



Minutes of a Meeting of the New Wave Federation Full Governing Board

Held at Woodberry Down on Wednesday 12th July 2017, 6pm

Governors Present:

Ben Plant	Chair of Governors
Matthew Jeary	Parent Governor
Patrick Middleburgh	Staff Governor
Perry Francis	Parent Governor
Mike Sharman	Vice-Chair of Governors
Paul Williams	Co-opted Governor

In attendance:

Jess Hutchison	Headteacher at Grazebrook Primary School
Derek Hewie	Headteacher at Woodberry Down Primary School
Nicole Reid	Headteacher at Shacklewell Primary School
Ian Fokerd	Bursar
Oskar Schortz	Clerk to the Governing Board

The meeting began at 18.03.

PART I – NON-CONFIDENTIAL

1. GOVERNING BOARD ORGANISATION

1.1 To welcome all governors, record attendance and apologies

Apologies were received and accepted from Michelle Thomas, Olly Cochrane and Chris Howard.

1.2 To declare and note any declarations of interest in items on the agenda

None were declared.

1.3 To confirm that all existing and any newly appointed governors have a current DBS check in line with DfE requirements implemented from 1 September 2017

It was confirmed that all DBS checks were up-to-date and that Paul Williams' DBS is being processed.

1.4 Appointment of new governors, link governor roles and committee structure

Governors decided to continue with the allocated Link Governor roles for the following year. This is as follows:

- Olly Cochrane – Safeguarding & SEND link governor
- Matt Jeary – Spanish link governor

1.5 To determine governing body committee structure

The Chair outlined the proposal to form a resources committee.

Governors would meet four times as a full governing body over the year; one meeting at the beginning of the school year and one meeting at the end of each term.

The resources committee would be chaired by Mike Sharman and be attended by three associate members (Michelle Thomas, Alia Choudhry and Ian Fokerd). The remit of the committee will focus on finances, staffing, premises, resources and HR.

This will allow the full governing body to focus on teaching and learning, curriculum and management.

AGREED: Governors agreed the proposal

Mike Sharman, Perry Francis and Paul Williams agreed to be governors on the committee.

1.6 To confirm Chris Howard as a member of the governing body

Ben Plant recommended Chris Howard be co-opted onto the board. Chris is a technology consultant and is interested in the innovative teaching in the federation. He brings skills that the governing body currently doesn't have.

AGREED: Governors agreed to co-opt Chris Howard

2. MINUTES OF THE LAST MEETING AND ACTIONS TAKEN

2.1 To approve the minutes of the last governing body meeting

AGREED: Following review, governors agreed the minutes of the last meeting as a true and accurate record of the meeting.

3. CHAIR'S REPORT

Ben Plant updated governors that an exclusion panel had been held at Shacklewell on 12th July. He had also met with Mike Sharman to discuss the governing body structure and the annual governance planner.

4. FINANCE UPDATE

Ian Fokerd presented governors with the budget monitoring report up to the end of May.

Expenditure

Governors reviewed the expenditure:

- The most significant variances this time of year are around staffing
- The federation is taking on more Teach First teachers than initially predicted
- There have been changes around Teaching Assistants
- A member of the premises team is working part-time in the office as a finance officer (covering maternity)
- The new catering manager is coming onto payroll in September
- There are reduced numbers of staff in the extended school provision
- Hackney Council assessed all the rates of the three schools and decided we have overpaid over the last three years

Q: A governor asked whether the federation has considered appealing this.

A: The federation can look into this.

Q: A governor asked whether there is any adjustment in the budget for this.

A: We wouldn't get it this year but the following year.

- The federation has spent £25k less than predicted on the new iPads
- Additional therapeutic support has been agreed
- Furniture is more expensive
- Agency staff were supposed to be working in the office covering maternity, but a saving has been made by using premises staff to cover this role
- Costs are now coming in less than expected for the external work in Woodberry Down

Income

Governors reviewed income:

- EHC plan income will be known in September

- Pupil premium - We have received PPG for three children from last year
- Additional Teach First income has been received
- Woodberry Down expansion – a lot of the costs around expansion occurred last year, however income received this year

Capital

Governors reviewed capital:

- Currently have three projects – in process of or discussing
- Year 6 building at Shacklewell – LA have secured more funds than expected
- Nursery extension at Woodberry Down – LA increasing contribution as costs are higher

Q: A governor asked in how much detail the resources committee will look at the budget.

A: The committee will undertake this budget monitoring. The minutes of the committee will come to the FGB.

Q: A governor asked where the government stands following the election.

A: They have confirmed it will go ahead for next year. Have not issued a response to the consultation.

Q: A governor asked whether there are any changes with the free nursery funding.

A: This is going ahead but still difficult to implement. The federation is still trying to fill all the nurseries. Whereas previously we could offer free full-time places, this is not possible now without an HMRC code or payment from the parents.

Q: A governor asked what financial risk the federation carries on this.

A: We are funded from September. But the risk is recruiting staff for the full pupil numbers which we then cannot fill. We are holding back on staffing. Balancing finance with the pupil numbers in light of statutory ratios is the key priority.

Controls assurance statement for New Wave federation

Ian Fokerd reported that Ben Plant and Michelle Thomas signed the Controls assurance statement on behalf of the federation.

5. FEDERATION PUPIL OUTCOMES 2017

Headline results from Shacklewell, Grazebrook and Woodberry Down:

Grazebrook

- Jess Hutchison presented the provisional results for KS2
- One particular child who was SEN didn't make progress across KS2
- Three other children did not make progress across one of the subjects
- The greater depth in reading and maths made a particular difference for progress scores

Q: Why is greater depth writing a priority

A: This cohort is strong in maths and reading. However found composition of writing challenging at Greater Depth standard.

Woodberry Down

- Pleased with reading, writing and SPAG results
- Writing is high, but greater depth is slightly lower than other two schools
- Two children scored standardized score of 99 an appeal has been made
- Our combined is lower in greater depth.

Shacklewell

- Similar to Woodberry Down where the children come in with very low starting points. Shacklewell pupils make accelerated progress
- The provisional data indicates that Shacklewell pupils achieved a combined measure of 96% in reading, writing and maths.

Governors congratulated all three schools for their hard work, with special thanks to all the staff.

Q: A governor asked if this could be fed back to parents in the newsletter.

A: Michelle Thomas always sends out a newsletter at end of the year. At the start of the new term the results will be published.

6. FEDERATION STAFFING UPDATE

The schools shared staffing updates with the governors:

Shacklewell

- The school is fully recruited with no teachers needed
- Schools direct students and one teach first have been recruited

- Joining the Leadership Team is a newly appointed Assistant Headteacher. A new Deputy Headteacher who has been recruited to the position from Assistant Headteacher

Woodberry Down

- Fully staffed except one class teacher (Year 4). It has been difficult to recruit
- If the school doesn't recruit for that position, the assistant head will have to go into class

Q: A governor asked about using agency teachers.

A: That's an option. The school has advertised twice in the TES. Both times, 2 people were interviewed

Grazebrook

- The school has one new teacher in nursery
- A new teacher is coming into reception
- A Canadian trained teacher coming into year 1
- Year 4 teacher coming in from high achieving school in Newham
- Early Years Educators – one on maternity leave, two considering whether they are continuing next year

Q: A governor asked about introducing the new SLT of each school to parents.

A: In September faces will be on newsletters for parents.

7. FEDERATION PREMISES UPDATE

Fire Drills

Governors discussed school fire drill evacuation times.

Governors agreed that there should be consistency in how fire drill reporting is timed and presented and that the resources committee would keep an eye on this

Grazebrook

- A rubbish truck drove into the car park gate which damaged the gate completely needing a replacement
- The council are paying for its refurbishment
- Security grant has been earmarked to improve the car park

Shacklewell

- Security grant work completed and a new CCTV camera installed
- Confirmation has been received about the year 6 building; this building is to be built with funding from the HLT

- The building project will begin in January or February. The school is allowed to choose plans now the funding has been secured. The federation will have to cover the costs if the build goes over budget.

Woodberry Down

- The school has a new 2 year old provision which is now full. Expansion works to the school have been completed
- The dining hall is still experiencing flooding. This has been an ongoing problem at the school. The council has come in, but it is unlikely to be fixed soon.
- The school has arranged for the removal of the white paint at the front of the building due to its listed status
- A security grant has been used to complete the fence to the reception playground
- The school is working with Hackney Council to expand the nursery to fill three nursery classes. Funding will be received. Governors will be sent a tender document to review and approve shortly

8. DATE OF NEXT MEETING

Governors were directed to the annual governance planner for future meeting dates.

9. ANY OTHER BUSINESS

The Chair thanked the head teachers for all their efforts and wished them a nice summer break.

Meeting ended 19.32.

(Signed)..... (Chair of Governors).....(Date)