

MINUTES
New Wave Governing Body
18 May 2016

To All Members

From Elaine Petruckevitch
Clerk to the governing body

Present Olly Cochrane, Pat Middleberg, Ben Plant, Michelle Thomas

In attendance Derek Hewie, Nicole Reid, Ian Fokerd.

Ben Plant opened the meeting at 6.00pm

Agenda Item	Decision / Resolution	Action
Part 1 non-confidential business		
1. Apologies	Apologies/consent for absence Apologies were received from Mike Sharman.	
2. Election of chair and vice chair	It was agreed that the term of office for the chair and vice chair would be one year and that any election would be by a show of hands. It was noted that Ben Plant was elected chair being the only nomination. It was further noted that Mike Sharman was elected vice chair being the only nomination and subject to his being co-opted as a governor.	
3. Governing body organisation	<p>3.1 Declarations of interest in items on the agenda There were no declarations of interest in items on the agenda.</p> <p>3.2 Register of pecuniary interests It was agreed that Ben Plant and Michelle Thomas would discuss the new requirements for the registration of pecuniary interests and the information to be displayed on the school website</p> <p>3.3 Membership of the governing body It was noted that Ben Plant had been appointed as the LEA governor by LB Hackney.</p> <p>It was noted that there were two candidates for the post of staff governor and that Pat Middleberg had been elected..</p> <p>It was agreed to co-opt Olly Cochrane and Mike Sharman as governors.</p> <p>In respect of parent governors it was noted that the rules for the constitutions of federations had been changed and only a total of two elected parent governors would be allowed instead of a place for a parent governor from each school in the federation. It was agreed that Michelle Thomas would organise elections for the two parent governors.</p>	<p>Ben Plant/ Michelle Thomas</p> <p>Olly Cochrane/ Mike Sharman</p> <p>Michelle Thomas</p>

	<p>It was further agreed that Ben Plant would send a letter to all parents explaining the change to the rules for the constitutions of federations.</p> <p>It was agreed to increase the number of co-opted governors by one governor so that the new constitution is as set out below</p> <ul style="list-style-type: none"> • 2 parent governors • 1 executive headteacher • 1 staff governor • 1 local authority governor • 4 co-opted governors <p>It was noted that the governing body would like to co-opt a governor with some experience of building works.</p> <p>It was agreed that Ben Plant would notify Hackney Learning Trust of the new constitution and ask for a new instrument of government to be drafted and signed.</p> <p>It was noted that all disclosure and barring (DBS) checks were in place and that the DBS check for Ben Plant was coming up for renewal. It was agreed that Michelle Thomas would arrange for the renewal of the DBS check for Ben Plant.</p> <p>It was agreed to adopt the Hackney Learning Trust formal HR procedures.</p>	<p>Ben Plant</p> <p>Governors</p> <p>Ben Plant</p> <p>Michelle Thomas/ Ben Plant</p> <p>Governors</p>
<p>4. Finance</p>	<p>Federation of Grazebrook and Shacklewell budget monitoring summary/year end statement 2015/16 Copies of the budget monitoring summary 2015/16 were received. It was noted that there was an end of year carry forward of £42 532.</p> <p>Woodberry Down budget monitoring summary/year end statement 2015/16 Copies of the budget monitoring summary 2015/16 were received. It was noted that there was an end of year carry forward of £38 878.</p> <p>Federation of Grazebrook and Shacklewell Statement of internal control Copies of the statement of internal control for 2015/16 were received. It was noted that all the criteria had been met and effective controls were in place. It was agreed that Michelle Thomas and Ben Plant would sign the statement.</p> <p>Woodberry Down Statement of internal control Copies if the statement of internal control for 2015/16 were received. It was noted that all the criteria had been met and effective controls were in place. It was agreed that Michelle Thomas and Ben Plant would sign the statement.</p>	<p>Michelle Thomas/ Ben Plant</p> <p>Michelle Thomas/ Ben Plant</p>

	<p>New Wave budget plan 2016/17 Copies of the budget plan for 2016/17, 2017/18 and 2018/19 were received. It was noted that total income was £10 281 849.</p> <p>It was further noted that</p> <ul style="list-style-type: none"> • there was additional funding for two year olds in Woodberry Down from September 2016 and funding for two year olds in Shacklewell would continue • the amount of pupil premium funding per pupil had been maintained • funding for sports had increased • two grants were awarded to Woodberry Down for the kitchens and for ICT • the renewal of ICT equipment was a major item of expenditure and a tender would need to be prepared <p>In respect of staffing it was noted that there had been five applicants for the head of school post in Grazebrook and two applicants had been shortlisted one of whom had now withdrawn.</p> <p>It was noted that the budget was tighter for 2016/17 and additional controls had been put in place.</p> <p>It was agreed to adopt the budget plan 2016/17.</p> <p>New Wave surplus spend plan Copies of the surplus spend plan were received. It was noted that £70 000 would be allocated to the year 6 building works in Shacklewell and £55 000 to the conversion of the premises manager's house in Woodberry Down. It was agreed to adopt the surplus spend plan.</p> <p>New Wave financial procedures Copies of the financial procedures were received. It was noted the procedures were similar to previous versions except the schedule of delegation now allowed the</p> <ul style="list-style-type: none"> • heads of school to approve up to £10 000 • executive head to approve up to £20 000 • resources committee to approve £50 000 • governing body to approve £50 000 and over <p>It was agreed to adopt the financial procedures.</p>	<p>Governors</p> <p>Governors</p> <p>Governors</p>
<p>5. Premises</p>	<p>Health and safety audits Copies of the health and safety audits for each of Grazebrook, Shacklewell and Woodberry Down were received. It was noted that all three schools had been assessed as outstanding and the minor issues arising had all been addressed. It was agreed that Michelle Thomas would pass on her thanks to Alia Choudhry, the business manager.</p>	<p>Michelle Thomas</p>

6. Policies	<p>It was agreed to adopt all the existing polies for Grazebrook, Shacklewell and Woodberry Down.</p> <p>It was agreed that Michelle Thomas would present the schedule of New Wave policies to the next governing body meeting.</p>	<p>Governors</p> <p>Michelle Thomas</p>
7. Briefing papers	<p>Copies of the following briefing papers were received</p> <ul style="list-style-type: none"> • HLT schools causing concern • NGA educational excellence everywhere • NGA 20 questions <p>It was agreed that Ben Plant would look at the NGA 20 questions and report back to the governing body.</p>	<p>Ben Plant</p>
8. Support/training	<p>It was noted that there was nothing to report under this item.</p>	
9. Urgent business	<p>It was noted that there was no urgent business.</p>	
10. Dates of meetings	<p>It was agreed that Ben Plant would arrange a date for the next meeting depending on the timings for the election of parent governors.</p>	<p>Ben Plant</p>

The meeting closed at 7.30pm

Signed _____

Date _____

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