

## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

Monday 29<sup>th</sup> March 2021 (1800)

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</i>
MC	Ms M Crawford	<i>Co-opted Governor</i>
GE	Mr G Evans	<i>Parent Governor</i>
SO	Mr S Olalere	<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>
	Dr H Briffa	<i>Observer</i>

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
LH	Ms L Hancock	<i>Co-opted Governor</i>

<b>ABSENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
BP	Mr B Plant	<i>Co-opted Governor</i>
AH	Mr A Holley	<i>Co-opted Governor</i>

**ACTION WORKSHEET**  
**29<sup>th</sup> MARCH 2021**

NO	AGENDA ITEM	ACTION	Responsible PERSON	STATUS
	C/F			

NEW				
<b>GB1</b>	3	Update the Board during its next meeting on the ongoing work with parents supporting pupils at home (Grazebrook).	K Beecroft	<u>OPEN</u>

**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 meeting of the New Wave Federation Governing Board. The meeting started at 1805.

### **1.2 Apologies & Absence**

As recorded above.

The Board accepted the apologies as recorded and marked the absence of Mr A Holley & Mr B Plant as unauthorised.

### **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

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:

- Reopening Plans
- Attendance
- Lateral Flow Tests
- Vaccinations
- Admissions for Sept 2021
- Personnel & Staffing Update
- Premises
- SIP Visits

### *Reopening Plans*

The Board was told that the COVID-19 Risk Assessments have been conducted and approved by Hackney Education. It was reported that these are published on the schools' websites.

Govs noted the additional updated as set out in the report.

### *Attendance*

The Executive Headteacher reported pupil attendance since reopening on the 8<sup>th</sup> March 2021 as follows:

▪ Grazebrook	-	95.97%
▪ Shacklewell	-	96.49%
▪ Woodberry Down	-	94.4%

### *Lateral Flow Tests*

The Board noted the update on the lateral flow tests conducted within the schools. It was reported that the pilot scheme will be discontinued within the schools and individuals signposted to the local centre.

### *Vaccinations*

The Board noted the update on vaccinations.

### *Admissions for Sept 2021*

The Executive Headteacher appraised the Board on the applications for Reception places by school. It was noted that this evidences the increase in interests of the Federation's schools, but further analysis of the applications highlighted that applicants were also selecting the Federation's schools in 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> choice positions. Govs were advised that the potential exists for Reception year groups/places to remain unfilled.

1. **Is it an emerging trend to see offer places to applicant who have selected the Federation schools as 2<sup>nd</sup> and 3<sup>rd</sup> choices, etc?**  
*The Executive Headteacher confirmed this to be the case.*
2. **What's the risk and contingency for the reception places not being full?**  
*The Executive Headteacher stated that the risk includes potential impact to the Federation's finances.*
3. **Would there be changes to the schools' provision to meet budget?**  
*The Executive Headteacher stated that a review of the schools' provision would have to be done to ensure continue financial viability and little to no impact to the quality of the education provision.*
4. **Is there a plan being developed across the Federation on dealing within potential falling pupil numbers over the next 5yrs?**  
*The Executive Headteacher stated that she has met with the Headteachers to explore strategies to deal with the potential impact on falling pupil numbers in Nursery/Reception year groups. It was noted that plans were being considered for either extension of school days or introducing additional value-added provision, etc.*

The Board was also appraised on the work being done to increase pupil numbers.

#### *Personnel & Staffing*

The Board noted the personnel and staffing update as set out in the report.

#### *Premises*

The Board noted the premises update as set out in the report.

#### *SIP Visits*

The Board noted the dates for the SIP visits. It was noted the Woodberry Down & Shacklewell SIP visits went well with Grazebrook set for the 30<sup>th</sup> March 2021.

The Chair informed the Board that he visited all 3 schools within the past 3 weeks and provided appropriate feedback to the respective Headteachers and Executive Headteacher.

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

#### [Reference Document/s](#)

[Executive Headteacher's Report](#)  
[COVID-19 Risk Assessments](#)

## **3. Headteachers' Reports**

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

### **Grazebrook Woodberry Down Shacklewell**

The respective Headteachers updated govs on:

- School Context
  - Baseline Assessment
  - Catch-up Provision
  - Safeguarding & Education Welfare
  - School Development & Self-Evaluation (SEF)
  - Outcome of Pupils & Parents' Questionnaires
1. **With reference to the Grazebrook surveys, what is the expectations of the focus areas and the next step.?**  
*Ms Beecroft stated that work is expected on assisting parents to support pupils and providing strategies on pupil self-regulation and welfare.*

The Chair requested that an update to the Board on the ongoing work with parents supporting pupils would be welcome during the next meeting.

**2. With reference to the provision at Woodberry Down, do you feel the second lockdown negative impacted the speech and language provision?**

*Mr Hewie stated that despite the challenges and negative impact caused by the lockdown, speech and language provision was provided by the local authority's SALT team. The Executive Headteacher noted that a plan was being developed across the Federation to provide greater speech and language provision, as well as other developmental support to pupils.*

*It was noted that the provision will be referred to in the Federation's Surplus Spending Plan arising from the 2020/21 financial year.*

**3. Is there any prediction on the length of the catch-up support for pupils (incl funding availability, etc)?**

*The Executive Headteacher stated that catch-up and intervention overload is not suitable and the school/Federation is mindful things which impact pupils lives outside of the school which the Federation has no control over. It was noted that an enriched vocabulary and increased literacy offer is being key for pupil development. Gobs were told that continued staff development whilst also implementing an evaluative approach to support for pupils.*

**The Board noted the School Development Plans and individual school SEFs.**

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

[Reference Document/s](#)  
[Headteachers' Report](#)  
[School Development Plans](#)  
[SEFs](#)

## **4. Governing Board Business**

### **4.1 Clerks Statutory & Governance Updates**

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

### **4.2 Membership & Recruitment**

The Chair noted that the recruitment drive for 2 additional Co-opted Gobs was ongoing. It was noted that no further action has been taken since the last meeting.

### **4.3 Plans for Gobs Monitoring Visits, Including Monitoring Arrangements**

The Chair noted his visits to the 3 schools within the last 3 weeks. Gobs were informed that further information will be forthcoming on gov monitoring visits, including liaising with individuals schools on logistics around visits.

### **4.4 English Hub**

The Chair informed the Board that the English Hub has been advertised in the Hackney Education publication. The Executive Headteacher updated the Board on the setting up of the English Hub Strategic Board and the ongoing work of the Hub.

### **4.5 Chair's Actions & Correspondence**

None to be tabled.

## **5. Minutes – Full Governing Board Meeting (14<sup>th</sup> Dec 2020)**

### **5.1 Corrections**

None recorded

### **5.2 Approval of Minutes**

The minutes of the Governing Board meeting held on 14<sup>th</sup> Dec 2020 were approved as the true and accurate record of the meeting.

### **5.3 Matters Arising from Minutes of the FGB Meeting held on 14<sup>th</sup> Dec 2020**

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

## **6. Policies for Approval**

The Board reviewed and approved the following policies:

**Home Visits Policy**

**Marking & Feedback Policy**

## **7. Any other Business**

### **7.1 HR Appeal Panel**

The Chair informed the Board of the need for 2 additional gobs to serve on a HR appeal panel. It was noted that further details will be shared in due course.

Ms M Crawford & Mr M Sharman agreed to serve on the panel.

### **7.2 NPQH Presentation to Gobs**

The Committee received a presentation from Mr Rory McGrath (Headteacher, Shacklewell) & Ms Katie Beecroft on the projects which they will be submitting as part of their National Professional Qualification for Headship.

Gobs requested a copy of the presentation for ease of reference.

No other business for discussion.

**Meeting ends at 2008.**

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



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

7<sup>th</sup> June 2021

**Date**

### **Future Meetings (Summer 2020/21)**

As published on the meeting schedule