

## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

**Monday 10<sup>th</sup> Dec 2018**

Woodberry Down Primary School, London N4 1SY

<b>GOVERNORS PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
<b>BP</b>	Mr B Plant	<i>Chair of the Full Governing Board</i>
<b>EHT</b>	Mrs N Reid	<i>Interim Executive Headteacher New Wave Federation</i>
<b>MS</b>	Mr M Sharman	<i>Vice Chair of the Full Governing Board</i>
<b>PF</b>	Mr P Francis	<i>Parent Governor</i>
<b>PM</b>	Mr P Middleburg	<i>Staff Governor</i>
<b>CH</b>	Mr C Howard	<i>Co-opted Governor</i>

<b>OTHER ATTENDEES PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
<b>CLK</b>	Mr D M Laird	<i>Clerk to Governors</i>
<b>DH</b>	Mr D Hewie	<i>Headteacher, Woodberry Down</i>
<b>RM</b>	Mr R McGrath	<i>Interim Headteacher, Shacklewell</i>
<b>DK</b>	Mr D Kilty	<i>Deputy Headteacher, Grazebrook</i>

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
<b>PW</b>	Mr P Williams	<i>Co-opted Governor</i>
<b>MJ</b>	Mr M Jeary	<i>Parent Governor</i>
<b>JH</b>	Mrs J Hutchison	<i>Headteacher, Grazebrook</i>

<b>ABSENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>

**ACTION WORKSHEET – 10<sup>th</sup> DEC 2018**

NO	AGENDA ITEM DESCRIP TOR	ACTION	Responsible PERSON	STATUS
C/F 12 <sup>TH</sup> Nov 2018				

NEW				
FGB1	2.2	Interview potential Govs and approve appointment via email with ratification during next Spring term meeting of the Governing Board	BP/EHT/ Govs	<a href="#">Open</a>
FGB2				

# **RECORD OF MEETING**

## **1. Opening Formalities**

### ***1.1 Welcome***

The Chair of the Governing Board convened the autumn term (II) meeting of the New Wave Federation Full Governing Board. The meeting started at 1800.

### ***1.2 Apologies & Absence***

As recorded above.

### ***1.3 Declarations of Interests***

No declarations recorded and no changes to existing written declarations.

### ***1.4 Notification of any other Business not on Agenda***

None tabled

### ***1.5 Clerk's Governance Briefing/Updates***

No governance or statutory updates

## **2. Governing Board Business**

### ***2.1 Revised Instrument of Government***

The Governing Board received and noted the revised Instrument of Government as certified by the local authority.

### ***2.2 Recruitment of Governors***

The Chair of the Governing Board reported that an interview has been scheduled for 3 potential new governors. The Board noted that the interviews will be held with the Interim Executive Headteacher and the Chair.

### ***Appointment of New Governor***

The Governing Board reviewed the profile and approved the appointment of Ms Nicole Mandikate as a new Co-opted Governor.

***See action/s on Action Worksheet***

### ***2.3 Governors' Training Updates***

No new training updates.

### ***2.4 Chair's Action & Correspondence***

The Chair of the Governing Board appraised govs on the ongoing discussions with Perrett Lever regarding the recruitment timetable and plans afoot for the recruitment exercise underway for the Federation's substantive Executive Headteacher.

## **3. Minutes – Full Governing Board Meeting (12<sup>th</sup> Nov 2018)**

### ***3.1 Corrections***

None recorded

### ***3.2 Approval of Minutes***

The minutes of the Full Governing Board meeting held on 12<sup>th</sup> Nov 2018 were approved and signed by the Chair.

### ***3.3 Matters Arising from Minutes of the FGB Meeting held on 12<sup>th</sup> Nov 2018***

All items reported as completed. No other matters arising from previous minutes.

## **4. Strategic**

### ***4.1 Executive Headteacher Recruitment***

With reference to the proposed Executive Headteacher Recruitment Timetable, Gobs discussed and noted the recruitment exercise for a substantive Executive Headteacher. The Governing Board was informed that the timetable was drafted with consultation of Perrett Lever (external recruitment firm).

**The Governing Board approved the proposed Executive Headteacher Recruitment Timetable.**

*For further information, please see the following detailed reports:  
Executive Headteacher Recruitment Timetable*

## **5. Interim Executive Headteacher's Report**

### ***5.1 KS1 & KS2 Predicted Targets (2018/19)***

The Interim Executive Headteacher and respective Headteachers (or their representatives) presented predictions for Key Stage One (KS1) and Key Stage Two (KS2) for their schools.

The Governing Board reviewed the reports and noted the predicted performance levels. Gobs were also appraised on the plans in place to support pupils who are predicted to be underperforming.

The Interim Executive Headteacher reported that the strengthening of the capacity of staff across the schools have been an approach adopted to ensure pupils, fellow staff and parents are appropriately supported. Gobs were informed that there has been increased collaborative working within Subject Teams and staff have been equipped with the necessary support tools to enhance their work and pupil outcomes.

Gobs were informed of the plan to increase parental involvement as a strategy of improving pupil performance.

The Interim Executive Headteacher further reported that all Newly Qualified Teachers (NQTs) have completed their first term and received appropriate level of support from the Federation's and individual school's Senior Leadership Teams. Gobs also noted the impending reduction in the SLT due to maternity and staff who will be leaving the federation's employment.

- 1. A gov queried the cover arrangements in place.**  
*The Interim Executive Headteacher stated that the appropriate cover arrangements will be in place when the teacher leaves for maternity. It was noted that the said staff will become Inclusion Leader upon her return from maternity leave.*
- 2. A gov queried if the NQT would be able to continue the program if he doesn't improve his performance or complete the second support plan.**  
*The Interim Executive Headteacher stated that the NQT will not be able to continue in the Teach First programme if he doesn't complete his first term. It was noted that a support plan is already in place to support the NQT through the required placement stages.*
- 3. A gov queried the type of support in place for the NQT.**  
*The Deputy Headteacher (Grazebrook) stated that the NQT is being supported by an experienced teacher.*
- 4. A gov queried how the predictions at Grazebrook are determined.**  
*The Interim Executive Headteacher stated that the predictions are based on KS1 and individual pupil assessment.*
- 5. A gov queried if the predictions at Grazebrook take into account the pupil predictions which were reviewed in the last meeting of the Governing Board.**  
*The Interim Executive Headteacher stated that it was based on the current Yrs 2 & 6.*
- 6. A gov queried if the predictions at Grazebrook and Shacklewell are varied higher.**  
*The Interim Executive Headteacher confirmed this was the case.*

**7. A gov queried why the determination that the predictions at Shacklewell were higher than Grazebrook.**

*The Interim Executive Headteacher stated that the predictions were based on numbers and not percentages.*

The Interim Executive Headteacher reported on the target predictions for disadvantaged pupils and appraised Govs on how the Pupil Premium funding is being used to provide targeted support for said pupils.

The Headteacher (Woodberry Down) also reported that the predictions at Woodberry Down are based on KS1.

**The Governing Board indicated that they would be pleased if the schools achieved the predictions as reported.**

**The Governing also reviewed, discussed and noted the OFSTED Inspection Data Summary Reports (ISDR) as provided.**

*For further information, please see the following detailed reports:  
Schools' Predictions Report (2018/19)  
OFSTED Inspection Data Summary Reports (ISDR)*

**5.2 Quality of Teaching & Learning**

The Governing Board reviewed the schools' Self-Evaluation Forms (SEF) as presented by the respective Headteachers (or their representatives). The Interim Executive Headteacher reported that the schools' senior leaders met and agreed plans to improve attendance across the Federation.

**Woodberry Down**

The Headteacher appraised Govs on the judgement areas and the grading assigned. Govs were also informed of the areas for improvement and the plans afoot to address those areas.

**1. A gov queried the reasons behind the reduction in the attendance drop.**

*The Headteacher (Woodberry Down) stated that it relates to pupils who go on unauthorised holidays. Govs were informed that there were a number of SEN/EHC pupils whose attendance record is affected due to them having various challenges which sometimes lead to them being absent from school.*

**2. Govs queried if there were any specific areas within the school where the overall effectiveness of the educational provision is challenged.**

*The Headteacher (Woodberry Down) stated that the school has a new system to appraise staff, including lesson observations, learning walks, book reviews and provision of feedback to teachers. Govs were informed that targets are set, and Subject Leads are working collaborative to ensure that pupils are performing to the required standard.*

**Shacklewell**

The Interim Headteacher appraised Govs on the judgement areas and the grading assigned. Govs were also informed of the areas for improvement and the plans afoot to address those areas. The Interim Headteacher reported that teachers are part of the monitoring cycle and opportunities are in place to support staff CPD (internally and externally).

The Interim Executive Headteacher reported that a moderation exercise was carried out to include, reviewing books to evidence what is contained therein along with ensuring leaders remain accountable and teachers are meeting expected targets.

**1. A gov queried the key impact points that OFSTED would judge as outstanding and what is different to being graded as outstanding.**

*The Interim Headteacher stated that it would include dealing with actions, ensuring that things are in place and evidencing what is being done or what has changed.*

Govs were appraised on the current joint working underway with another school in Haringey on the improvement of the quality of standards in the Early Year's provision.

### **Grazebrook**

The Deputy Headteacher appraised Gobs on the judgement areas and the grading assigned. Gobs were also informed of the areas for improvement and the plans afoot to address those areas. The Governing Board received an update on the Teaching & Learning Community (to include the sharing of ideas on the use of technology as an enhancement tool and the sharing of best practice across the Federation).

**The Governing Board accepted the update on the SEF and the reports on the Quality of Teaching & Learning across the Federation.**

*For further information, please see the following detailed reports:  
School SEFs*

### **5.3 Safeguarding**

The Interim Executive Headteacher gave an extensive Safeguarding Update (including training elements) for the Governing Board.

The Governing Board noted that the Federation's Single Central Record (SCR) remains compliant with statutory requirements.

### **6. Policies for Approval**

No Policies submitted for review/approval.

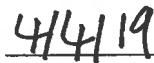
### **7. Any other Business**

No other business for discussion

**Meeting ends at 1918.**

Approved for (and on behalf of) the **FULL GOVERNING BOARD**

  
\_\_\_\_\_  
**Chair of Full Governing Board**  
**(or Chair of Meeting)**

  
\_\_\_\_\_  
**Date**

### **Future Meetings (Spring 2019)**

Governors' Visit to Shacklewell	– 16 <sup>th</sup> Jan (0900)
Resources C'ttee (Grazebrook)	– 24 <sup>th</sup> Jan (1800)
Full Governing Board	– 7 <sup>th</sup> March (1800)