



## The Viridis Federation of Orchard, Southwold and Hoxton Garden Schools

Minutes of the Governing Body Meeting held on 24th May 2018.

Governors present	James Gowland	Co-opted Governor - Chair of Governors
	Stephen Hall	Executive Headteacher
	Richard Allen	Co-opted Governor - Vice Chair of Governors
	Sara Fox	Co-opted Governor
	Lenna Marson	Parent Governor
	Claudia Moreira	Staff Governor
	Ian Rathbone	Local Authority
	Kay Richardson	Parent Governor
	Alberta Senyah	Co-opted Governor
	Sara Walsingham	Co-opted Governor
	Laura Theobald	Co-opted Governor

### Others Present

- Rachel Davie, Headteacher, Orchard School
- Stephen O'Brien, Headteacher, Southwold School
- Rachel Adams, Headteacher, Hoxton School

Clerk: Lawrence Ajayi – [Lawrence.Ajayi@learningtrust.co.uk](mailto:Lawrence.Ajayi@learningtrust.co.uk)

### Part 1: Non-confidential – Main Business

#### 1. Welcome/Apologies and Consent for Absence

Apologies were received from Hannah Lownsbrough and Andrea Klettner.

#### 2. Governing Body Organisation

2.1 Membership of governing body  
No changes.

2.2 Declarations of Interest in items on the agenda & Register of pecuniary interests for 2017/18  
There were no declarations of interest in any items on the agenda, SH referred the meeting to the documents in the pack for clarity.

2.3 Governing Body Annual Calendar 2018/19 and Governor Visits  
SH advised GB members to note the scheduled dates for visits to each of the sites and meeting dates.

### **3. Minutes of last meeting**

- 3.1 The minutes of the meeting held 25th January 2018 were agreed as an accurate records
- 3.2 All actions completed.
- 3.3 A governor referred to a missing action on updating the schools IT operating system and SH told the meeting that a supplier has been commissioned to review the ICT systems of the schools and recommend a strategic and cost effective plan to revamp the system.

### **4. Discussion re schools futures**

- 4.1 SH told the meeting that the Hackney School Group proposal has been agreed by the council and a document outlining vision of HSG has been circulated, the appointment of a new Director of Education was noted as well. The meeting however agreed that the lack of clarity in the modalities of HSG remains unresolved. Viridis federation will only make a decision to opt in or out of HSG when the accountability, strategy and governance details of HSG are known.  
SH reminded the meeting various options had been reviewed and the federation have decided against joining another multi-academy trust and will wait to decide on HSG by next summer term.

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

SH presented an overview of the strategy employed across the three schools report to the governors;

- 5.1 Leadership & Management; SH informed the meeting that in resourcing staffing the approach has been attract, recruit and retain, with focus on expanding leadership at Orchard, Two new Assistant Headteachers have commenced work with Viridis (one at Orchard and one at Southwold) and an Early Years Phase Leader at Orchard. This has increased the leadership capacity at both schools.
- 5.2 Initial take up of reception class places show that Hoxton Garden's profile continues to improve steadily as they have received 46 applications for 60 places, which is a steady improvement on previous years and two reception classes will again be opening. At Southwold School it was noted that 59 places had been allocated which is also an improvement on previous years. This demonstrates the improved profile on social media and leveraging on developing stronger links with the local children's centre. All three schools are continuing focus on ensuring a full roll in Nursery classes as a potential feed into Reception. A governor noted that the awareness drive on social media is helping the schools.
- 5.3 SH also informed the meeting that the new Viridis federation website is now in design stage and will profile the federation's CPD, school to school support and the teacher training offer. Each school website has been updated and redesigned with new set of photo's to go live by end of August.
- 5.4 SH also noted that Orchard and Southwold have both been reviewed by Inclusion Quality Mark assessors this year and they have maintained their status as Flagship and Centre of Excellence schools respectively.
- 5.5 SH announced the first ever Viridis Federation Music Festival on 11 July 2018 at the Round Chapel and all the governors are invited and will receive free tickets, other cross-sites school council meetings, action research teams and federation spelling bee programmes continue to provide pupils the opportunity to meet children from our partner schools across post codes.
- 5.6 Statutory tests for Year 2 & 6 have taken place and all other year groups have also been assessed. The information from these will be shared with school committees and used to inform provision. There will be

4 sets of moderations across all schools in the federation with reception outcomes at Hoxton being moderated by HLT.

- 5.7 SH reported a fairly good level of interest the new teaching apprenticeship scheme as it is a paid route. The school intends to attract 4/5 teaching apprentices for September 2018, Viridis has also received 2 applications for School Direct training in the school.
- 5.8 Health & Safety; SH informed the meeting that following the two audits and on-going discussions with HLT regarding the scope of work needed to improve fire safety, in particular the fire doors on all three sites which are now being replaced and will be funded by HLT. SH also told the meeting that works planned for the coming months include improvements to the playground at Southwold, internal decorations to all three sites and new laurel hedge and internal lighting at Orchard.
- 5.9 Core Professional Development; SH explained the on-going collaborative CPD programmes and the cross site assessment moderation has been a strength of the federation and has led to a consistency in best practice.
- 5.10 Current School Priorities; SH shared current priorities and informed the meeting that the federation is also reviewing curriculum provision particularly in mathematics to embed problem solving and investigation.
- 5.11 Governors stated they are also keen to maintain the risk focussed methodology that supports future thinking. A governor asked on the timeframe of reviewing governance. It was agreed that a review in the coming year would be helpful. A governor acknowledged the great impact of the last review carried out by Maggie Kalnins of HLT.
- 5.12 SH told the meeting that following previous discussions regarding the low response to parent surveys a new shorter template has been designed which is based on templates used by other schools and the Ofsted survey which will be given to parents at parents evening in Autumn term 2018. The outcomes from this will be presented to school sub committees and reported back to the full Governing body.

## 6.0 **Feedback from school subcommittees**

- 6.1 Health & Safety; these were mainly discussed elsewhere in the meeting; the Health & Safety policy has been reviewed and actions from it evaluated. The Health & Safety Governor was happy with the more robust system now in place.
- 6.2 Minutes and Headteachers reports from all three subcommittees were shared.
- 6.3 At Hoxton, Governors are pleased at the 46 reception places uptake, and also the successful appointment of a new headteacher and acting Deputy headteacher. Recruitment is also underway for September as it is anticipated there will be some change in staffing.
- 6.4 At Southwold; School progress measures suggest that all year groups and significant groups of pupils are making more than expected progress in R,W,M (more than 10 points). Black Caribbean pupils in Reading have been identified as a target group and the school has been part of the Hackney RAG reading project.
- 6.5 Since the last report Southwold has had a re-assessment by Inclusion Quality Mark and continues to be a centre of excellence. Southwold reported a decrease in undocumented absence in the summer term and there have been 3 fixed term exclusions since September.
- 6.6 The meeting also noted that at Southwold, the local authority has conducted a supported review to ensure that most able readers are suitably challenged and SEND pupils receive the very best support.

- 6.7 Southwold informed the meeting that they continue to track and ensure all pupils who achieved at an exceeding level at the end of previous key stage continue to make good progress and achieve at a high level at the end of KS1/KS2.
- 6.8 A governor asked Southwold to expand on the exclusions and the school explained the exclusions were fixed term and they have reviewed the trend to note it is reducing when over the last 3 years.
- 6.9 A governor also asked the school on the parking area issue, school responded they are working with the local authority however the election period in the borough delayed the process, he will continue to liaise with council and ask for a report on the disused spaces he enquired about.
- 6.10 At Orchard; School tracking data suggests that majority of pupils in all year groups are working at expected levels in Reading, Writing and Maths at (76%+) apart from Year 1 reading which is currently at 72.7%. Year 2 & 6 remain on track to exceed national averages across all three subject areas.
- 6.11 Orchard also reported that the deputy headteacher recruited in January has taken up post and has led to increased capacity in senior leadership team. A further successful recruitment round in January has resulted in the recruitment of an assistant headteacher and an EYFS phase leader to fill December vacancies culminating in a change in leadership structure. Orchard reported a 3rd form entry of over 600 and had the highest parent survey feedback noting the impact of catering and healthy range of meals.
- 6.12 Resources Committee Feedback; JG informed the meeting that Viridis federation managed the large budget prudently to increase the surplus to £560,000 with income of the £9m generated across the 3 schools. The Resources committee thereby recommends a new budget to the FGB.
- 6.13 A governor informed the meeting that the resources committee has decided not to invest the £80,000 – 100,000 that would be required to refurbish the school keeper's house at Hoxton as the required amount will represent a huge sum from the reserve and the rental income is not guaranteed.
- 6.14 A governor raised a question on the support the federation in giving Berger primary school with reading provision. SH explained that there had been support from Orchard school which had been brokered by the Local Authority. Berger have been tackling issues with reading outcomes at the end of Key Stage 2 and structured meetings and visits had taken place.

**The Full Governing Body of Viridis Federation agreed and signed off the budget for 2018/19 as recommended by the resources sub committee.**

**7.0 Feedback from Link Governors**

- 7.1 A paper which summarised the actions from Andrea Klentner in her role as SEN Governor was circulated among governing body members, SH reminded the governors of the morning visits and encouraged them to attend school visits.

**8.0 Consideration of SIP2 reports**

- 8.1 The meeting reviewed the SIP2 reports at all three schools carried out by Caroline Tyson .
- 8.2 SH informed the meeting that the report across the schools when compared with last Year's showed no dip in performance as the school maintained its trajectory and remained the best when compared across the borough. It was discussed that the reports reflect the understanding from Governor visits and the Headteachers report.

**9.0 Annual Safeguarding Report to Governors**

- 9.1 SH presented the annual safeguarding report to governors. Governors were reminded of the online safeguarding training which had now been undertaken by most Governors.
- 9.2 SH informed the meeting, the federation has updated its whistleblowing policy with immediate effect in line with HLT and thanked all the governors for completing the required training.

## **10.0 Governor Communication**

- 10.10 SH informed Governors that a Governor Summer newsletter will be produced and circulated for approval by the end of the summer term, key headlines to include list of governors and details of actions.

## **11.0 Consideration of key policies to be updated**

- 11.10 SH reported back on the following policies
- a. Whistleblowing policy has been updated.
  - b. A new Safeguarding document to be applied in September 2018 and reviewed at the September 2018 FGB meeting.

## **12.0 Any Other Business**

A governor requested commentary and support for the friends of Viridis Federation project to raise funds for 3 curriculum enrichment programmes from corporate partners. An example storyboard was shared and discussed.

<b>Action: Agreed FGB members to complete storyboards for fund raising project.</b>
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## **13. Confidential Business**

- 13.1 There was no confidential business

**Meeting closed**