



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

Held at Grazebrook School on Wednesday 29th March 2017, 5.30pm

Governors Present:

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

In attendance:

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

The meeting began at 17.30.

PART I – NON-CONFIDENTIAL

1. GOVERNORS' SAFEGUARDING TRAINING

Governors received safeguarding training at the beginning of the meeting with a presentation from Jess Hutchison. Following the presentation, governors participated in a Question and Answer session.

Q: A governor asked what the federation is doing on FGM.

A: The federation trains its staff on this and monitors this regularly. All staff have had FGM and Prevent training in the last year. Support staff have also had this training. CSE training takes place in-house.

Q: A governor asked about the Single Central Record.

A: Governors were reminded of their responsibility to ensure the SCR is regularly checked. Olly Cochrane, as safeguarding link governor, audits the SCR.

2. GOVERNING BOARD ORGANISATION

2.1 To welcome all governors, record attendance and apologies

Apologies were received and accepted from Mike Sharman and Patrick Middleburgh.

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

None were declared.

2.3 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

It was confirmed that all DBS checks were up-to-date.

2.4 Appointment of new governors, link governor roles and committee structure

Ben Plant welcomed Paul Williams as a prospective governor to the meeting. It was noted that he works as a solicitor specialising in EU and Competition law.

3. MINUTES OF THE LAST MEETING AND ACTIONS TAKEN

3.1 To approve the minutes of the meeting held on 22nd February 2017

AGREED: Following review, governors agreed the minutes of the last meeting (22/02/17) as a true and accurate record of the meeting.

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

No further items were considered.

4. FINANCE UPDATE

Ian Fokerd presented governors with the finance report and draft budget for 2017/18.

Budget monitoring

Governors reviewed the budget monitoring report.

Q: A governor asked whether there were any significant variations in budgetary spending.

A: [Ian Fokerd] There have been no significant variations to income or expenditure

Draft budget

Ian Fokerd presented the governors with the draft budget for the next year. The following points were made:

National Funding Formula

- Ian Fokerd advised governors that the consultation for the National Funding formula has now closed.
- The indicative figures for the impact of the new funding formula show the school would lose 1.5% of the budget (£109k).

30 hours free childcare

- Due to changes in nursery funding, the school will only allow to fund full-time places for those eligible for the 30 hours free childcare scheme.
- A letter has been sent out to parents explaining the change.

Income

Governors reviewed income streams in the draft budget.

- Schools Direct Income – the federation received this income for trainee teachers. The federation is planning to have four trainee teachers across the whole federation, and another six whom the federation monitors in other schools.
- Teaching School grant – there remains one year left of the teaching school grant. After this period, the teaching school needs to achieve self-sufficiency.

- School journey income – the federation indicated that discussions will need to be had in relation to which journeys should be taken forward.
- Pupil premium and Sports premium grants – the PE sports funding is being doubled from September

ACTION: TO put annual reports for pupil premium and sports premium funding on the governors' google drive.

Q: A governor asked about maternity insurance. £60,000 income is due this year, however, only £5,000 is due in the next two years.

A: The federation is only making provisions for one maternity leave. The incoming in the next few years would help to pay for any additional cover the federation would need.

Expenditure

Governors were informed of the changes in Senior Leadership across the federation;

- A deputy head will be present in each School from September which will include a 50% commitment to teaching one class.
- The rationale for this is to have the Heads out of the school to carry out school-to-school support.
- This will be accompanied by a rationalization of support staff. There are TAs in most classes, and additional TAs for SEN children.

Q: A governor asked about what the plan is for the school to inform parents about the new deputy heads positions.

A: Ben Plant and Michelle Thomas will write to parents in relation to the new deputy heads.

Q: A governor asked whether the school is taking away Teaching and Learning Responsibilities (TLRs).

A: The schools will not add any further TLRs and are looking to reduce these through natural wastage.

Q: A governor asked about support staff arrangements and movement between classes.

A: In Year 1, the schools are planning to have a general TA in each class. The movement will be determined by the needs of the children in the different classes.

Q: A governor asked when Woodberry Down changes from a two to three form entry.

A: This change will take place in September 2018.

Q: A governor asked about the apprenticeship levy and how this will affect the federation.

A: The amount the school can claim for cannot be used for apprentice salaries. However, it can pay for accredited training.

Governors discussed other areas of expenditure in the draft budget:

- Training – A lot of the training that the federation undertakes is in-house training. The federation hopes to further reduce the costs of this.
- Grounds maintenance – as the schools have a lot of grounds, this remains a large expenditure
- Curriculum resources – due to the change in curriculum, the federation repurchased all of the English resources which led to an overspend
- Furniture – the furniture expenditure is higher due to the refit of Woodberry Down
- Printing – the federation's printing contract is soon due for review. The governors agreed printing costs need to be reduced.

ACTION: Governors agreed to review papers as pdfs for the next governing board meeting.

- Special Facilities – the schools have reduced the use of sports coaches from September.

Q: A governor asked about the impact of reducing sports coaches.

A: Three sports coaches will be reduced to two. Grazebrook has a sports coach for 1.5 days that is not needed. The situation will be unchanged at Shacklewell school.

- Agency support staff – Agency support staff are covering posts in the summer term. A trainee teacher is coming to the federation through an agency. The federation does not expect the costs to be higher next year.
- Enrichment – following a review of the music services and therapies across the schools, the school decided to remove the dance provision at the schools. Music will remain in the curriculum, however, schools are thinking creatively about additional music tuition without further costs.

A governor suggested the federation could send out a letter about the changes to the funding formula and the impact this will have on the schools.

AGREED: Following review, governors agreed the budget for the year 2017/18.

5. ANY OTHER BUSINESS

5.1 Parent Council

Governors were informed that discussions were had at a recent Parent Council meeting surrounding the hall hire. Parents were inquiring about the federation lettings policy.

Q: A governor asked who are the main users of the school hall.

A: The scouts were the main users. They were not charged for the use of the hall.

Governors agreed that parents should be advised the lettings policy is on the website.

5.2 Use of surplus balances

Governors were advised that surplus balances will need to be used before the end of the financial year. They agreed that further expenditure would be agreed via email.

5.3 Cleaning Contract

Michelle Thomas presented three prospective cleaning contracts for the federation. These proposals were received following a tender process.

Governors considered the three proposals using a value for money approach.

AGREED: Governors agreed to use Birkin cleaning services as the cleaning service provider of choice.

Q: A governor asked about formalising the London Living wage for all staff in the federation, in light of Birkin cleaning services providing the living wage for all its staff.

A: The federation agreed to look at this.

5.4 Complaints Policy and Behaviour Policy – for review

Michelle Thomas presented the newly revised Complaints and Behaviour policy to governors.

Following a recent Complaint Appeal Panel, the school has revised its respective policies to reflect the feedback from the panel.

Michelle Thomas made reference to the in-depth nature of the new behaviour policy which ensures that actions are further followed up by members of staff.

AGREED: Following review, governors agreed the new Complaints and Behaviour policy.

6. DATE OF NEXT MEETING

Governors were advised the next governing board meeting will take place on Wednesday 14th June 2017 at Shacklewell school.

PART II – NON-CONFIDENTIAL

Governors discussed no confidential items.

Meeting ended 19.27.

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