



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

Held at Shacklewell School on Wednesday 23rd November 2016, 6pm

Governors Present:

Ben Plant	Chair of Governors
Michelle Thomas	Executive Headteacher
Perry Francis	Parent Governor
Matthew Jeary	Parent Governor

In attendance:

Jess Hutchinson	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 and Olly Cochrane.

Patrick Middleburgh's absence was not consented to.

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

The Chair notified the board that he has posted the board's vacancies with School Governors' One-Stop Shop (SGOSS) and with the newly launched online governor matchmaking service 'Inspiring Governance'.

Oskar Schortz informed the governors that a list was being circulated from Governance Services at Hackney Learning Trust with governor candidates for schools.

Register of Business Interests

It was noted that governors have updated the register of business interests.

Governing Board Structure

The Chair expressed the intention to have a Resources Committee to undertake and scrutinise business matters. This would be finalised when two new governors join the board.

ACTION 1: To finalise Governing Board and Committee structure by next FGB meeting.

1.4 To confirm that all existing and any newly appointed governors have a current DBS check in line with DFE requirements implemented from 1 September 2016.

Ben Plant and Francis Perry are awaiting confirmation of their DBS check.

2. MINUTES OF THE LAST MEETING AND ACTIONS TAKEN

2.1 To approve the minutes of the meeting held on 5th October 2016 and review progress of actions from the action log

Action 1: Governor Recruitment – The Chair reported he had posted the vacancies online.

ACTION 2: Clerk to circulate governor candidates from HLT when available.

Action 2: DBS Checks - Governors confirmed that their DBS check paperwork had been submitted.

Action 3: Executive Headteacher's Performance Management – The Executive Head confirmed this has been completed. She is awaiting her priorities for this academic year.

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

No further items were considered.

3. FINANCE UPDATE

3.1 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 has increased to £370k as £70k is being held for a capital project at Shacklewell. This project is due to take place in Summer 2017 and would therefore not affect this budget.

Staff changes

- There have been changes in staffing both in terms of personnel and numbers.
- Lower expenditure has been a result of staff taking maternity leave as well as leaving the pension scheme.
- The support staff underspend is offset by overspend on agency staff.

Q: Governors about the rational for overspend on agency workers.

A: The Bursar outlined the federation's desire to recruit full time. Agency workers would be put through university and then be taken on by the federation. The plan is to take these staff on permanently.

Q: A governor asked whether the federation finds it easy to make Teaching Assistant appointments.

A: The federation is struggling to recruit TAs. Often the candidates who apply are not of the best quality.

School Direct

- When the budget was set, the federation did not know how many School Direct students would be allocated.
- As a result, there is an £81k overspend. Some of this expenditure is offset by the £99k income from School Direct funding.

Additional income

- The federation received additional income from Woodberry Down for a capital project.
- The Schools have benefited from Security grants from Hackney Council.

3.2 School Financial Value Standard (SFVS)

The School Financial Value Standard document was circulated to governors in advance of the meeting. Governors were reminded that they need to make sure the federation is meeting the requirements set out by the DfE.

Q: A governor asked whether the federation has answered 'no' to any of the questions.

A: The only 'no' is whether there is a Finance Committee. Recruitment for the governing board is taking place in order to resolve this issue.

3.3 Governors Skills Matrix

A skills matrix form was circulated to governors for completion. This audit is designed to help identify any skills and gaps in the board.

ACTION 3: Governors to return skills matrix and return to Ian Fokerd.

3.4 Benchmarking Report

A benchmarking report was circulated to governors in advance of the meeting. Ian Fokerd reported how the federation's finances compare with other similar schools.

Variances

- Teachers – spending below the average.
 - The federation had several vacancies in the schools last year
 - Economies of scale may have contributed. Being a bigger school, staff can cover more efficiently
- Support staff – spending is above the average
 - The federation has a higher level of SEN children than most other schools.

Q: A governor asked about the above average spending on recruitment fees.

A: As the federation is a much larger structure, there is more movement than most other schools. Teachers seem to go to agencies rather than applying directly to positions.

- Training costs – spending above the average
 - The federation invests in a lot of training for its staff
- Grounds and maintenance costs – spending above the average
 - High spending related to preparations for Woodberry Down building work
 - The Federation has a lot of grounds compared with other schools.

Q: A governor asked would these costs drop this year.

A: The Bursar responded that they would.

- Insurance costs – spending below the average
 - Hackney Council charges very little compare with other Local Authorities.
- Learning resources – spending above the average
 - Photocopying contracts at Shacklewell due to expire April 2017
 - Read Write Inc. was a big investment
- Extra-curricular provision – spending above the average
 - The federation employs full-time sports teachers, unlike other schools. This saves on teacher PPA time.
 - The Federation provides a lot of after school provision
- School generated income – receiving above the average
 - The federation received a lot of grants, including teacher training grants
 - Also received money from parents for after school activities

Q: A governor asked whether it was possible to get discounts from agencies.

A: The Executive Headteacher confirmed the federation does try, however, this has become more difficult in recent years. The average is 15% of annual salary to take someone on full-time.

The Governors thanked Ian for his attendance.

Ian Fokerd left the meeting at this point.

4. CORE BUSINESS – HEADTEACHERS’ REPORTS

4.1 Updates from Grazebrook, Shacklewell and Woodberry Down

Shacklewell

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

Pupil progress and Attainment

- School priorities and attainment targets were recently agreed with the School Improvement Partner (SIP)
- Assessment systems are rigorous throughout the school. Classroom monitor is regularly used as a teacher tool to track and monitor children across the school.
- Federation moderation provides quality assurance of teacher marking across the federation. Local moderation also takes place with other schools to share evidence of children working at particular standards.

Quality of teaching and learning

The school judges itself to be outstanding through teaching observations.

- 53% of teachers judged to be outstanding
- 23% of teachers judged to be good
- 27% of teachers judged to be requires improvement

The School has 4 NQTs in the school.

Home learning

- The School is having a big push on reading journals.

Federation School Council

- Children across the federation are coming together to regularly discuss topics of concern
- The Children recently wrote to Hackney council on the issue of school parking.

Effectiveness of leadership and management

- Shacklewell recently recruited a middle leader to the post of EYFS leader
- The Assistant head is currently on maternity and not due to come back due to resignation.

Grazebrook

Jess Hutchinson's Headteacher's report from Grazebrook was circulated in advance of the meeting.

Pupil progress and Attainment

- The Headteacher reported that both assistant heads are experienced in working with 2 and year 6. Both KS1 and KS2 have skilled phase leaders and highly skilled teachers in all those classes.
- None of last year's Year 2 achieved the Greater level of Depth. The School is working to improve this.
- Moderation occurs both across the federation and locally.

Teaching and Learning

- A great number of teachers are good and outstanding according to observations
- One requires improvement. The teacher is an NQT and is working closely with phase leader

Q: A governor asked whether the school wants to get with 'Outstanding' teaching.

A: The School wants to have 70% outstanding teachers by Summer 2017.

- The School is making sure staff are tracking each single objective in Classroom Monitor.

Personal Development, Behaviour and Welfare

- There are no significant behavioural concerns
- The School is working with Attendance officer at the moment as there are a few persistent absentees
- One case has been escalated to Child Protection and Children's Social Care are no engaging.
- There have been a few unauthorised holidays which were taken.

Q: Governors discussed the recent High Court case allowing parents to take children on unauthorised holidays without facing fines.

A: The Head confirmed that parents ask for holidays during term time and the response is mostly no. There are a few exceptions in Grazebrook for time out for educational and developmental activities such as chess tournaments, singing and tennis tournaments.

- The Head noted it is an agenda item on the upcoming Parent Council meeting.

It was added that the head has settled in really well and feels very at home.

Woodberry Down

Derek Hewie's Headteacher's report from Shacklewell was circulated in advance of the meeting.

Pupil Progress and Attainment

- The School Improvement Partner visit is scheduled for this Tuesday – where the targets will be agreed.
- No child in the Year 2 cohort was considered 'Exceeding' (Level 3) and there were only two in the cohort who had achieved 3 in any areas.

Teaching profile

- There is one less teacher in the 'Requires Improvement' category; 4 out of 21 teachers are in 'Requires Improvement' (19%)

ACTION 4: Percentage of 'Requires Improvement' teaching for Woodberry Down to be updated on the Headteacher's Report and circulated.

- The School currently has 7 NQTs.
- The Head reported that the Maths Mastery programme has approached the school to become a Maths Master school.

Attendance, Behaviour and Welfare

- The School has more unauthorised absences than the other two schools. No absence is authorised at all.
- The School issued one fixed-term exclusion for violence against other children and a member of staff.
- The school has a high number of pupils who are known to children's services.
 - Regular weekly pastoral meetings are held
- The School is Child Exploitation and Online Protection (CEOP) trained, which is due for renewal. CEOP training is also being given to parents.

Leadership and management

- The leadership team has remained the same.
- All new staff have been successfully inducted.

Apple Distinguished School Award

The Executive Head reported that all three schools were awarded the Apple Distinguished Schools award. The award has never been awarded to a group of schools.

Governors were thrilled with this accreditation.

Apple Education is coming in over three days in December to ask staff and children about their use of technology and how it enhances learning. This is an opportunity to promote the work of the school around the world.

ACTION 5: To send Apple website link once completed.

5. PREMISES UPDATE

Premises updates from all three schools were circulated to governors in advance of the meeting. The Executive Head guided governors through the key points.

Exclusions, Accidents and Health and Safety

Grazebrook

- No exclusions or reportable accidents

Shacklewell

- Two exclusions for one child who is new to the school The child was transferred from another local primary school.
 - The Reengagement unit and Young Hackney are helping the child to improve behaviour
- Two reportable accidents (hospital visits).

Woodberry Down

- One five day exclusion given for one child.
- One reported accident involving a child falling off the climbing frame.

Fire Drills

- Fire drills took place on November 11th for all schools.
- Woodberry down showed significant improvement in evacuating the building.

Pupil roll

The Executive Head reported that all schools have places available.

Woodberry down (*Three form entry up to Yr 4*)

- None of the classes are full

Grazebrook and Shacklewell (*Two form entry schools*)

- Grazebrook has some full classes including spaces in Year 6
- Having new children in the middle of Year 6 is a worry.

Security Grants

The Executive Head noted that all schools benefited from Security grants from the local authority. Work included increasing the heights of fences and installing security cameras.

Break-in at Grazebrook

The Executive Headteacher informed the governors that a break-in occurred on 12th November at Grazebrook. Two boys jumped the nursery fence at 3.30pm. The Police were called. Nothing was stolen.

Building Development

Woodberry Down

- Expansion works continue at Woodberry down. The School kitchen was recently handed back to the school, however, with more flooding, Grazebrook continues to cook the food.

Q: Governors asked about whether the catering contract was with Hackney Council and what are they doing about it.

A: The School is having weekly meetings with Diamond Build (the contractors) and with Hackney Council. Hackney is paying for the food to be transported as they are contracted to provide the school with food.

Grazebrook

- The School has been dealing with knotweed in the car park.

Shacklewell

- The Year 6 building at Shacklewell will be renovated during the next summer holidays

ACTION 6: Governors to have a tour of new building works at Woodberry Down.

6. CHAIR'S REPORT

Executive Headteacher's Appraisal Panel

The Chair reported on the Executive Headteacher's Appraisal Panel. Mike Sharman, Ben Plant and Gill Brady sat on the panel.

The Executive Headteacher is awaiting her priorities for this year from Gill Brady.

Governor Recruitment

The Chair reported on the steps that he had taken to recruit new governors, as mentioned at the beginning of the meeting.

7. EXECUTIVE APPRAISAL UPDATE AND TEACHER APPRAISAL REPORT

The Chair noted that the Executive Headteacher's Appraisal has been carried out.

Teacher Appraisal

The Headteacher noted that she undertakes the appraisals for the three headteachers and they carry out appraisals for their respective staff.

A document was circulated among governors showing teacher's pay awards and those who received additional responsibilities.

- Two NQT staff received additional responsibilities – one in Science and the other in Art and DT.

Staff progression

Staff on the MPS and UPS have all had their appraisals.

- No movement for staff on the UPS as they are at the top of the pay scale

15 members of staff are on leadership pay scales

- All of them received pay awards

A couple of the assistant heads received more than their pay awards as the pay scheme was harmonised for all the assistant heads in the federation.

Staff targets

All staff have targets across three areas and all have CPD goals. For example, staff were asked to ensure that the progress of pupils over time is outstanding. There are also targets around reading, in light of the school data.

8. REVIEW OF POLICIES AND PROCEDURES

Governing Body Visits Policy

The Governing Body Visits policy was circulated to governors in advance of the meeting.

The Executive Headteacher gave governors an outline of the policy for governors.

- Governors would be greeted by the Head of the School
- They will then be taken on a Learning Walk and shown the learning environments, routines and bathroom management
- They will then be brought back for a Q & A session with the Head.

AGREED: Governors agreed the Governing Body Visits Policy.

Link Governors

The Head of Woodberry Down suggested a position of Link governor for Spanish. Matthew Jeary volunteered as Link Governor for Spanish.

ACTION 7: Woodberry Down Spanish teacher to attend next FGB to explain Spanish Bronze Award

9. GOVERNOR VISITS TO REPORT

The Executive Headteacher suggested the following dates for governors to undertake School Learning Walks from 9.30am – 10.30am.

- Grazebrook – 25th January 2017
- Woodberry Down – 18th January 2017
- Shacklewell – 1st February 2017

10. GOVERNOR TRAINING (FOR NOTING)

The Clerk suggested governors consider what skills they need to acquire and then consult the Hackney Learning Trust training brochure.

ACTION 8: Clerk to circulate upcoming governor training dates for governors after Skills Matrix have been returned.

11. DATE OF NEXT MEETING

ACTION 9: Lisa Langley to contact governors with suggested dates of the next meetings.

Governors agreed to hold one FGB meeting per half term until a Resources committee is established.

12. ANY OTHER BUSINESS

No further items were raised.

The meeting ended at 7.36pm.

Actions arising from meeting:

	Agenda Item	Action	Owner	Due
1.	Governing Board Organisation (1.3)	To finalise Governing Board and Committee structure by next FGB meeting.	Ben Plant	22.02.16
2.	Minutes of the last meeting and actions taken (2)	Clerk to circulate governor candidates from HLT when available.	Oskar Schortz	When available
3.	Finance Update (3.3)	Governors to return skills matrix and return to Ian Fokerd	All governors	ASAP
4.	Headteachers' Reports (4.1)	Percentage of 'Requires Improvement' teaching for Woodberry Down to be updated on the Headteacher's Report and circulated.	Oskar Schortz	To send with approved minutes
5.	Headteachers' Reports (4.1)	To send Apple website link once completed.	Michelle Thomas	When link is available
6.	Premises Update (5)	Governors to have a tour of new building works at Woodberry Down.	Derek Hewie	22.02.16
7.	Review of Policies and Procedures (8)	Woodberry Down Spanish teacher to attend next FGB to explain Spanish Bronze Award	Derek Hewie	22.02.16
8.	Governor Training (For noting) (10)	Oskar Schortz to circulate upcoming governor training dates for governors after Skills Matrix forms have been returned.	Oskar Schortz	When skills matrix are returned
9.	Date of next meeting (11)	Lisa Langley to contact governors with suggested dates of the next meetings.	Lisa Langley	ASAP