

MINUTES
New Wave Governing Body
5 October 2016 at 6pm

To All Members

From Andrew Merkley
Clerk to the governing body

Present Olly Cochrane, Co-opted governor
Ben Plant, Chair of Governors
Michelle Thomas, Executive Headteacher
Mike Sharman, Co-opted Governor (Vice Chair)
Perry Francis, Parent Governor
Matthew Jeary, Parent Governor

In attendance Derek Hewie, Headteacher at Woodberry Down Primary School
Nicole Reid, Headteacher at Shacklewell Primary School
Jess Hutchinson, Headteacher at Grazebrook Primary School
Ian Fokerd, Bursar
Calvin Henry, School Improvement Partner
Andrew Merkley, Clerk

Ben Plant opened the meeting at 6.00pm

Agenda Item	Decision / Resolution	Action
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Part 1 non-confidential business

<p>1.SIP Annual Reports</p>	<p>It was AGREED that, as a change to the planned agenda, the Governing Body would welcome Calvin Henry to present the SIP annual reports as the first agenda item.</p> <p>Calvin Henry informed all present of the process for the SIP annual visits which were common to all schools:</p> <ul style="list-style-type: none"> • One visit focussing on Teaching, learning and assessment • One visit focussing on personal development, behaviour and welfare • One visit focussing on Leadership and Management <p>The Annual Summary Reports were circulated to all in advance of the meeting with the agenda papers.</p> <p><u>Woodberry Down Primary School</u></p> <p><i>Key points:</i></p> <p>The SIP validated all of the school's judgements for the school</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Overall Effectiveness-</td> <td style="text-align: right;">2</td> </tr> <tr> <td style="padding-left: 20px;">Outcomes for Pupils</td> <td style="text-align: right;">2</td> </tr> <tr> <td style="padding-left: 20px;">Quality of teaching, learning and assessment</td> <td style="text-align: right;">1</td> </tr> <tr> <td style="padding-left: 20px;">Personal development, behaviour and welfare</td> <td style="text-align: right;">1</td> </tr> <tr> <td style="padding-left: 20px;">Quality of Leadership and Management</td> <td style="text-align: right;">1</td> </tr> </table> <p><u>Outcomes</u></p> <p><u>EYFS</u></p> <p>EYFS outcomes are good with 75.6% of children receiving a good level of development (GLD) which is higher than the national average.</p>	Overall Effectiveness-	2	Outcomes for Pupils	2	Quality of teaching, learning and assessment	1	Personal development, behaviour and welfare	1	Quality of Leadership and Management	1	
Overall Effectiveness-	2											
Outcomes for Pupils	2											
Quality of teaching, learning and assessment	1											
Personal development, behaviour and welfare	1											
Quality of Leadership and Management	1											

KS 1 results

Year 2 phonics retakes outcomes were 7 of the 17 children (all of whom had particular learning needs) did not pass the test.
KS1 SATS results in reading, writing and maths were all significantly above the national average at expected level. Those students at greater depth were above the national average in writing and maths, but below the national average in reading by 3%.

KS 2 results

KS2 SATS results were above the national average at expected level in reading, writing, maths, Spelling, punctuation and Grammar (SPAG) and for the combined reading, writing and maths scores.

Gaps between Pupil Premium grant (PPG) and non PPG children have been successfully reduced as a result of effective intervention.

Teaching, learning, and assessment

1 teacher has been assessed as requiring improvement with the rest of the teaching staff (96%) being judged as good or outstanding.

Personal development, Behaviour and welfare

Attendance and behaviour is good.

Leadership and management

Leadership and management is outstanding with developing support from the middle leadership and strong EYFS leadership.

Priorities for 2016-17

- Further embed Classroom Monitor Assessment tool to inform planning, pupil support and as a tool for measuring pupil progress performance and progress across year groups, including for foundation subjects.
- Further address gaps between Pupil Premium Grant (PPG) and non PPG children so that non PPG children achieve similar levels to PPG in EYFS.
- To continue to ensure pupils make high levels of greater than expected progress across the school
- To further address gaps in attainment in gender and ethnic groups in key areas in all year groups across the school
- Further develop pupil voice so that they have a greater say in their learning and progress.

Shacklewell Primary School

Key points

The SIP validated all of the school's judgements for the school:

Overall Effectiveness-	1
Outcomes for Pupils	1
Quality of teaching, learning and assessment	1
Personal development, behaviour and welfare	1
Quality of Leadership and Management	1

Outcomes

Outcomes for children are very good with a high proportion of children starting at the school with relatively low starting points.

EYFS

Good level of development (GLD) is 72.9% which is likely to be above the national average.

KS1 results

Phonics results in year 1 are strong. Year 2 phonics retakes are also strong with only 3/13 not managing to pass.

SATS scores in reading, writing and maths are all above the national average.

KS2 results

SATS scores in reading, writing, maths, SPAG and combined RWM are all very strong compared with the national average.

The school is particularly effective in reducing the gaps between PPG and non PPG pupils.

Teaching, Learning and Assessment

Pupils are taught to question, challenge and take risks. Marking is effective and the new assessment systems have allowed teachers and leaders to identify gaps in learning.

Personal Development, Behaviour and Welfare

Attendance is good and above the expected national average.

Leadership and Management

Outstanding with good support from strong governance. The school has an excellent curriculum which the children find interesting and enjoyable.

Priorities for 2016-17

- To continue to improve the quality of teaching and learning so that is consistently 100% good and that a greater proportion is outstanding.
- To narrow the achievement gap between boys and girls working at greater depth.
- To further embed a clear assessment and moderation framework, specifically for foundation subjects.

Grazebrook Primary School

Key points:

The SIP validated all of the school's judgements of the school

Overall Effectiveness-	1
Outcomes for Pupils	1
Quality of teaching, learning and assessment	1
Personal development, behaviour and welfare	1
Quality of Leadership and Management	1

Outcomes

EYFS

GLD at EYFS is 88% which is expected to be strong against the national average. Results are significantly stronger than the previous year's results and the gap between boys and girls in reading and writing is closing.

KS1

Phonics results at KS1 continue to be very strong at the end of Y1 and Y2.

SATS scores in reading, writing and maths are anticipated to be significantly above the expected national average

KS2

KS2 SATS results are very strong against the national average. Reading, writing and maths scores are significantly above the national average. SPAG is not as strong, however it is still 7% above the national average.

Combined RWM was 79%.

The gap between PPG children and Non PPG children is 19%.

Teaching, learning and assessment

There has been an increase in the number of teachers judged as outstanding.

EYFS is very strong with children being supported to reach at least good level of progress

Personal Development, Behaviour and welfare

Attendance is good and likely to be above the national average at 96.5%

There have been no exclusions throughout the year.

Leadership and management

The school have appointed a new Headteacher who started in September 2016.

Leadership and management are strong across the board and have responded well to suggestions made for improvement.

Priorities for 2016-17

- To further improve the quality of teaching and learning so that a greater proportion is outstanding by using the federation's coaching model.
- To further embed the Classroom Monitor Assessment tool to inform planning, pupil support and as a tool for measuring performance and progress across year groups.
- To further address and narrow gaps between PPG/ Non-PPG and boys/girls across the school.
- To continue with the federation innovation and research led teaching model by supporting the 1:1 iPad deployment in Year 5.
- Strengthen Governance
- SPAG

Governors thanked Calvin Henry for a full and thorough report.

Calvin Henry left the meeting at this point.

2. Finance

2.1 Budget Monitoring report April 2016/ September 2016

Governors **AGREED** to receive the budget monitoring report which was a change to the planned agenda.

Key points:

Total year- end forecasts for 2016-17 is **£282K carry forward** including a carry forward of £81K from 2015-16. The School Bursar informed Governors that the school should be looking to increase the current predicted carry forward for the end of year.

Governors questioned what carry forward the school would be looking to aim for? The Bursar informed that the school would be aiming for carry forward of £750K which would be in line with the recommended 8% of overall revenue.

Variances

- Teachers- underspend of £81K on predicted budget, due to changes in staffing and maternity leave for some members of staff. There are number of trainee teachers that the school will receive funding for also.
- TAs- underspend against budget forecast.
- The 2 year olds' provision was budgeted to start in September but is now due to commence in January
- SEN funding has increased due to an increase in students with EHCP

Governors questioned the high spend on Agency staff. The school Leadership informed that there is a lag with children joining the Reception with clear educational needs who are waiting to be agreed with EHCP, hence there are children that require additional support but the funding is not yet received to meet their needs. The Executive Headteacher further explained the banding levels for EHCP children.

- Other staffing- 17.5K projected overspend
- Cleaning costs – Woodberry Down costs are higher than expected
- Water testing- higher than predicted
- Bought in professional services- agency costs and school's direct higher than anticipated.

Income

- IO1 Nursery and EYFS- additional funding received for EYFS but predicted nursery funding is lower due to the late commencement of the 2 year olds provision.
- SEN - £42K higher than anticipated in the budget.
- Pupil Premium- £10k lower than expected

Governors questioned how long it will take to build up the required carry forward. The Bursar informed that once the capital spend on building works is complete and the school is full, it should be in a better position with the carry forward.

Governors questioned when the National Funding formula is likely to be in place. The Bursar informed that it was likely to be 2018-19 with another consultation expected.

Ian Fokerd left the meeting at this point.

<p>3. Governing Body Organisation</p>	<p><u>3.1 Introductions and Apologies</u></p> <p>Apologies were received from Patrick Middleburgh. Governors consented to his apology.</p> <p><u>3.2 Declarations of interest and annual register of pecuniary interests</u></p> <p>There were no declarations of interest in items on the agenda.</p> <p>It was AGREED that the register of business and pecuniary interests would be circulated electronically. The Clerk AGREED to send an e-version of the register of interests to the Executive Headteacher.</p> <p><u>3.3 To elect a Chair and Vice Chair</u></p> <p>The Clerk advised that there was no need to fulfil this agenda item given that the Chair and Vice Chair had been elected at the May 2016 full governing body meeting. The term of office for both posts had been AGREED as 1 year.</p> <p>The Governing body will need to re- elect the Chair and Vice Chair in the May 2017 meeting and as such should add to the schedule of business/ work plan.</p> <p><u>3.4 To review membership of the governing body, committees, working groups, link governors</u></p> <p>There are currently 2 governor vacancies.</p> <p>Governors AGREED to recruit new governors to the Governing Body from the School Governors One Stop Shop.</p> <p>Governors AGREED that the membership of the committees would be revisited when the new Governors are appointed.</p> <p><u>3.5 To confirm that all existing and any newly appointed governors have a current DBS check in line with DFE requirements implemented from 1 September 2016.</u></p> <p>Perry Francis and Ben Plant are yet to submit information on the DBS application. Both AGREED to complete this as soon as possible</p>	<p>Clerk</p> <p>Governing Body</p> <p>Chair</p> <p>Chair/ Ben Plant</p>
<p>4. Minutes of the Last Meeting and Actions Taken</p>	<p><u>4.1 To approve the minutes of the meeting held on 18th May 2016 and review progress of actions from the action log</u></p> <p>The minutes of the last meeting were AGREED as an accurate record of proceedings and duly signed by the Chair and left with the Executive Headteacher for filing.</p> <p>All actions were recorded as having been completed.</p> <p><u>4.2 To consider any matters arising from the minutes not included on the agenda</u></p> <p>None</p> <p><u>4.3 To note any urgent action taken since the last meeting, if any (chair to report)</u></p> <p>None</p>	

5. Core Business

– Head's Report

The Headteachers presented the key data from the data booklets

Shacklewell

Key points

Governors questioned the Headteacher on the fact that there was a gap across gender groups and PPG and non PPG. The Headteacher explained that there was focussed work that needed to be carried out in this area. The Headteacher added that the identified gaps are narrowing at KS1. The School Leadership are working hard to attempt to raise the level of PPG children working at greater depth and this is being considered within the PPG strategy report.

Governors questioned the gender difference recorded at KS2 and what was being done to address this. The Headteacher explained that this may be specific to the cohort and various interventions are being put in place to ensure that the gap is being narrowed including bespoke training in Read, Write, Inc.

Key Priorities

1. Bespoke training for teachers to ensure that their individual practice is improving. All training packages are linked to the OFSTED guidance on professional development.
2. 100% of teaching to be raised to good through a broad monitoring approach.
3. Improve children's attainment in maths.
4. Closing the gender gap.
5. Increase digital learning in classrooms.

It was noted that the school have recently received the Apple distinguished school status which has brought a lot of interest to the school from external parties.

Woodberry Down

Key points:

Governors questioned how many vacancies the school had. The Headteacher informed that the school was close to full but that the school has a high number of pupil mobility.

The Headteacher drew Governors attention to the 89% phonics results. It was noted that there was a small gap between PPG and non PPG with PPG children often outperforming Non PPG children. The executive Headteacher informed that this is often because there are number of children that may be eligible for PPG but parents do not always apply for this.

Those children with English as a first language are outperforming those with English as an Additional Language.

Key Priorities

1. Effectively induct new staff
2. Improve the number of children reaching expected and greater depth at KS2. The target for next year is 90%.
3. Improve the number of children achieving the expected standard in SPAG

Booster classes have already commenced and the Y6 children are split into 3 groups of 20 children for reading, maths and SPAG lessons.

4. Increase progress in EYFS
5. Increase digital learning in classrooms.

	<p><u>Grazebrook</u></p> <p><i>Key points</i></p> <p>The School have identified a need to develop in the area of PPG children and boys working at greater depth in EYFS.</p> <p>The gap between PPG children and non PPG children is quite large and will be a focus for improvement, although it was noted that PPG children do achieve well against the national average.</p> <p><i>Priorities</i></p> <ol style="list-style-type: none"> 1. Providing bespoke training for staff 2. Embedding the use of “classroom monitor” 3. Increase digital learning in the classroom. 4. Focus on the delivery of SPAG utilising experience teachers. 	
<p>6. Premises</p>	<p>The Executive Headteacher gave an update in respect of the premises and health and safety across the sites.</p> <p><u>Woodberry Down</u></p> <p>Governors questioned school leadership with regards a recent fire drill which took 6 minutes. The Headteacher informed that the fire drill had been successful with children leaving the school in good time. Due to the building works the children had to walk around the school to the meeting point but assured that all children had vacated the premises in good time.</p> <p>The School continues to be affected by the ongoing building works.</p> <p><u>Grazebrook</u> An area of ground is affected by knotweed. The LA are working to establish the school’s ownership of the land.</p> <p>Boiler works are underway.</p> <p><u>Shacklewell.</u></p> <p>New fencing has been introduced on the top play area.</p> <p>The hot water issue has been resolved.</p> <p>The Year 6 temporary building in the KS 2 playground is to be removed and a new building erected in the summer 2017</p>	
<p>7. Policies</p>	<p>The policies schedule was shared with Governors. The review dates were noted.</p> <p>The Following policies were APPROVED:</p> <ul style="list-style-type: none"> • Allegations of abuse against staff • Equalities information and objectives • All HLT HR policies 	

8. Keeping Children Safe in Education	<p>The statutory guidance Keeping Children Safe in Education was circulated to Governors for information. Governors noted the guidance.</p> <p>Governors were asked to read Part I of the guidance.</p>	Governors
9. National Database of Governors	<p>The clerk informed that there was a new requirement for Governors' information to be entered into Edubase, the national Governors database.</p> <p>The clerk AGREED to send the Executive Headteacher the relevant details for the database.</p>	Clerk
10. HTPM appraisal arrangements	<p>It was AGREED that Ben Plant would lead on arranging dates for the Headteacher's performance appraisal.</p>	Ben Plant
11. letter from the Director of the HLT	<p>Anne Canning's letter to school leaders was circulated with the agenda papers. There was a discussion around the proposal for formation of a Hackney School Trust. Governors discussed that the Federation was in a good position to remain.</p>	
12. AOB	<p>The Next meeting is on 23 November 2016.</p> <p>Mike Sharman sent apologies in advance for not being able to attend this meeting. Ben Plant reported that the tendering for the iPads had to be agreed by him in July to ensure they were in school ready for September as part of the school improvement plan and what was previously agreed in the April budget.</p>	
13. Confidential items	<p>There were none.</p>	

The meeting closed at 20.07pm.

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