

## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

Thursday 18<sup>th</sup> June 2020

Zoom Cloud Meeting

<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>
MC	Ms M Crawford	<i>Co-opted Governor</i>
LH	Ms L Hancock	<i>Co-opted Governor</i>
AH	Mr A Holley	<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>

<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>Headteacher, Shacklewell</i>

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>

<b>ABSENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
NM	Mrs N Mandikate	<i>Co-opted Governor</i>

**ACTION WORKSHEET**  
**18<sup>th</sup> JUNE 2020**

NO	AGENDA ITEM DESCRIP TOR	ACTION	Responsible PERSON	STATUS
C/F				

NEW				
FGB1				

**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 spring 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. Executive Headteacher's Report

(addressing all under no 2 on the agenda)

The Governing Board received, discussed and accepted the Executive Headteacher's Report. The following reports were reviewed by the Board:

**Executive Headteacher's Crisis Update Report (May 2020)**  
**Executive Headteacher's Crisis Update Report (June 2020)**  
**COVID-19 Operational Risk Assessment (Grazebrook)**  
**COVID-19 Operational Risk Assessment (Shacklewell)**  
**COVID-19 Operational Risk Assessment (Woodberry Down)**  
**Review of Schools Risk Assessment Report (Grazebrook)**  
**Review of Schools Risk Assessment Report (Shacklewell)**  
**Review of Schools Risk Assessment Report (Woodberry Down)**  
**New Wave Federation Rapid Response Procedure**

*The report was circulated prior to the meeting and accepted as read.*

### **COVID-19 Risk Management Update**

The Executive Headteacher updated the Board on the management of the risks associated with COVID-19 across the federation schools.

The Board was informed of the response taken by the Senior Leaders and staff to provide education to vulnerable pupils and those who were children of key workers. Gobs noted the number of pupils and the use of a 3-tier system. The Executive Headteacher reported that the Federation would be unable to extend the provision to pupils in years 2-5 due to the risk associated with the transmission of COVID-19.

The Board was further appraised on the safeguarding measures taken during the partial closure and since the further expansion from 1<sup>st</sup> June 2020, including the adoption of an addendum to the Federation's Safeguarding Policy in line with statutory guidance issued by Her Majesty's Government (HMG). Gobs further reviewed and discussed the risk assessments carried out by the Federation prior to partial reopening and noted that the risk assessments were checked for compliance and appropriately vetted by the Hackney Learning Trust.

The Executive Headteacher also updated the Board on the reopening plans which were implemented for the schools' partial reopening on the 1<sup>st</sup> June 2020.

Gobs were informed of the transition plans for other year groups (including convening end of year report meetings via Google Hangouts, etc). It was noted that some year groups would be closed to facilitate the transition arrangements.

1. **A gov queried the potential impact on vulnerable pupils with the closure of the school to some year groups in early July.**

*The Executive Headteacher confirmed that the vulnerable pupils will be accommodated within the school and as such no pupils will be negatively impacted. It was noted that senior leaders will be deployed to provide additional support to pupils and staff.*

2. **A gov queried if places will remain available to vulnerable pupils when the schools close early July for transition arrangements and if attendance levels were expected to remain the same during the week of closure and if provision will be in place for other pupils.**

*The Executive Headteacher stated that the status quo will be remain.*

The Executive Headteacher informed the Board that the provision for vulnerable pupils and pupils of key workers during the early period of school closures were delivered at Grazebrook.

3. **A gov sought clarity on the parental feedback of the arrangements implemented during the period when the provision was delivered for vulnerable pupils, etc at Grazebrook.**

*The Executive Headteacher confirmed that parental feedback was positive and noted that Grazebrook was easily accessible for parents and pupils. It was further highlighted that Grazebrook was also the federation's hub school due to its locality. Support measures such as a walking bus were implemented to enable all families to access the provision.*

The Executive Headteacher noted that the staff worked hard during the closures and leading upto partial reopening.

4. **Govs asked if there are any challenges due to lack of clarity in receipt of any information.**

*The Executive Headteacher confirmed that clear and concise information was provided to staff and other stakeholders (including the issuance of revised (or amended) policies and procedures. It was noted that staff have been tasked with delivering teaching differently.*

The Board was further enlightened of the 3-tier system used in providing education and support to pupils and families, to include:

- Provision of printed lesson booklets;
- Face to face teaching;
- Google Hangout sessions;
- Online Learning provided through virtual platforms
- Shopping for families

The Executive Headteacher further outlined the safeguarding and supportive measures implemented for families and pupils.

5. **A gov queried if there were correlating factors between disadvantaged pupils and those coming into the school and how the identified gaps, if any would be closed.**

*The Executive Headteacher stated that there were families who should be at school and were not able to be in school for varying reasons. It was noted that Woodberry Down have the lowest number of pupils returning and the affected families were supported. Govs were informed that every measure was taken to ensure that the right support and conditions existed for pupils to learn and that parents had confidence in the leadership within each school (and the federation).*

The Board received an extensive update from the individual Headteachers on the implementation and impact of their partial reopening plans and the support their schools offered to pupils and families (including daily and weekly safeguarding and welfare checks/visits.

6. **A gov queried if the workload will increase due to the extension of the free school meals.**

*The Executive Headteacher stated that the distribution of free school meals (including the vouchers) were managed by Grazebrook and distributed to parents every 2 weeks. It was confirmed that a 6-week supply for free school meal voucher codes was ordered.*

7. **Govs queried the transition arrangements and how it was working.**

*The Executive Headteacher confirmed that the federation was awaiting directives from the Hackney Learning Trust on how it proceeds with the plans for transition.*

8. **A gov queried if there was anything for gov's to do.**

*The Executive Headteacher confirmed that there was nothing further for govts to do in this regard.*  
The Board was informed of the plans for having an online graduation ceremony for Yr 6.

**9. A gov queried if there will be home visits for reception pupils.**

*The Executive Headteacher confirmed that no home visits will be scheduled. It was noted that alternative transition plans are in place including virtual meetings.*

The Chair of the Governing Board informed the Board that he carried out risk assessment visits across the federation schools and noted that the risk assessments were implemented well.

#### *Safeguarding*

The Executive Headteacher reported that the safeguarding arrangements in place were compliant with government regulations and noted that an addendum has been added to the federation's Safeguarding Policy to ensure its compliance with the COVID-19 guidance issued by the Department for Education.

Govs noted that the 2020 version of the Keeping Children Safe in Education statutory guidance has been issued and will be reviewed to ensure the federation's child protection and safeguarding policies and procedures are updated for Sept 2020.

#### *Teaching School & English Hub*

The Board was informed that the work of the Teaching School continues and that the federation schools' were being supported by the federation's Teaching School. It was noted that 17 new trainees will be joining the federation and that all existing Newly Qualified Teachers (NQTs) were on track to pass their final term.

#### *Recruitment*

The Executive Headteacher reported that the Headteacher for Grazebrook will be leaving the federation due to relocation and confirmed that following a recruitment exercise, Ms K Beecroft has been appointed as the new Headteacher from Sept 2020. It was noted that Ms C Drake will become the Interim Deputy Headteacher at Woodberry Down.

Govs noted that only 3 resignations were received and that there were no issues with teacher recruitment. The Board was informed that the gaps in teacher training were identified and that measures were being taken to ensure the gaps were addressed.

**The Governing Board thanked Ms J Hutchison (outgoing Headteacher at Grazebrook) for her sterling service to the Federation and Grazebrook Primary School.**

#### *Current Projects*

The Executive Headteacher appraised the Board on the current and impending projects. It was reported that Shacklewell has been appointed EdTech Schools Online hub and that it will be used to support schools in developing their digital platform. The Board noted that this project will be led by the Headteacher at Shacklewell.

The Board was informed that the federation will be extending its provision for 1-1 iPad support to pupils. It was noted that this provision will be used to support blended learning for pupils. The Executive Headteacher assured the Board that appropriate insurance cover would be in place for the devices to be used at home.

#### *Premises/Facilities Management Update*

The Governing Board received an update from the Executive Headteacher on the matters relating to premises & facilities management. It was reported that the federation had to adopt a new approach to the use of resources due to COVID-19 to ensure compliance with any guidelines set by Her Majesty's Government.

#### *Asbestos at Grazebrook*

The Executive Headteacher and Chair of the Governing Board reported that following a parental concern regarding the annual asbestos survey at Grazebrook, an initial extensive survey was carried out to determine the existence of asbestos on the site (including its location). The Board was informed that the findings and recommendations of the survey were shared with the relevant parties.

It was agreed by the Govs that an independent expert would carry out a second survey, including an air test. This work was commissioned by Hackney Council and was conducted between 27<sup>th</sup>-29<sup>th</sup> April 2020.

The Executive Headteacher outlined that the position of the federation remains firm as it is to ensure the continued safety of pupils and staff.

**1. Govs queried possible staff concerns about the asbestos and what parents were seeking.**

*The Executive Headteacher stated that staff were not concerned by the presence of asbestos as long as the associated risks are appropriately managed to ensure continued safety of pupils and staff. It was noted that the process of survey and communication with staff was very transparent.*

The Board was informed that other parents were being actively canvassed by the complainants and that staff were being vociferously pursued in order to secure their personal opinions on the matter. It was reported that staff remained uncomfortable with the combative stance adopted by the complainants, and also that other parents who were being pursued had complained to the school of the manner in which they were approached.

It was recorded that some govts were also aggressively pursued about the matter in their individual capacity and that their personal space was being invaded by the complainant.

The Executive Headteacher highlighted that the federation has always endeavoured to ensure that the process be transparent but that the stance adopted in pursuing the manner and the potential damage it has to the school community if it is not appropriately managed. The Board was informed that the school community had voiced their concerns about the stance also adopted and noted that they were satisfied with the process and the risk management adopted by the Governing Board and the Senior Leadership Team.

The Board was further informed that the complainants have requested that a 3<sup>rd</sup> survey be carried out and that the complainants have set out their criteria as to the conditions of the 3<sup>rd</sup> survey being carried out including them meeting the associated costs.

**2. A gov queried the level of transparency as it relates to the process.**

*The Chair of the Governing Board & Executive Headteacher stated that the process was very transparent to the point that the process adopted was operating outside the normal scope of the Federation's Complaints Policy in order to ensure that the involved parents are fully informed at every stage of the process.*

**3. A gov queried if the involved parents were speaking for the wider school community.**

*The Executive Headteacher stated that some of the phrases within the complaints and communication with the involved parents seem to refer to 'lots of parents.' However, it was noted that the petition was filed by the involved parents and only 20 parents signed, and the signatories were also verified to ensure their veracity.*

**4. All parents were offered the opportunity to have a meeting with seniors leaders to raise any further concerns. Most did not take up the opportunity because they were satisfied with the information they had been given by the school about the process.**

**5. A gov queried the concerns raised by the involved parents.**

*The Executive Headteacher stated that there were a number of concerns raised alongside the issue of asbestos, to include – issues with the schools, the WiFi, hand sanitisers, the Federation's approach to the curriculum and whether the schools have featured in the Sunday Times top 100 schools nationwide).*

The Board was informed that there has been 114 correspondences between the Federation and the concerned parents related to the issue.

**The Board agreed to accept the findings of the report published as an outcome of the second asbestos survey. They agreed that they were satisfied with the process carried out in surveying the site for asbestos and that the recommendations were followed. They agreed that its stance remains to ensure the continued safety and security of the pupils and staff.**

**Govts agreed that parents should not have any involvement in the management of school business including contributing the payment of building surveys or stipulating how such processes should be managed. Whilst the Govts agreed that parental involvement and opinion is paramount in its development, they also agreed that agreed policies and procedures must be adhered to thoroughly.**

**The Board voted to accept the points raised from the external reports commissioned and that no further actions are necessary.**

### *Capital Projects*

The Executive Headteacher reported that the building project at Shacklewell is almost completed and that it will be available to the pupils by Sept 2020. It was noted that the renovated structure will add huge benefits to the pupils as it relates to learning and play within a natural environment.

The Board was also informed of the impending redesign works at Woodberry Down and its potential benefits to the pupils within the school. This work will commence in Summer 2020.

**The Board accepted the Executive Headteacher's Report and thanked the Executive Headteacher and staff for their continued hard work in positively supporting the lives of pupils, their families, staff and wider school community.**

### Reference Document/s

Executive Headteacher's Crisis Update Report (May 2020)  
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## **3. Governing Board Business**

### ***3.1 Membership & Recruitment of New Governors***

The Governing Board ratified the Chair's action in appointing the following new individuals Co-opted Gobs effective 18<sup>th</sup> June 2020:

**Ms Lorrie Hancock**  
**Mr Alexander Holley**

**The Board also thanked Mr M Jeary and Mr P Francis for the service to the federation and the Governing Board as Parent Gobs. It was noted their terms expire at the end of the academic year.**

The Board was informed that parent governor elections will be held in Autumn 2020.

### ***3.2 Agree Meeting Dates for 2020/21 & Learning Walks***

The Board agreed and noted the Schedule of Meetings & Learning Walks for 2020/21.

### ***3.3 Report from Resources Committee***

The Board received a report from the recent meeting of the Resources C'ttee from the C'ttee Chair. *The report was accepted.*

### **Approval of Budget 2020/21**

The Board approved the Budget 2020/21 as tabled by the Chair of the Resources C'ttee. It was noted that the Resources C'ttee thoroughly reviewed the proposed Budget.

## **4. Policies for Approval**

The Board reviewed and approved the following addenda to policies already in situ:

**Health & Safety Addendum to the Health & Safety Policy**  
**Safeguarding Addendum to the Safeguarding Policy**  
**Rapid Response Procedure**  
**Serial Complaints Addendum to the Complaints Policy**

## **5. Any other Business**

**5.1 Publication of Meeting Minutes**

The Board agreed that the minutes from this meeting will be published at the soonest time thereafter to facilitate a request for a copy by the involved parents (as it relates to the asbestos complaint).

No other business for discussion.

**Meeting ends at 2007hrs.**

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

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

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

**Future Meetings (2020/21)**

As published on the meeting schedule