

GENERAL MINUTES

FULL GOVERNING BOARD

Thursday 14th December 2017

GOVERNORS PRESENT		
INITIALS	NAME	ROLE
BP	Mr Ben Plant	<i>Chair of the Full Governing Board</i>
EHT	Mrs Michelle Thomas	<i>Executive Headteacher New Wave Federation</i>
MS	Mr Mike Sharman	<i>Vice-Chair of the Full Governing Board</i>
MJ	Mr Matt Jeary	<i>Governor</i>
PW	Mr Paul Williams	<i>Governor</i>
CH	Mr Chris Howard	<i>Governor</i>

OTHER ATTENDEES PRESENT		
INITIALS	NAME	ROLE
DML	Mr David M Laird	<i>Clerk to Governors</i>
JH	Mrs Jess Hutchison	<i>Headteacher, Grazebrook</i>
DH	Mr Derek Hewie	<i>Headteacher, Woodberry Down</i>
RM	Mr Rory McGrath <i>(attended for digital presentation only)</i>	<i>Deputy Headteacher, Shacklewell (Federation Digital Lead)</i>
CW	Ms Cassie Williams <i>(attended for digital presentation only)</i>	<i>Assistant Headteacher, Grazebrook (Federation Digital Lead)</i>

APOLOGIES		
INITIALS	NAME	ROLE
OC	Ms Olly Cochrane	<i>Governor</i>
MJ	Mr Matthew Jeary	<i>Governor</i>
NR	Mrs Nicole Reid	<i>Headteacher, Shacklewell</i>

ABSENT		
INITIALS	NAME	ROLE
PM	Mr Patrick Middleburg	<i>Governor</i>
PF	Mr Perry Francis	<i>Governor</i>

ACTION WORKSHEET – 14 DEC 17

NO	AGENDA ITEM DESCRIP TOR	ACTION	Responsible PERSON	STATUS
FGB1	3.6	Send schedule of available training and Training Matrix to Governors.	EHT	Pending
FGB2	5.2	Arrange date and time for MAT Visioning Workshop with Governors.	EHT	Pending
FGB3	8	Circulate Marking for Progress Policy for review by governors.	EHT	Pending

RECORD OF MEETING

1. Opening Formalities

1.1 Welcome

BP convened the Autumn term (2) meeting of the New Wave Federation Full Governing Board. The meeting started at 1810hrs.

1.2 Apologies & Absence

As recorded above.

1.3 Declarations of Interests

None recorded and no changes to existing declarations.

1.4 Notification of any other Business not on Agenda

2. Minutes – Full Governing Board Meeting (21 Sept 17)

2.1 Corrections

The following correction/s were recorded:

- Pg 8 – (Response to question 1) correct to read ‘6yrs’

2.2 Approval of Minutes

The minutes of the Full Governing Body meeting held on 21 Sept 2017 were approved and signed by the Chair.

2.3 Matters Arising from Minutes of the FGB Meeting held on 21 Sept 2017

All action points recorded as completed. No other matters arising.

3. Governing Board Business

3.1 Governors’ Declarations of Interest

Governors confirmed that all declarations of interest for 2017-18 has been completed.

3.2 Review of Governing Board Code of Conduct

EHT and Governors noted and confirmed that the review of the Governing Board Code of Conduct has been completed.

3.3 Review and Approve Terms of Reference (Resources Committee)

Governors review and noted the Terms of Reference, as recommended for approval by the Resources Committee.

The Governing Board approved the Terms of Reference for the Resources Committee.

3.4 Review and Approve Governor Visits Policy

Governors review and noted the Governor Visits Policy.

The Governing Board approved the Governor Visits Policy.

3.5 Governor Visits (Autumn 2017) & Report

Governors reported the following visits carried out since the last meeting of the Governing Board:

- OC – visited and completed a review of the schools’ Single Central Record.
- MJ – attended and contributed to the Christmas Dinner at Grazebrook

3.6 Governor Training & Training Matrix

See action/s on Action Worksheet

3.7 Report from Resources (including updates on Budget Monitoring)

MS updated Governors on the first meeting of the Resources Committee. It was reported that the federation's budget was reviewed and that a larger than expected surplus is predicted.

Governors commended the EHT and her team for the efficient management of the federation's finances and resources.

Approval of the Finance Policy & Procedures

Governors approved the Finance Policy and Procedures.

4. Chair's Action and Correspondence

None reported.

5. Executive Headteacher's Report

5.1 Federation's Digital Strategy & Report

Governors received an extensive presentation on the Federation's Digital Strategy by the federation's digital leads Cassie Williams (Assistant Headteacher, Grazebrook) and Rory McGrath (Deputy Headteacher, Shacklewell).

Governors noted that one of the federation's aims in the development of its digital strategy, is to use Apple based technology for the enhancement of pupil learning across its schools. It was further reported that teachers are encouraged to adapt and change teaching strategies with the use of technology (with differentiated training provided, which in turn evidences successful teachers who are open-minded and well-supported).

Questions from Governors.

- 1. A governor queried how are pupils able to actively participate in classroom sessions.**
RM/EHT stated that pupils use air-drop which creates a vibrant classroom environment. It was further noted that the various apps create opportunities for teachers to provide live feedback, create tasks, thus challenging pupils.
- 2. Governors queried training or CPD opportunities for staff.**
EHT stated that staff CPD is tailored, which includes an element of self-directed CPD, along with differentiation (working with colleagues, sharing of ideas, use of Twitter etc).
- 3. Governors noted that there were designated Flexible Learning Spaces across the federation's schools with reliable wi-fi to power the various technology and enhance learning.**
- 4. A governor sought clarity on the support mechanisms in place for Teach First teachers, along with the length of time allotted for the training.**
RM stated that teachers from the Teach First Scheme (who are new teachers) receive input from the early stages on the use of the technology. It was confirmed that the appropriate support is provided to ensure that the teacher is fully trained. It was further reported that the training depends on the individual and the agreed targets.
- 5. Governors queried the extent to which the use of technology contributes to the performance of teachers.**
EHT stated that for teachers who are new to the profession, they will start from the beginning whilst others must add to their existing skill sets. It is highlighted that the expectations are made known during the interview and confirmed as non-negotiable. It was noted that most staff are happy with the use of technology.
- 6. DH highlighted the sharing of information and skills on the use of the technology amongst staff, which is noted to have a positive impact on pupils and the culture within the school.**

7. **JH reported that Grazebrook was in the process of recruiting new School Direct trainees and noted that they were happy to join the school and using the technology.**
8. **EHT reported that visitors, parents, staff and pupils are happy with the learning environment within the federation's schools. It was further noted that a group of pupils (and staff) will be taken to the Apple Leadership Summit, with visits to other Apple based sites.**
9. **A governor queried how does the use of technology relate to fulfilling Ofsted requirements.**
EHT stated that although technology is being used to enhance learning, teachers ensure that the learning is balanced with written evidence complimenting the use of technology.
10. **Governors queried the potential barriers to the implementation of the federation's digital strategy and if any changes are required.**
RM confirmed that Shacklewell is built for open spaces and Yr 6 with the required support. EHT noted that enhanced WiFi will be provided for all schools.
11. **A governor queried the technology to be used in EYFS.**
EHT stated that 10 iPads will be provided for each EY classroom, with the required number of staff, trained to teach EY pupils. It was further noted that 2-4 apps will be made available for use by EYFS pupils.
12. **EHT noted that whilst the use of technology is being promoted, online safety is paramount and will be highlighted to all pupils and staff.**
13. **EHT reported that CW and RM are CEOP Trainers.**

*For further information, please see detailed powerpoint presentation on the **Federation's Digital Strategy**.*

5.2 Report on the Future of the Federation – Options Appraisals

With reference to the Options Appraisal (Dec 2017) document, EHT presented the Future of the Federation options to governors for consideration. Three (3) options were presented to governors for consideration, namely:

- Option 1 – federation remains as is;
- Option 2 – Join an existing MAT; or
- Option 3 – Form own MAT

Careful discussions were had on the pros and cons on the options as presented.

Questions from Governors.

1. **A governor queried the financial/capital risk.**
EHT stated that this could include some of the functions being centralised at Trust level.

Following extensive discussions, governors agreed to explore Option 3 further and resolved to seeking external advice on becoming a Multi-Academy Trust.

*For further information, please see detailed **Options Appraisal (2017) document**.*

*See action/s on **Action Worksheet***

6. School Reports

6.1 School SEF Report

Governors received, reviewed and noted the SEF from Grazebrook, Shacklewell and Woodberry Down. It was reported that all schools were judged as outstanding.

Governors were told that an inspection was due at Shacklewell.

*For further information, please see detailed **SEF – Grazebrook, Shacklewell and Woodberry Down**.*

7. Staff Performance Management

7.1 Teacher Appraisals

EHT informed Governors that all teacher appraisals were completed and was based on the Appraisal Period for September 2016 – July 2017.

7.2 Ratification of Pay Awards

The Governing Board approved pay awards as per EHT's recommendation.

8. Policies for Approval

Following extensive review, the Governing Board approved the proposed revisions to the Equalities Statement (Policy).

See action/s on Action Worksheet

8. Any other Business

No other business.

Meeting ends at 2010hrs.

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

Chair of Full Governing Board
(or Chair of Meeting)

Date

Spring 2018 Meetings

Governors Visit to Woodberry Down
Resources Committee Meeting (Grazebrook)
Full Governing Board Meeting (Grazebrook)

– **Wednesday 10 Jan (0900-1100)**
– **Thursday 25th Jan (1800)**
– **Thursday 8th March (1800)**

Summer 2018 Meetings

Governors Visit to Grazebrook
Resources Committee Meeting (Grazebrook)
Full Governing Board Meeting (Shacklewell)
Resources Committee Meeting (Grazebrook)

– **Wednesday 25th April (0900-1100)**
– **Thursday 26th April (1800)**
– **Thursday 14th June (1800)**
– **Thursday 28th June (1800)**