhageria	Co-Opted Governor	Present – joined at 7.30pm
Additional attendees:	Jo Ryan – Federation Deputy Head Tanveela Haidar – Head of School, Thomas Fairchild Wills Macfarlane – Head of School, Colvestone		
Clerk:	Chenelle Blake		

PART 1: Non-Confidential

	Item	Discussion / Action
1.	Welcome and introductions	The Chair of Governors (CoG) welcomed the Full Governing Board Members in attendance.
2.	Acknowledgment and Agreement of Virtual Meeting	The Full Governing Board acknowledged and agreed that the meeting will exceptionally proceed virtually due to the Coronavirus pandemic, in line with the current official guidance.
3.	Receive and consider apologies from governors not in attendance	<p>It was noted that apologies were received in advance from Fadeke Adegbohun; Sneha Bhageria informed that she was unable to attend the meeting until 7.30pm, however would join for the last half hour.</p> <p>It was noted that Claire Barton and Kofi Bampoe-Mills were running late.</p> <p>The CoG confirmed that the meeting was quorate and proceeded accordingly.</p>
4.	Minutes of the previous meeting	It was noted that the minutes of the last meeting were previously reviewed and it was agreed that they were an accurate reflection of the meeting.

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	<p>1. To agree previous minutes held 15 October 2020</p> <p>2. Action Items</p> <p>3. Matters outstanding</p>	<p>Update on agreed actions:</p> <ul style="list-style-type: none"> • Action 1: EHT to arrange for the Declarations of Interest register 2020-21, to be sent to governors in the post for completion and return to the school office. Action completed. • Action 2: EHT to arrange for the Governing Board Composition Document 2020-21 and Attendance Register 2019/20 to be uploaded on the school websites. Action completed. • Action 3: Governors to email the CoG with nomination for the Headteachers Appraisal panel. Action completed. • Action 4: Clerk to circulate agreed FGB meeting dates for 2020-21. Action completed. • Action 5: EHT to circulate dates for school tours for governors. Action in hand. <p>It was noted that there were no matters outstanding.</p>
5.	Full Governing Body Business	
5.1	<ul style="list-style-type: none"> • Declarations of interest register 2020/21 • Declarations of interest pertaining to current agenda not already included in the register 	<p>The CoG reminded governors of the need to declare interests on the form sent in the post; for completion and return to the school office.</p> <p>It was noted that there were no declarations of interest, pertaining to items on the agenda.</p>
5.2	Governing Board composition	<p>The CoG advised that further to the last meeting, Associate Governor, Laila Torsun has stepped down and Parent Governor, Rebecca Jensen recently resigned from the FGB. As a result, there are 2 Parent Governor vacancies and 1 Co-Opted Governor vacancy for appointment.</p> <p>It was noted that the federation is in the process of recruiting to the vacant parent governor vacancies. 3 parents have come forward from Colvestone, however none from Thomas Fairchild. The CoG suggested that Sanjeev get in contact with Tanveela, to increase interest within the Thomas Fairchild community.</p>
5.3	Link Governors 2020/21	<p>The list of Link Governors was reviewed.</p> <p>Amy has requested to step down from Health and Safety and jointly work with the CoG on Early Years and Assessment.</p> <p>It was noted that Health and Safety is a statutory requirement, therefore consideration will be given on how to divide the responsibilities.</p> <p>The CoG provided a document with an overview of the Link Governor role and provided governors with a template to be completed after each link visit. Governors were encouraged to review the overview.</p>
6.	<p>Heads of School Report, including update on:</p> <ul style="list-style-type: none"> • SIP visit feedback • COVID 19 updates • Pupil Welfare • Staffing 	<p>Wills MacFarlane, Head of School, Colvestone provided an update report, which was circulated in advance of the meeting.</p> <p>Wills provided a verbal update, highlighting the following key points:</p> <ul style="list-style-type: none"> • SIP visit: feedback was positive from the recent SIP 1 visit. Model of writing was observed as a strength and children enjoying the curriculum. A plan has

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been created to focus black Caribbean and disadvantaged children, this will include daily book reviews.

- **COVID 19:** there have been only 2 positive cases, in year 5 and 6. As a result, both classes were closed and the nursery was also closed as a precaution; due to a nursery pupil having a sibling in year 6. Testing kits are now available on school site.

The Remote Learning policy went into action and has been a success; good feedback has been received from parents. Laptops and iPads from the government grant will be allocated to children who are unable to access work online.

121 days of learning has been lost as a result of COVID; therefore, rigorous and robust remote learning is in place. It was suggested from a parent, to introduce 2 lessons; one in the morning and one in the afternoon.

Overall, there has been no significant impact on the children/parents or staff, with no negative feedback on home learning. It has generally been a successful experience in managing recent outbreaks. Home learning packs are ready for all year groups, in the event of any further isolation.

Governor Question: Is it a full time commitment in supporting staff and pupils

Answer: it is a full time commitment to support staff; teaching staff will continue to receive more support on planning, extra resources and an

Governor Question: Do teaching staff feel more empowered with the support they are receiving?

Answer: Feedback has been received from teachers, which is being addressed. Staff are working as professionals, with good dialogue, which has been evidenced in the One Day Reviews.; this remains work in progress. The EHT advised that the plans put in place by Wills, are being followed through, which has shown consistency within teaching. These plans aim to ensure teachers are improving practice and subject knowledge, particularly in maths. Teachers are being encouraged to meet the termly needs of the children, which is also aided by the plans. Teachers are encouraged to utilise the range of resources/programs in planning for their classes and meeting the range of pupil needs.

It was noted that teachers have expressed that they have gained more confidence in maths; staff noted that the training received and support through Primary Advantage has been extremely helpful, particularly in identifying needs of children.

- **Pupil Welfare:** Attendance has been good at 96%; there is a rigorous and robust system in place, with phone calls to families. An incident took place during wrap around; a year 3 pupil broke his arm, which is being investigated in line the appropriate processes in place. This child has since returned to school.

There have been no exclusions, however 160 uses of the behaviour system; the majority of uses have been blue warnings (averaging 5 per day). There have been very few red incidents. 3 children in year 4, 5 and 6 are on the home communication book, a behaviour system used to communicate their

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day with parents at home.

Support staff have been reminded of the importance of being vigilant with children during break/playtime, as this has not always been the case.

There are 33 children on the SEN register; this is 70% of the school population.

- **Staffing:** 13 support staff have had a total of 69 days absence; Teachers and SLT have had 4 days absence since September 2020.
The SIP confirmed that staff are well engaged with the new curriculum and shared practice has been positive and well attended, with a high level of dialogue and sharing. Teachers are working in a well-supported way, which is really positive to see and having an impact on teaching.
Lesson observations have been positive and snippets of recordings were shared in team meetings, which was a good learning / sharing exercise.
Parent consultations (via phone and Zoom) were positive and book looks were well received by parents.
The EHT advised that teachers were very involved in planning the parent consultations, with open and honest dialogues; teachers have shown a cohesive unit.
The NQT in year 4 was struggling with behaviour management, however feedback following lesson observations, has resulted in the teacher making the suggested changes and good progress has since been made.
Overall, in a good position with teachers and there is solid teaching and children are in a good place.

Tanveela Haidar, Head of School, Thomas Fairchild provided an update report, which was circulated in advance of the meeting.

Tanveela provided a verbal update, highlighting the following key points:

- **SIP visit:** feedback following the recent SIP 1 visit was positive, with comments on good tracking of DSR.
The One Day Review (ODR) on Monday, was slightly challenging particularly in relation to the COVID outbreaks in school. The report will be released and shared with the FGB in due course. The SIP was pleased with the break/playtime activities available and how it was being managed. It was evident that rigorous systems are in place.
Since the 9th positive COVID case, there are an additional 2 cases currently at school; however, the school community has been very supportive and parents still believe in the school and are happy to send their children.
A positive change in behaviour has been observed and commented on.
Year 2 has demonstrated positive outcomes in recent assessments.
- **COVID 19:** Remote learning has worked well and parents have been on board. Some year groups have been less engaged than others, however this may be as a result of challenges to access work online. The increase in laptops and iPads available, will help to support disadvantaged children.
- **Pupil Welfare:** Following the cyber-attack on Hackney Social Care, it was a little difficult to get in contact with the team; however, there are no significant matters.

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		<p>There has been requests for children to join Thomas Fairchild, however there are a number of needs, which may be a challenge for the school to manage.</p> <ul style="list-style-type: none"> • Staffing: There have been 2 resignations from members of staff (Admin and TA); there is currently on TA off for long term absence. All other significant long term absences have been Covid-19 related. <p>Performance appraisals have taken place for teachers, with 1 teacher proposed for a support plan in the Spring term.</p> <p>Staff wellbeing is being monitored and supported as best as possible; however, pressures regarding the restructure and monitoring of teaching and learning has negatively impacted staff morale. Following 1:1 meetings with the EHT, this situation has begun to settle</p>
7.	<p>Update on Consultation and Restructure</p>	<p>The EHT advised that she has undertaken One-to-Ones for the 51 staff affected by the restructure, across both schools. Staff have shown interest in knowing the process and what is available for them. The EHT has reiterated the prioritisation of the needs of the school and the projections for the next 3 years; some staff have understood this.</p> <ul style="list-style-type: none"> • Union response and specific queries <p>Responses from the union have raised concerns about the Early Years setting and the fact that there is no qualified EA or EO allocated to the nursery provision. The EHT advised that the ratios and decisions for the restructure was based on what has been in place historically at Thomas Fairchild, which has been an effective unit without a level 3 or EO.</p> <p>Unions have also requested for staff to remain in place for the academic year, particularly due to the restructure around the time of the COVID pandemic. The EHT advised that staff (particularly at Colvestone) have been on strike and have partaken in activities that undermine leadership and cause disruption to the school community. It was noted that the union response is standard and mainly focuses on bad timing of the restructure.</p> <p>It was noted that over a quarter of the staff have requested voluntary redundancy.</p> <ul style="list-style-type: none"> • Staff responses and specific queries <p>14 members of staff have requested Voluntary Redundancy (VR). Some have expressed that the restructure has come at a good time for them, particularly for health reasons or career change/progression.</p> <p>2 members of staff have resigned; 1 expressed the fear of not securing a post in the restructure.</p> <p>2 members of staff are currently on maternity leave and will resume back to their post upon return.</p> <p>It was noted that this will be a competitive stage in the restructure process. There are queries around SEN children and provision; this has been discussed at length, with a review of the status of each school; there is a focus on the need to be robust and apply for funding when available. It was noted that if the status of the school changes, the need for additional staff, can be reviewed.</p> <p>There have also been queries around what the school day will look like, following implementation of the restructure.</p>

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		<ul style="list-style-type: none"> • Letters and communication from staff and parents A parent group has written to the EHT and CoG regarding the wrap around care, extended school etc; a response was provided making it clear that these are needs based provisions. The school has expressed commitment to the statutory duty for SEN and will not be compromised as a result of the re-structure. <p>The EHT advised that extensive discussions have taken place with HR.</p> <p>The CoG informed governors of discussion with Lolita Brown, Hackney Education HR, regarding delaying the implementation; Lolita has requested that governors consider extending the consultation deadline to 15 January 2021; this is due to a number of staffing queries around their financial entitlements i.e. pensions and start dates; this will give HR time to agree the point at which their benefit will commence.</p> <p>Governors agreed to extend the consultation deadline to 15 January 2021.</p> <p>It was noted that although the consultation deadline is extended, the implementation deadline will remain.</p> <p>The CoG advised that appeals may arise and therefore, the FGB may be required to form an Appeals Panel.</p> <p>Staff Governors and Head of School expressed being against an extension for the re-structure to take effect in the next academic year, as it is not fair for the children to be taught, in what can sometimes be hostile environments.</p> <p>The EHT advised that SLT met yesterday and are looking at SATs papers to ensure there is a minimum criteria for the assessment stage of recruitment. This is now a live piece of strategic work.</p>
8.	Statutory Policies for review and ratification	<p>It was noted that the Policy Review Schedule was circulated in advance for governors to review.</p> <p>Statutory policies need to be reviewed, ratified and uploaded on the school website.</p> <p>Jo advised that the Teaching and Learning Committee has reviewed and updated the following policies:</p> <ul style="list-style-type: none"> • Behaviour • Capability – adopted Hackney Education • Charging and Remissions • ICT • Safeguarding • Schools complaints • SEND • Disciplinary • Medical needs – includes additions re COVID • Teachers Pay – Hackney Education. <p>The CoG advised of the need to amend policies to meet the needs of the federation; Jo was reminded of the need to rebrand all policies for the sake of consistency across the federation and ensure they are presented to governors for final ratification.</p>

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		<p>Jo confirmed all policies have been uploaded on the school websites, with the exception of Medical Needs, which will be uploaded shortly.</p> <p>SRE will be submitted for review at the next Teaching and Learning Committee meeting.</p>
9.	<p>Committee / Link Governor visit updates</p> <ul style="list-style-type: none"> • Teaching and Learning Committee • Link Governor visit report – Safeguarding 	<p>Kelly advised that all leaders of learning were in attendance at the last T&L committee meeting, to feedback on their areas. It is important to ensure there is a focus on link governor’s being as active as possible.</p> <p>Kelly joined virtually with Jo, to review safeguarding and went through the compliance checklist.</p> <p>Kelly also went on school site to meet with Lynn at Thomas Fairchild and discuss the single central record. It was confirmed that the appropriate systems are in place and compliance is met.</p> <p>Both visits were helpful.</p>
10.	<p>Governor training</p> <ul style="list-style-type: none"> • Training Expectations – Online training modules • Safeguarding training – Spring Term 	<p>The CoG advised that there is an expectation for all governors to undertake online training modules; at least 1 course in allocated link area or area of interest. It is also compulsory that <i>all</i> governors attend the Safeguarding training.</p> <p>The CoG will ensure that governors have the training cost code, to allow booking online.</p> <p>Jo Ryan requested that governors inform her once they have undertaken the safeguarding training, as she keeps a record.</p> <p>Action 1: Jo Ryan to provide a list of who link governors should link with in school.</p>
11.	<p>Any Other Business for Consideration</p>	<p><u>Correspondence to note</u></p> <ul style="list-style-type: none"> • Changes to Thomas Fairchild PAN (Pupil Admission Number) <p>For last 3 years the Thomas Fairchild PAN has been capped, up to year 2. Having reviewed the trajectory of birth numbers and surplus of school places in Hackney, Annie Gammon has suggested for TF to become a one formed entry school, capped at a PAN of 30. This will go to consultation in January 2021. As a result the teacher numbers will need to be discussed.</p> <p>EHT advised that in the midst of the restructure, there has been a lot of fears from parents about the schools closing down. Annie Gammon advised that Colvestone is not at a risk, due to there not being a surplus issue in the area.</p>