



Minutes of a Meeting of the New Wave Federation Full Governing Board

Held at Shacklewell School on Wednesday 22nd February 2017, 6pm

Governors Present:

Ben Plant	Chair of Governors
Matthew Jeary	Parent Governor
Olly Cochrane	LA Governor
Patrick Middleburgh	Staff governor

In attendance:

Jess Hutchison	Headteacher at Grazebrook Primary School
Derek Hewie	Headteacher at Woodberry Down Primary School
Nicole Reid	Headteacher at Shacklewell
Ian Fokerd	Bursar
Oskar Schortz	Clerk to the Governing Board

Ben Plant opened the meeting at 6.05pm.

PART I – NON-CONFIDENTIAL

1. GOVERNING BOARD ORGANISATION

1.1 To welcome all governors, record attendance and apologies

Apologies were received and accepted from Mike Sharman, Perry Francis and Michelle Thomas.

1.2 To declare and note any declarations of interest in items on the agenda

None were declared.

1.3 To review membership of the governing board, committees, working groups, link governors' responsibilities etc.

Governing Board membership

Oskar Schortz circulated the Hackney Learning Trust list of potential governors.

ACTION: Oskar Schortz to resend updated version of list.

Ben Plant notified governors that he is meeting with a prospective governor who is interested in joining the governing board.

2. MINUTES OF THE LAST MEETING AND ACTIONS TAKEN

2.1 To approve the minutes of the meeting held on 23rd November 2016 and review progress of actions from the action log

Action: Resources committee – To be deferred until more governors join the board.

Action: Governor skills matrix – Patrick Middleburgh to complete form.

Action: Apple visit documented on website – Governors confirmed they had seen this.

Action: Spanish Bronze Award presentation – Derek Hewie informed governors of developments in the schools to achieve the Bronze Spanish Award. Spanish is being taught in all schools from Year 3 to 6. Matthew Jeary agreed to meet Derek Hewie to discuss his role as Spanish Champion.

2.2 To consider any matters arising from the minutes not included on the agenda

No further items were considered.

3. CORE BUSINESS – HEADTEACHERS’ REPORTS

3.1 Updates from Grazebrook, Shacklewell and Woodberry Down

Grazebrook

Jess Hutchison’s Headteacher’s report and School Improvement Plan from Grazebrook was circulated in advance of the meeting.

The following areas in the SIP were highlighted:

- Progress is good in all areas, with few ambers.
- Governor committees is amber however, this will be addressed in the future with more governors. Governors are also being assigned individual responsibilities.
- The school is making progress on improving behaviour in the school with its anti-bullying ambassadors, assemblies on behaviour and by working with the Community support officer.
- Attendance continues to be an area of focus with more training for effective monitoring required.

Q: A governor asked about safeguarding training for staff and governors.

A: Safeguarding training is being staggered for all staff. It would be possible to arrange for safeguarding training for governors.

ACTION: Safeguarding training for governors for next meeting.

Shacklewell

Nicole Reid’s Headteacher’s report and School Improvement Plan from Shacklewell was circulated in advance of the meeting.

The following areas in the SIP were highlighted:

- Amber areas on pupil achievement (including increasing the percentage of all pupils working at greater depth, and narrowing the gap between boys and girls) are on track to be completed by the end of the year.

Q: A governor asked how the school aims to achieve this.

A: The school is organising interventions for those who need further help. The year 6 class has been split in two. Booster sessions are being run by senior leaders.

- Teaching in the school has been rated Outstanding in the SIP.
- The school is creating a culture of safeguarding preparedness with frequent training and support for staff.

Woodberry Down

Derek Hewie's Headteacher's report and School Improvement Plan from Woodberry Down was circulated in advance of the meeting.

The following areas in the SIP were highlighted:

- Governance (including designated governor roles and responsibility) was rated. This should change as the size of the governing body grows.

Governors discussed link responsibilities and the areas for which governors should take lead responsibility.

- Governors agreed Olly Cochrane would be Safeguarding link governor for the federation.
- The school has a large number of NQTs (7) which are being managed effectively and have settled into the school.
- The amber areas surrounding progress are being address through interventions in the morning and afternoons.
- There is a high proportion of Boys in reception (54 boys and 33 girls)

4. FINANCE UPDATE

4.1 Budget monitoring

A budget monitoring report was circulated to governors in advance of the meeting. The Bursar reported upon variances in the budget expenditure.

Carry forward

- The federation carry forward is projected to be £336k

Variances

- Recruitment
 - The federation continues to draw on agencies to full vacancies, particularly for TAs.
 - Derek Hewie commented that he had recently undertaken a recruitment drive, however, very few applications were received.
 - The schools are recruiting for September and are aiming not to go through agencies.
- Enrichment activities
 - Music, dance and other therapy costs have increased. Music income has also increased.

- Catering
 - Catering costs are higher, however, these are offset by additional costs from income.
 - The federation is looking to reduce costs where possible such as by adjusting menus.

4.2 SFVS 2017

Governors discussed the SFVS which was brought to the governing body at the previous meeting. No further comments were raised.

The Chair signed the SFVS.

4.3 Changes to financial processes

Iak Fokerd outlined recent changes to financial processes in the federation:

- Change of signatories in the federation bank account.
- Executive debt limit was raised to 500 pounds.
- All orders are now approved by the headteachers.
- The federation debit card will not be taken off-site.
- Foreign travel for children will need to seek approval from Executive Head and the Chair of Governors.

4.4 National funding formula

Ian Fokerd outlined upcoming changes involved in the Fair Funding formula, due to implementation in 2018/19.

The new funding formula will take geographical area and deprivation factors to account, however, it is expected that the federation will experience a loss of £109k under the new formula with protection, and £209k without protection.

Cost pressures such as staff salary increases, inflation, the apprenticeship levy and a reduction in LA services will also adversely impact the school.

A governor noted that the governing body should be mindful of employing consultants due to a recent change in the law for the self-employed.

4.5 Woodberry Down financial audit

The recent audit of Woodberry Down and consequent outcomes were discussed. Actions were being followed up for:

- Petty cash forms
- Purchase orders
- Budget monitoring reports
- Maximum limit of cash held in the safe

The governors thanked Ian Fokerd for his time.

Ian Fokerd left the meeting.

5. SAFEGUARDING REPORTS

Grazebrook

The following areas in the report were highlighted:

- Grazebrook has 7 new members of staff and 3 volunteers. All the checks have been completed.
- Staff are being retrained in safeguarding as the school has undertaken refresher training.
- All the heads have undertaken refresher lead training which lasts for a period of two years.
- Two members of staff are accredited in safer recruitment.
- NSPCC have done workshops for all staff. They are also doing workshops for parents and years 5 and 6.

Ben Plant informed governors that he had undertaken a safer recruitment training and has the certificate.

Olly Cochrane added she has been trained as a trainer for safer recruitment.

Jess Hutchison and Olly Cochrane agreed to meet to discuss safeguarding in the federation.

Shacklewell

The following areas in the report were highlighted:

- The SCR is regularly externally checked.
- All staff and volunteers have been checked and are compliant.
- Three members of staff have completed Safer Recruitment training.
- The school has received parent workshops from NSPCC

Woodberry Down

The following areas in the report were highlighted:

- The school has received workshops from NSPCC.
- All three schools have new websites showing updated policies and attendance reviews.
- The school recently had to deal with three physical restraints. Parents have been informed and incident record forms are written.

6. PREMISES UPDATE

6.1 Exclusions, Accidents and Health and Safety

Grazebrook

- No exclusions.
- The school has had a number of sport-related accidents with accidents taking place in table tennis, football and table tennis.

Shacklewell

- A child with an EHC plan is due to be moved to a therapeutic setting. The school initially took him on but mainstream education is not the right setting for this child.

Woodberry Down

- Two exclusions. One of these is no longer in the school. The second child's behaviour has improved dramatically.

6.2 Fire Drills

- Fire drills took place in November and in February.

6.3 Two year old provision

- Derek Hewie is interviewing potential candidates for the two year old provision due to open in April.
- Grazebrook is exploring the potential for a two year old offer at the school.

6.4 Building Development

- A new entrance is due to be rebuilt at Woodberry Down
- The Kitchen refurbishment has been completed, however, there are signs of further work to be done. The food is due to be cooked in the kitchen on Monday.
- Alia Choudhry is in negotiations regarding the ownership of a small plot of land in school car park at Grazebrook.

7. CHAIR'S REPORT

Deputy Head recruitment

The Chair reported that Mike Sharman, Michelle Thomas and himself would be interviewing for the position of Deputy Head, having had a long list of candidates.

8. GOVERNOR VISITS TO REPORT

- Olly Cochrane reported to governors her recent visit which focused on safeguarding and SEND.
 - She was very impressed with the work of the HLT re-engagement unit.

Governors agreed that it would be beneficial to have safeguarding training at the following FGB meeting.

9. ANY OTHER BUSINESS

No further items were raised.

The meeting ended at 7.27pm.

Signed.....(Chair of Governors).....(Date)