

## **GENERAL MINUTES**

### **FULL GOVERNING BOARD**

Thursday 8<sup>th</sup> March 2018

<b>GOVERNORS PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
<b>BP</b>	Mr Ben Plant	<i>Chair of the Full Governing Board</i>
<b>EHT</b>	Mrs Michelle Thomas	<i>Executive Headteacher New Wave Federation</i>
<b>MS</b>	Mr Mike Sharman	<i>Vice-Chair of the Full Governing Board</i>
<b>MJ</b>	Mr Matt Jeary	<i>Governor</i>
<b>OC</b>	Ms Olly Cochrane	<i>Governor</i>
<b>PF</b>	Mr Perry Francis	<i>Governor</i>

<b>OTHER ATTENDEES PRESENT</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
<b>DML</b>	Mr David M Laird	<i>Clerk to Governors</i>
<b>JH</b>	Mrs Jess Hutchison	<i>Headteacher, Grazebrook</i>
<b>DH</b>	Mr Derek Hewie	<i>Headteacher, Woodberry Down</i>
<b>NR</b>	Mrs Nicole Reid	<i>Headteacher, Shacklewell</i>

<b>APOLOGIES</b>		
<b>INITIALS</b>	<b>NAME</b>	<b>ROLE</b>
<b>CH</b>	Mr Chris Howard	<i>Governor</i>
<b>PM</b>	Mr Patrick Middleburg	<i>Governor</i>
<b>PW</b>	Mr Paul Williams	<i>Governor</i>

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

**ACTION WORKSHEET – 8 MAR 2018**

NO	AGENDA ITEM DESCRIP TOR	ACTION	Responsible PERSON	STATUS
<b>C/F</b> <i>14 Dec 2017</i>				
<b>FGB3</b>	8	Circulate Marking for Progress Policy for review by governors.	EHT	Open

<b>NEW</b>				
<b>FGB1</b>	3.2	Circulate copy of Training Matrix to Governors	EHT	Pending
<b>FGB2</b>	5.1	Send dates/times for meetings of the Academy Visioning Working Group of the Full Governing Board.	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 (14 Dec 17)**

### **2.1 Corrections**

The following correction/s were recorded:

- Pg 1 – Remove Mr Matt Jeary from apologies.

### **2.2 Approval of Minutes**

The minutes of the Full Governing Board meeting held on 14 Dec 2017 were approved and signed by the Chair.

### **2.3 Matters Arising from Minutes of the FGB Meeting held on 14 Dec 2017**

- FGB1 – completed
- FGB2 – completed
- FGB3 - open

### **2.4 Notification of any other Business not on Agenda**

None tabled.

## **3. Governing Board Business**

### **3.1 Governor Visits (Spring 2018) & Reports**

Governors carried out their Spring Visit to Woodberry Down on Wednesday 10<sup>th</sup> Jan 2018 and commended the school's leadership and staff for their hardwork. Governors noted how impressed they were with the quality of education being delivered to pupils at the school.

Governors noted their next visit to Grazebrook for 25<sup>th</sup> April 2018 (0900-1100).

### **3.2 Governor Training & Training Matrix**

EHT reported that the Training Matrix was completed and will be circulated to Governors.

**See action/s on Action Worksheet**

### **3.3 Report from Resources Committee**

Governors received a summary report on the operations of the Resources Committee from MS. MS reported that the committee reviewed the Budget Monitoring Report for Period 9 (Dec 2017), Benchmarking (2016/17), Premises and Personnel.

It was noted that the committee reviewed the School Financial Value Standard (SFVS) in line with statutory requirements.

**The Governing Board approved the School Financial Value Standard (SFVS).**

### **3.4 Progress on Draft Budget (2018/19)**

Deferred for review by the Resources Committee.

## **4. Chair's Action and Correspondence**

None reported.

## **5. Executive Headteacher's Report**

### **5.1 Update on Future of Federation**

Governors received an update from EHT on the outcome of the Academy Visioning Meeting held on 8<sup>th</sup> March 2018. It was noted that the meeting received a presentation from Haslers on converting to a Multi-Academy Trust (MAT).

A detailed presentation (including timeline to convert) was submitted for review and consideration by the Governing Board of the Federation.

EHT reported that a set-up grant will be provided should the Governing Board decide to convert to academy status.

#### Questions from Governors.

- 1. A governor queried if there will be a consultation with the school community ahead of any conversion to academy status (if the decision is taken).**

*EHT confirmed that this is part of the process and will be done.*

**In order to further explore the finer details of converting to academy status, the Full Governing Board established a Working Party to further review the information as presented during the Academy Visioning Meeting and report to the Full Governing Board on a plan of action to work towards converting, before the Full Governing Board makes the final determination to convert.**

**The Working Group comprises of: BP, MS, MJ and the Federation's Executive Headteacher.**

*For further information, please see detailed report (s):*

#### **Information provided during Academy Visioning Meeting**

*See action/s on Action Worksheet*

### **5.2 Annual Safeguarding Report**

Governors received and reviewed the detailed **Annual Safeguarding Reports** for Grazebrook, Shacklewell and Woodberry Down. The reports were presented by the respective Headteachers.

Governors were informed that all school appointments were made in line with Safer Recruitment Procedures and the schools' Single Central Records are up to date.

All Safeguarding practices across the Federation noted as compliant and in line with statutory requirements and best practice guidelines.

#### Questions from Governors.

- 1. A governor queried the working relationship between Grazebrook and Hackney CSC**  
*JH noted that there is continuous communication between the school and the Council. It was noted that there is ongoing requests for copious amounts of information, including dealing with pupils from out of borough.*
- 2. Governors sought clarity on the pupils from outside the borough.**  
*JH stated that this complement of pupils relates to those whose families previously lived in the borough and have since moved outside the borough but still attend Grazebrook.*

*For further information, please see detailed report (s):*

#### **Annual Safeguarding Reports**

## **6. School Reports**

### **6.1 Review of Shacklewell Inspection Report**

Governors received an update on the recent short inspection at Shacklewell by Ofsted. This inspection was carried out on 16 Jan 2018. **Governors noted with commendation that the school continues to be graded as good.**

#### Questions from Governors.

**1. A governor queried how the report was viewed by parents.**

*EHT/NR stated that it appears parents are happy with the outcome of the report. It was noted that positive responses were received from parents.*

**Governors commended leadership and staff for their continuous hardwork at Shacklewell. Thanks, were also conveyed to governors who worked with the school and met with Her Majesty's Inspector (HMI).**

*For further information, please see detailed report (s):*

**Outcome letter from Ofsted on Shacklewell Inspection**

### **6.2 Pupil Progress and Attainment (Autumn 2017 & Spring 2018)**

Governors received an update on the progress and attainment of pupils across all schools. The respective Headteachers reported as follows:

#### Grazebrook

- The GLD prediction for EYFS is 88%, which maintains the school's high standards. This prediction is based on a thorough analysis of assessments conducted in-year and takes into account on-entry assessment. Grazebrook has a well-developed process of interventions that target the specific needs of children. This ensures that the school's year on year results are significantly above the national average;
- The school's Phonics screening checks show exceptional outcomes for the 2018 cohort. There were no significant gaps between groups. The school also predicted that 75% of children who did not pass at the end of Year 1 will pass the phonics check at the Year 2 re-take. The overall number of pupils passing the Phonics Screening by the end of Year Two is 98%, compared with 92% nationally;
- Key Stage 1 predictions are once again exceptional; these judgements were arrived at after a rigorous process of moderation to ensure that the school's predictions were as accurate as is possible. One of the Year Two teachers have been selected to moderate for the Local Authority;
- The school has tremendous ambitious targets for Key Stage 2 outcomes. These targets are supported by excellent teaching, targeted intervention, and very high aspirations for every child. The school has undertaken regular moderation both within the school and across the federation to ensure that it is working with the most accurate data possible. An AHT at Grazebrook has been selected to moderate for the Local Authority. The school uses a broad range of data, including prior assessments, Key Stage 1 outcomes and moderated teacher judgements. Pupils who are not on track to achieve the outcomes the school believes they are capable of, are identified for specific intervention to improve their progress and put them on track to succeed. The school continues to work on ensuring pupils gain a broad understanding across subjects

#### Shacklewell

- In addressing the gaps identified in the school's 'on-entry assessment, language and maths interventions groups were implemented early to ensure all pupils make outstanding progress from their individual starting points. The on-entry data shows only 19% of the cohort were on track to attain GLD at the end of the academic year. However, the most recent assessment information shows that these early interventions have been effective and currently 50/58 pupils will achieve GLD in summer 2018. More able pupils are provided with differentiated and targeted learning opportunities in both the prime and specific areas and a high proportion-19% are predicted to exceed GLD by the end of Reception. This is a 13% percent on the previous year;
- From the school's most recent mock Phonics screening check, at least 90% of Year 1 pupils will pass the Phonics screening check in June 2018. There is no significant gap between key groups. The school is anticipating 50% of pupils in Year 2 who did not pass the phonics check last academic year will pass this years' retakes;

- Quality teaching and targeted interventions ensures that all pupils are on track to make outstanding progress. The school has placed emphasis on the able disadvantaged pupils in Year 2;
- The school's Year 6 pupils are expected to achieve the end of year targets for both the expected standard and at greater depth. Following the school's half termly gap analysis review meetings, more regular assessment opportunities have been implemented and the use of three class teachers, small group interventions to include before and after school boosters, enrichment opportunities as well as targeted home learning have ensured that all pupils make outstanding progress. Regular moderation across the New Wave Federation and within Shacklewell Primary School has allowed the teachers to refine their judgements and ensure the assessment data they provide is secure. This academic year there has been a renewed focus on ensuring that pupils who achieve greater depth in one area of the curriculum are able to attain this across all subjects. Identifying these pupils, based on the previous year's attainment and the end of EYFS/KS1 data has become a key factor of the termly Pupil Attainment Reviews (PARs) and teacher appraisal targets

**EHT informed Governors that a letter of commendation was also received from The Rt Hon Nick Gibb MP (Minister of State for School Standards) on pupil progress, development and attainment at Shacklewell.**

### Woodberry Down

- School leaders continue to track pupil progress based upon on-entry information gathered in September 2017. Streamed phonics groups, writing groups and daily reading and maths interventions ensure all pupils receive the support and challenge required to ensure they make the necessary progress compared with their starting points. Spring term data already indicates that at least 75% of pupils in Reception at Woodberry Down will meet the GLD by July 2018. In September 2017, 18% of the pupils were judged to be working at expected levels (30-50 months secure) when they entered the year group. The school has a focus on increasing the number of pupils exceeding the GLD. At present it is predicted that eleven pupils in the year group will end the year exceeding age expectations. This shows a slight increase on percentages from 2017. The children are challenged through RWI focus groups, writing sessions and maths focus activities;
- Rigorous and ongoing assessments inform the school that 89% of pupils in Y1 are currently on track to meet the threshold for the phonics screening check;
- Regular assessments and pupil progress meetings allow for professional dialogue based on pupil performance information. As a result, all pupils are on track to make at least expected progress compared with end of EYFS attainment levels. The school continues to focus on pupils who are capable of achieving higher levels in all three subjects by ensuring high quality lessons are consistently delivered in all three classrooms. Lessons are staggered so as to ensure all higher achieving pupils are challenged adequately through activities demanding greater explanation and deeper reasoning. This was commended in the school's recent SIP visit. In addition, interventions continue to support those working at lower levels or with gaps in their knowledge and skills;
- Ambitious KS2 targets were set at the beginning of the academic year. The school expects that all pupils will achieve the targets set and that 91% of pupils will achieve expected standards across reading, writing and mathematics at the end of the school year. Cross federation moderation supports judgements made by teaching staff of pupil's writing and tests clarify gaps in pupil knowledge. The 55 pupils are currently set into three sets and are taught by experienced teachers including two Assistant Headteachers. In addition, the group receives tuition from Teach Up, Stretch and 'in house' boosters. Pupils are also set challenging home learning tasks through the use of technology.

*For further information, please see detailed report (s):*

#### **Outcomes for Pupils Report**

#### **Letter of Commendation from Minister of State for School Standards**

## **7. Policies for Approval**

After extensive review and discussion of the proposed amendments, the Full Governing Board approved the following policies and authorised their adoption:

- **Health & Safety Policy**
- **Teaching & Learning Policy**
- **Behaviour Policy**

## **8. Any other Business**

No other business.

**Meeting ends at 1923hrs.**

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

**Approved – 14<sup>th</sup> June 2018**

### **Summer 2018 Meetings**

Governors Visit to Grazebrook

Resources Committee Meeting (Grazebrook)

Full Governing Board Meeting (Shacklewell)

Resources Committee Meeting (Grazebrook)

– Wednesday 25<sup>th</sup> April (0900-1100)

– Monday 23<sup>rd</sup> April (1800)

– Thursday 14<sup>th</sup> June (1800)

– Thursday 28<sup>th</sup> June (1800)