

## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

Monday 13<sup>th</sup> Dec 2021

Google Meet

<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	Ms N Reid	<i>Executive Headteacher</i>
MS	Mr M Sharman	<i>Vice Chair of the Full Governing Board &amp; Chair of the Resources Committee</i>
MC	Ms M Crawford	<i>Co-opted Governor</i>
DY	Mr D Young	<i>Co-opted Governor</i>
GJB	Ms G Johnson-Brandy	<i>Co-opted Governor</i>
GD	Mr G Davies	<i>Co-opted Governor</i>
GE	Mr G Evans	<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>
RM	Mr R McGrath	<i>Headteacher, Shacklewell</i>
KB	Ms K Beecroft	<i>Headteacher, Grazebrook</i>

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
SO	Mr S Olalere	<i>Parent Governor</i>

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

**ACTION WORKSHEET**  
**13<sup>th</sup> DEC 2021**

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
<b>C/F</b>		CARRIED FORWARD FROM 4 <sup>TH</sup> OCT 2021 MEETING		
<b>GB2</b>	7.3	Prepare and finalise the Annual Governance Statement (2021/22) for a subsequent meeting of the Board.	CH	<u>OPEN</u>
<b>GB3</b>	7.5	Follow-up with govs regarding link roles and monitoring schedule and agree at subsequent meeting of the Board.	CH	<u>OPEN</u>

<b>NEW</b>				
<b>GB1</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 (II) meeting of the New Wave Federation Governing Board. The meeting started at 6.05pm.

### **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

## 2. Executive Headteacher's Report

[\(Incorporating the Headteachers' Reports & SIP Visit Reports\)](#)

The Governing Board received, discussed, and accepted the Executive Headteacher's Report. *The Board accepted the report as read.*

The Executive Headteacher appraised the Board of the following as set out in her report:

- **INSET Day Arrangements**
- **Membership of the Senior Leadership Teams within the Federation schools (or partnership school)**
- **Outcome of Staff Questionnaires**
- **Update on DA Pupils**
- **Priorities for Spring Term 2022**
- **Insight into the Federation schools' readiness for OFSTED Inspections in 2022.**

### *INSET Day Arrangements*

As set out in the Executive Headteacher's Report.

### *Membership of Senior Leadership Teams*

Govs were informed of the membership of the respective Senior Leadership Teams (SLTs) across the Federation. The Executive Headteacher reported that senior leaders were also being supported by designated Specialist Consultants.

The Board was further appraised of the work of the Specialist Consultants.

### *Staff Questionnaires*

The Executive Headteacher updated the Board on the outcome of the recent staff survey carried out at Grazebrook, Shacklewell & Woodberry Down. *The summary results of the survey were outlined in the Executive Headteacher's Report (see pg 4).*

### *DA Pupils*

Govs were appraised of the support and interventions in place for DA pupils. *Further details were set out in the Executive Headteacher's Report (see pg 5).*

### *Priorities for Spring Term 2022*

The Executive Headteacher informed the Board of the priorities for the ensuing term, as:

1. Establishing a contingency framework

2. Recruiting suitably qualified individuals to fill vacancies across the Federation
3. Ensuring continued strong pastoral support for our most vulnerable children through recruitment of specialist individuals or redeployment of staff
4. Implementing targeted interventions based on assessment
5. Moving forward with a bespoke Tutoring Programme
6. Closing the performance gap for DA pupils across the Federation

#### *Update on OFSTED Timelines*

As set out in the Executive Headteacher's Report.

### **Headteachers' Reports**

The Board received and discussed the respective Headteachers' Reports as set out below. *The Board accepted the reports as read.*

#### **Grazebrook Shacklewell Woodberry Down**

The respective Headteachers updated govts on:

- School Context
- Safeguarding Issues
- Pupil Premium & Sports Premium Strategies
- Yr 6 Data

*The full details/updates were set out in the Headteachers' Reports.*

The Headteachers reaffirmed the priorities for 2021/22 by school and also set out the actions they *along with the staff* are taking/set to take to address performance gaps and identified areas of development. These include:

#### *Grazebrook*

- **Employing a Mathematics Consultant two days a week to ensure the curriculum in year 6 is systematic and rigorous and develops depth of understanding for all pupils**
- **Making the teaching groups smaller for reading and mathematics with an additional teacher for each subject**
- **The Deputy Headteacher teaching the lowest 20% for maths**
- **Ensuring all children are carefully tracked during twice half-termly meetings with the year 6 team**
- **Delivering reading fluency interventions for the children currently at WTS in reading**
- **A tutor/intervention teacher will start in January so that all children have an extended day two to four days a week based on their needs and other children will receive additional maths intervention using the tools provided by maths mastery**
- **Obtaining support from young hackney and ASpace for some of the most emotionally vulnerable pupils (this support will expand in the spring term to target more pupils)**
- **From January the timetable will be adapted with children going straight to class at 8.45am for calculation and fluency practice**

#### *Shacklewell*

- **Employing an intervention teacher who is a Mathematics Specialist**

- **Employing in a learning mentor to develop the resilience and emotional wellbeing of the disadvantaged children in year 6**
- **Adding the mathematics leader as a class teacher for these sessions in year 6**
- **Making the teaching groups smaller for reading and mathematics**
- **Redesigning the tracking paperwork and increasing the regularity of meetings with the teaching team**
- **Refined booster groups so that each group occurs twice weekly which builds recall**
- **Incorporated robust teaching and learning targets into the teachers' and leaders' performance management**
- **Providing tailored home learning, based on the gap analysis of each pupil**

#### *Woodberry Down*

- **Recruiting two academic mentors to further support the 49 PPG pupils, delivering two extra hours of teaching each week (1 hour English/1 hour Mathematics);**
- **Champion Teams with vulnerable pupils allocated to SLT members to mentor and support;**
- **Targeted SLT morning booster sessions;**
- **SEMH support for vulnerable children;**
- **Test data utilised well to enable fluid sets for Reading and Mathematics;**
- **Additional and regular informative testing, including arithmetic and comprehension.**

#### *Annual Safeguarding Reports*

The Board received and reviewed the published Annual Safeguarding Reports for each school. *See the reports for further information.*

#### *Pupil Premium Strategy & Impact Reports*

Govs received and reviewed the published Pupil Premium Strategy Statement evidencing the impact of the provision across the Federation. *See the reports for further information.*

The Board was informed that the strategy statements were published on the respective schools' websites in line with statutory requirements.

#### *PE/Sports Premium Impact Reports*

Govs received and reviewed the published PE/Sports Premium Reports evidencing the impact of the provision across the Federation for the 2020/21 academic. *See the reports for further information.*

The Board was informed that the strategy statements were published on the respective schools' websites in line with statutory requirements.

### **SIP Visit Report (Autumn 2021)**

The Board received, discussed, and accepted the respective School Improvement Partner (SIP) Core Visit Reports in the order set out below. *The Board accepted the reports as read.*

**Grazebrook  
Shacklewell  
Woodberry Down**

**Through questioning and further exploratory discussions, the Board scrutinised the Executive Headteacher and Headteachers on the points set out in their respective reports and accompanying strategy documents/reports.**

**The Board thanked the Executive Leaders for their reports.**

**Reference Document/s**

Executive Headteacher's Report  
Headteachers' Report  
Pupil Premium Strategy Statements  
PE/Sports Premium Impact Reports  
SIP Visit Reports

### **3. Policy Review & Approval**

The Board reviewed and approved the adoption following policy/ies:

**Maths Policy**

### **4. Minutes –Governing Board Meeting (4<sup>th</sup> Oct 2021)**

#### **4.1 Corrections**

None recorded

#### **4.2 Approval of Minutes**

The minutes of the Governing Board meeting held on 4<sup>th</sup> Oct 2021 were approved as the true and accurate record of the meeting.

#### **4.3 Matters Arising from Minutes of the Gov Board Meeting held on 4<sup>th</sup> Oct 2021**

All items reported as completed or marked as c/f for future meetings. No other matters arising from previous minutes.

### **5. Governing Board Business**

#### **5.1 Clerks Statutory & Governance Updates**

The Clerk advised that there were no statutory or governance updates.

#### **5.2 Membership & Recruitment**

No other membership & recruitment updates.

#### **5.3 Agree Annual Governance Statement (2020/21)**

The Board deferred review and agreement by the Chair of the Governing Board *ex parte of the meeting*.

#### **5.4 Approve the Terms of Reference for the Resources Committee**

The Board approved the Terms of Reference for its Resources Committee for 2021/22.

#### **5.5 Report from Resources Committee**

Govs received an update from the Chair of the Resources Committee on the considerations by the Committee during its recent meeting.

**The Board agreed to receive a written summary report from Resources Committee during future meetings.**

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

The Chair updated the Board on the ongoing soft partnership between New Wave Federation & Thomas Fairchild School

## **6. Any other Business**

No other business for discussion.

**Meeting ends at 7.40pm**

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

On **28<sup>th</sup> Mar 2022**

### ***Future Meetings (2021/22)***

As published on the meeting schedule