



## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

Monday 7<sup>th</sup> Oct 2019

Shacklewell Primary School, Shacklewell Row, London E8 2EA

<b>GOVERNORS PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
CH	Mr Chris Howard	<i>Chair of the Full Governing Board</i>
EHT	Mrs N Reid	<i>Executive Headteacher</i>
MS	Mr M Sharman	<i>Vice Chair of the Full Governing Board</i>
BP	Mr B Plant	<i>Co-opted Governor</i>
PF	Mr P Francis	<i>Parent Governor</i>
MJ	Mr M Jeary	<i>Parent Governor</i>
PM	Mr P Middleburg	<i>Staff Governor</i>
MC	Ms M Crawford	<i>Co-opted Governor</i>

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

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
NM	Mrs N Mandikate	<i>Co-opted Governor</i>
CM	Mrs C Mason	<i>Co-opted Governor</i>

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

**ACTION WORKSHEET**  
**20<sup>th</sup> JUNE 2019**

NO	AGENDA ITEM DESCRIP TOR	ACTION	Responsible PERSON	STATUS
	<b>C/F</b> 20 <sup>th</sup> June 2019			

NEW				
<b>FGB1</b>	4.3	Provide template Governor Development Plan for consideration during next meeting of the Governing Board.	CLK	<u>Open</u>
<b>FGB2</b>	4.3	Provide sample of Self-Review of Governance for consideration during the next meeting of the Governing Board.	CLK	<u>Open</u>
<b>FGB3</b>	4.3	Agree Annual Governance Statement 2018/19 during next meeting of the Governing Board.	CLK/Govs	<u>Open</u>
<b>FGB4</b>	4.3	Complete Annual Self-evaluation during next meeting of the Governing Board.	Govs	<u>Open</u>
<b>FGB5</b>	4.3	Ensure completion of Register of Interests.	CLK/EHT/ Fed Bus Mgr	<u>Open</u>
<b>FGB4</b>				
<b>FGB5</b>				

**LEGEND**

- Green** – Completed
- Red** – Pending (URGENT)
- Black** – Pending (NOT URGENT)
- Blue** – OPEN

# RECORD OF MEETING

## 1. Opening Formalities

### **1.1 Welcome**

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

### **1.2 Apologies & Absence**

As recorded above.

The Board accepted the apologies as recorded.

### **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

## 2. Minutes – Full Governing Board Meeting (20<sup>th</sup> June 2019)

### **2.1 Corrections**

Pg 1 – correct to read ‘Mrs N Mandikate’

Pg 6 – correct to read ‘the Board considered the New Wave Vision & Values 2019/20 and not approve’

Pg 6 – remove reference to the meeting dates for summer 2019.

### **2.2 Approval of Minutes**

The minutes of the Full Governing Board meeting held on 20<sup>th</sup> June 2019 were approved and signed by the Chair.

### **2.3 Matters Arising from Minutes of the FGB Meeting held on 20<sup>th</sup> June 2019**

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

## 3. Executive Headteacher’s Report

The Governing Board received, discussed and accepted the Executive Headteacher’s Report. *The report was circulated prior to the meeting for reading.*

### **3.1 Review of Vision & Values**

The Board received and considered the Visions & Values for 2019/20 titled ‘**Excellence for All**’ as presented by the Executive Headteacher. *A summary of the Visions & Values (including the Federation’s Commitment to staff and its strategic priorities) were circulated to all ahead of the meeting.*

**The Board agreed the Federation’s Visions and Values for all.**

#### Reference Document/s

Federation’s Visions & Value Statement  
Executive Headteacher’s Report  
Strategic Priorities (2019/20)

### **3.2 Staffing Updates**

The Executive Headteacher provided a detailed update on various staffing matters (including training and professional development. Notwithstanding the recruitment of new staff, it was reported that staffing within the schools remained stable and consistent with the preceding academic year.

The Board was informed that staff professional development remained a focus for 2019/20 and professional development opportunities will include providing deeper subject knowledge and greater understanding of curricula linked to certain subjects. It was noted that a research on ‘Rosenshine’s Principles of Instruction’ has become a central aspect of professional development for the teaching staff.

The Executive Headteacher reported on the staffing recruitment levels and staff well-being across the Federation.

The Board accepted the staffing updates and noted that its Resources C'ttee will receive a more detailed report during its next meeting.

[Reference Document/s](#)  
Executive Headteacher's Report

### **3.3 Review of Performance Data (EYFS, KS1 & KS2)**

The Board received a detailed update from the Executive Headteacher and Headteachers on pupil progress and attainment for 2018/19.

*Govs extensively reviewed and discussed the Preliminary Data (2019) for EYFS, KS1 & KS2.*

- 1. A gov queried why the 'actual exceeding figures for KS1 Shacklewell were lower.**  
*The Executive Headteacher explained that this was due to the cohort. It was noted that their original baseline assessment had been much lower to begin with, and this was reflected in the figures but was not because the cohort hadn't made much progress.*

The Board extensively discussed KS2 results and how SEN pupils in the cohort have an effect on combined percentages. The Executive Headteacher noted that in comparison to the Hackney and National averages, the Federation had performed significantly well.

The Board received and noted the letters from Annie Gammon (Director of Education, Hackney Learning Trust), congratulating Grazebrook and Shacklewell on their achievements.

#### **Woodberry Down**

The Executive Headteacher reported that the KS2 results for Woodberry Down had been annulled by the Standards & Testing Agency (STA). It was noted that in response to the circumstances, the Board appointed an investigation panel led by C Howard, M Sharman and M Crawford. Govs were informed that the investigation is expected to review the federation's process were robust during the SATs testing period and that it will be done over a couple of weeks.

It was highlighted that if the results weren't annulled, they would have recorded high performance for the pupils at Woodberry Down.

- 2. A gov queried if the annulment had been communicated to families and staff**  
*The Executive Headteacher confirmed that there had been 2 parents' drop-in sessions where everything was presented in a transparent manner, and a couple of parents had met with the Headteacher at Woodberry Down if they felt necessary. It was further acknowledged that this was a very difficult period for the school but noted that leaders and staff are focused and are working hard to ensure the school continue to provide excellent education for all pupils.*
- 3. Govs queried if the staff morale at Woodberry Down has been affected.**  
*The Headteacher (Woodberry Down) confirmed that it was a difficult situation for the school's leadership and staff, but they were working through it whilst remaining professional.*

The Executive Headteacher stated that a requested was made for Woodberry Down not to appear in the Hackney Data Booklet but noted that the Federation would not be able to control future publications.

**Govs commended the continued hard work of the Executive Headteacher, Headteachers and staff in ensuring standards are maintained and educational provision remaining effective.**

[Reference Document/s](#)  
Executive Headteacher's Report  
Federation Preliminary Data (EYFS, KS1 & KS2)  
Commendation Letters from A Gammon

### **3.4 Agree Federation Priorities (2019/20)**

The Board agreed the Federation's Strategic Priorities (2019/20) as follows:

- To ensure our curriculum is broad and ambitious, containing depth. It is designed to give all learners, particularly our most disadvantaged and SEND pupils, the knowledge and experiences they need for future learning.
- To continue to ensure that teaching and learning across the Federation is outstanding by providing ongoing professional development for all staff taking into account their health and wellbeing.
- To further consolidate a robust summative assessment system which will allow staff to make the best use of data resulting in the highest possible outcomes for all children.
- To ensure that the proportion of pupils making expected and more than expected progress is inline or above national averages.
- To continue to build on the strong and flexible leadership structures providing support and challenge at all levels.
- To further develop curriculum leadership to ensure teaching and learning in all subjects is monitored effectively thus ensuring a knowledge rich and exciting curriculum across the school.
- To ensure pupils, parents, staff and governors have a voice which contributes to community cohesion and school improvement.
- To establish a sustainable model of school to school support and collaboration with the New Wave Teaching School Alliance and English Hub.

The Board extensively discussed the measures to be taken to ensure the priorities are achieved (including implementation, tracking and monitoring).

The Executive Headteacher reported that the Headteachers will outline the agreed targets and these will be used as part of their appraisals.

1. **Govs queried when is the next opportunity for the Governing Board to consider the priorities.**  
*The Executive Headteacher requested that these be tabled for monitoring during the next meeting of the Governing Board.*

#### Reference Document/s

Executive Headteacher's Report  
Federation Strategic Priorities (2019/20)

#### **3.4.1 Curriculum Update, Teaching School & English Hub**

The Board received and considered detailed reports from the respective Headteachers on their curricula for 2019/20. *These reports were noted and accepted for the purposes of the minutes.*

It was reported by the Executive Headteacher that Woodberry Down is now part of Trust Action Group (which includes the school receiving additional school improvement visits from the Hackney Learning Trust's designated SIP). Govs were informed that the Teaching School and English Hub are providing high-quality CPD, with the Headteacher at Woodberry Down supporting a school in Enfield.

The Executive Headteacher requested that the Board allowed the appointment of another substantive Assistant Headteacher designated to support the schools whilst other senior leaders are on external support assignments. It was noted that the Teaching School and English Hub had great potential and provides the Federation with revenue.

1. **A gov queried if an OFSTED visit would be triggered for Woodberry Down due to the SATs annulment.**  
*The Executive Headteacher stated that both Grazebrook and Woodberry Down has had previous inspections but noted that the Inspection Framework has changed.*

The Board approved the request for the appointment of a substantive Assistant Headteacher to support the schools when senior leaders are providing external support.

#### Reference Document/s

Executive Headteacher's Report

### **3.4.2 Safeguarding and Statutory Requirements**

The Executive Headteacher reported that the Safeguarding Policies for the Federation and the schools have been updated in line with the changes to the statutory guidance – [Keeping Children Safe in Education \(2019\)](#).

#### **Multiplication Table Check**

It was noted that all Yr 4 pupils will have their multiplication skills formally tested from the summer term 2020 and the respective actions have been included as part of the Maths Coordinators Action Plans.

#### **Reception Baseline Assessment**

The Board was informed that the Reception Baseline Assessment data will be used to judge the progress of pupils upto the end of KS2. It was noted that the assessment is not a 'pass or fail score' and does not include numerical scoring.

**The Board accepted the Executive Headteacher's Report.**

#### **Reference Document/s**

Executive Headteacher's Report  
Federation's Strategic Priorities (2019/20)  
Federation's Preliminary Data (2018/19)  
Commendation Letters from A Gammon

## **4. Governing Board Business**

### **4.1 Election of Chair & Vice-Chair**

The Clerk received nominations for the roles of Chair & Vice-Chair respectively:

**Mr C Howard was nominated and elected as Chair for 2019/20**  
**Mr M Sharman was nominated and elected as Vice-Chair for 2019/20**

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

The Clerk updated governors on the recent changes to statutory guidance along with expected occurrences during the 2019/20 academic year. The following updates were provided on:

- The updates on the [Keeping Children Safe in Education](#) (statutory guidance)
- [OFSTED Inspections Framework & Handbook](#) (pg11/12 of the Inspections Framework and pg 66/67 of the Inspections Handbook)
- New [School Teachers' Pay and Conditions Document](#) (STPCD) and the 2.75% uplift to teachers' pay
- Changes to Assessment (including the new requirement)
- Teaching on Relationships, Sex & Health Education from Sept 2020
- Annual Self Evaluation of the Governing Board, along with the creation of a Governance Development Plan (GDP)
- Setting Priorities for Governing Board (2019/20)
- Carrying out a Self-Review of Governance (as per DfE)

**See Action/s on Action Worksheet**

### **4.3 Annual Declarations of Interest**

The Clerk noted that all written declarations of interest have been updated in line with statutory requirements. It was reported that a revised Register of Interests will be published on the school's website.

**See Action/s on Action Worksheet**

### **4.4 Agree changes to the Terms of Reference for Resources Committee**

The Board approved the Terms of Reference for the Resources Committee (2019/20).

### **4.5 Appoint Link Gobs (2019/20)**

The Board appointed the following Link Gobs for 2019/20:

Safeguarding	– B Plant
Curriculum (Spanish)	– M Jeary
Teaching School & English Hub	– C Howard

Link Gov for Grazebrook – M Jeary  
Link Gov for Shacklewell – P Francis  
Link Gov for Woodberry Down – M Crawford

#### **4.6 Appointment of Executive Headteacher's Appraisal Panel**

The Board appointed the Executive Headteacher's Appraisal Panel to include:  
**C Howard, M Sharman, P Francis**

It was noted that the appraisal panel will be joined by the Hackney Learning Trust's designated School Improvement Partner for the Federation.

#### **4.7 Appointment of Recruitment Panel – Headteacher (Shacklewell)**

The Board appointed the Headteacher's Recruitment Panel for Shacklewell to include:  
**C Howard, M Jeary, M Crawford**

### **5. Policies for Approval**

The Board approved and adopted the following policies:

**Safeguarding Policy**  
**EYFS Policy**  
**Online Safety Policy**  
**SEND Policy**  
**Equalities Policy**

### **6. Any other Business**

#### **6.1 Training**

The Executive Headteacher reported that training has been arranged in the following areas:

**Safeguarding**  
**New OFSTED Inspections Framework**

Govs were encouraged to attend the training when dates are published. It was also noted that the Clerk will send out appropriate training information as and when received/available.

**Meeting ends at 1950**

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

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

18/12/19  
**Date**

#### **Future Meetings (Autumn 2019)**

**Resources C'ttee (Grazebrook) – 25<sup>th</sup> Nov (1800)**  
**Full Governing Board (Woodberry Down) – 18<sup>th</sup> Dec (1800)**