

The Viridis Federation of Orchard, Southwold and Hoxton Garden Schools

Minutes of the Governing Body Meeting held on 3 October 2019 at 6pm

at Orchard Primary School, Holcroft Road, London, E9 7BB

Attendance

Governors Present:	Role
James Gowland (JG)	Co-opted Governor - Chair of Governors
Rachel Davie (RD)	Executive Headteacher
Richard Allen (RA)	Co-opted Governor - Vice Chair of Governors
Sara Fox (SF)	Co-opted Governor
Andrea Klettner (AK)	Co-opted Governor
Hannah Lownsbrough (HL)	Co-opted Governor
Lenna Marson (LM)	Parent Governor
Claudia Moreira (CM)	Staff Governor
Kay Richardson (KR)	Parent Governor
Alberta Senyah (AS)	Co-opted Governor
Laura Theobald (LT)	Co-opted Governor
Sara Walsingham (SW)	Co-opted Governor
Other in attendance:	
Stephen O'Brien (SOB)	Headteacher, Southwold School
Rachel Adams (RAD)	Headteacher, Hoxton School
Governors not present:	
Cllr Ian Rathbone (IR)	LA Governor
Clerk:	
Ghulam Abbas (GA)	Hackney Learning Trust

MINUTES OF THE MEETING

Non-Confidential – Main Business

1. Apologies/consent for absence

- 1.1. Apologies were noted and accepted from IR. The meeting was confirmed as quorate.

2. Governing Body Organisation

- 2.1. Membership of Governing Body (Paper 2a) was reviewed. It was agreed to include headteachers as voting members to each school's subcommittee. Stephen Hall's name was to be removed and replaced by RD. LM's surname to be spelt with an 'o' not an 'e'. Subject to those changes, the membership of the Governing Body (GB) was approved.

- 2.2. Terms of Reference (Paper 2b) – on page 6, SF commented that the sentence under the heading ‘recording and reporting of meetings’ was not a proper sentence and needed amending. On page 7 the last bullet point under ‘Meetings’ should read “The Chair of the committee....” not “The Chair from the committee....” Other than that, the GB was content to approve the terms of reference.
- 2.3. JG was unanimously elected as Chair of Governors. LT was unanimously elected as Vice-Chair.
- 2.4. The Register of Business Interests (Paper 2c) was confirmed by the GB as being accurate and up to date.
- 2.5. On page 1 of the Code of Conduct for Governors (Paper 2d), it was highlighted that under the “roles and responsibilities” section the third bullet point, should not be a bullet point and needs to be joined-up with the bullet point above. Similarly, where it says “community will reflect this” that should not be a separate bullet point. Otherwise, the GB approved the Code of Conduct.
- 2.6. Governors noted the revised the meeting dates for the 2019-20 academic year (Paper 2d). SF expressed her apologies for the subcommittee meeting on the 28 November as she would not be able to attend due to other commitments. Someone else will then need to chair the Hoxton Garden subcommittee.

Action 2.1: RD to amend the Memberships of the Governing Body, the Terms of Reference and the Code of Conduct as per the Governors’ comments above.

3. Agreement of minutes from the last meeting & any actions arising

- 3.1. Going through the actions from the last GB meeting held on 22 May 2019, Governors made the following comments:
 - 3.1.1. Action 2.2 to give everyone access to the Box had been completed.
 - 3.1.2. Action 2.3 about amending the terms of office in the GB’s Terms of Reference had been completed.

Action 3.1: RD to confirm with Governors that they are content with their new terms of office.

- 3.1.3. Action 2.4 about revising the dates of this year’s meetings had also been completed.
- 3.1.4. SF asked for an update on the air pollution test results following the fact that the wrong test tubes had been sent. The right ones had arrived and been used. However, there has been no further news on when the test results will be released.

Action 3.2: RD to chase Hackney Council for the air pollution test results for Orchard.

- 3.1.5. Action 3.5, the governors summer newsletter had been sent out.
- 3.1.6. Action 5, Stephen Hall had circulated the 2019 KS2 outcomes.
- 3.2. SF commented that at para 4.8 the word ‘than’ was missing towards the end of the second sentence. It should read “rather than....”
- 3.3. At para 8.7, SF asked about the Orchard safeguarding case that had been selected for a case conference review by the London Safeguarding Board (LSB). The LSB were happy with the way the school had handled the case. The only point that was made, which had no implications for the school, was that the communication between LA Children’s Services and the Health Service could be improved.
- 3.4. It was asked when the Chair’s 360 feedback would be happening (para. 9.4). That was service that could be purchased from the NGA. JG confirmed that the 360 would be done before the end of January 2020.

- 3.5. JG asked about the impact of the Hackney School Street introduced at Southwold. SOB reported that it had had a huge impact and children are now easily able to cross the road. The area outside the school has now become safe. However, it has pushed the traffic to other roads around the school, which were now really congested. There is proposal being developed to ask the Council for Orchard Primary to have a School Street but the road outside the school is a main thoroughfare out of Hackney, so there may be some difficulties in closing that off. It was suggested that given how busy the road is then, the air pollution test results, when they arrive, may support the case for a School Street.
- 3.6. LT asked about the storyboards (para 3.2) and it was confirmed they were not ongoing and had been parked for the time being. SW asked about the Orchard Debate Team (para. 4.10), and what had happened at the national finals. The team had finished fourth or fifth in the competition which was an amazing achievement.
- 3.7. The minutes of the last GB meeting held on 22 May 2019, were approved by Governors.

4. Executive Headteacher's Report

- 4.1. Referring to Paper 4, RD reported that the KS2 results for 2019 had been received, and were exceptional with all three schools achieving significantly above national averages. Analysis and deep dives have been done on those results which have helped to inform school development / action plans.
- 4.2. Children in EYFS reached a good level development consistently across the three schools. The KS1 data was also in line national averages. The Phonics data was in line with national across the three schools. So, it was a really positive end to the last academic year.
- 4.3. RD's role had now changed, as well as becoming the Executive Headteacher for the Federation, RD would remain as Headteacher at Orchard Primary to ease the transition over to a new structure of an upper school (KS2) and lower school (EYFS & KS1) model, each run by a Deputy Headteacher. The plan is to run this structure for this academic year and then make a decision next summer on next steps. This gave stability to Orchard as both Southwold and Hoxton are expecting Ofsted Inspections this year, which is a priority.
- 4.4. Staffing continues to be a focus with active recruitment going on for a SENCO at Orchard to cover maternity leave and provide support to the interim leadership team. There are nine NQTs working across the Federation. Four of which were previous apprentice teachers who trained within the Federation schools. The others coming from outside. There are currently eight apprentice teachers working across the three schools. A part-time music teacher has also been recruited to Hoxton to provide active onsite music provision and to work with the other music teachers across the Federation.
- 4.5. There were two INSET days held in September, these covered core processes, procedures expectations and safeguarding. There is big focus this year on CPD particularly around science and history. As a result, INSET days have been mapped out for year ahead focusing on research and active projects for teachers to undertake and feedback. There will also be extended weekly briefings to support the CPD.
- 4.6. Pupil Voice fairs have been held across all three schools, which was a big initiative to increase the involvement of pupils in the running of the school. Further work is planned to give pupils roles and responsibilities around specific aspects of the school. School Council elections are planned for the end of this month.
- 4.7. The new Keeping Children Safe in Education (KCSIE) document was published in September by the DfE. The safeguarding training to all staff was linked to this new document. The new elements introduced in the document include online safety, up-skirting and violent crime. Annual first aid training has also, been held for identified staff and all staff

have received health and safety training.

- 4.8. Premises works have been carried out across all three sites over the summer. This has included putting up a new play structure at Orchard, the installation of a new stage in the main hall and the restructuring of the kitchen to create additional space at Orchard. Renovating the music room at Hoxton. Staffrooms across all three sites have been revamped along with the annual painting programme continuing across all three sites.
- 4.9. Health and safety audits have been done across all three sites in the summer and an action plan for each site has been developed and are being taken forward. An additional Site Manager is being recruited to work across all three sites to meet need.
- 4.10. The report (Paper 4) sets out the training programme for CPD for this term. There will be a continuing focus on cultural competence and bias, which was introduced last year. But will be run again as it is so high profile and a Hackney Council priority. A summary of the Federation's current priorities, are also set out in the report. These are then incorporated into individual school development plans.
- 4.11. HL asked about the recruitment and retention of staff; and whether there was any training or anything else governors could do around cultural competence. RD thought that was a good idea to have a training session for governors.
- 4.12. On staffing the last year has been the best for stability, the biggest shift has been at Orchard but that is due to the increase to three forms of entry. The apprentices moving to NQT status has really helped with recruitment and continuity. Without apprenticeships, recruitment would be incredibly challenging. Orchard is re-advertising for a SENCO and Southwold for a teacher to cover maternity gaps. This is a result of re-run advertisements to ensure high calibre. The strategy last year was to have a rolling advert throughout the year, which did have some success in that it enabled a teacher to be recruited in Easter which is earlier than normal and there were no gaps. The intention is to use that strategy again this year coupled with also looking where best to advertise to get noticed in what is becoming a very crowded market place.
- 4.13. From the parents' perspective, KR commented it has been the most stable year for some while. Also, communicating with the teachers it has been noticeable how happy and content they are so, whatever the schools are doing it is working.
- 4.14. JG highlighted the training programme sent to him by Hackney Learning Trust which is quite comprehensive and curriculum focused. He encouraged all governor to book themselves on some training around their specific needs.

Action 4.1: JG to circulate Hackney's programme of training to all governors.

- 4.15. Accompanying the Executive Headteacher's Report (Paper 4), were the individual school reports. The data in them was the end of summer term predictions and not the actual 2019 SAT results, which were circulated separately.
- 4.16. JG commented the 2019 SAT results were incredible. RD agreed and said the staff were now well versed with the processes and what is required throughout the year. Tracking is also good which allows focused support to be provided to those children that may be struggling or vulnerable. In essence, it is about keeping going and doing the things that the schools know work.
- 4.17. LT asked about Relationship and Sex Education (RSE), which was going to become compulsory from September 2020. The Federation had become an early adopter and its curriculum already meets the new expectations and requirements. The biggest shift at primary is that parents will no longer be able to withdraw children from the relationship education aspect. It will be for schools to decide how to teach RSE, whether it is part of

SMSC or PSHEE or a discrete subject, and then what resources to use. In deciding how to teach RSE, schools need to consult with parents and the local community, which will be done through developing a dedicated RSE policy and sharing that and materials and resources that will be used with parents and the community.

- 4.18. The Federation is planning on being sensitive to the communities it serves and that may mean shifting topics around so they are taught at a later age or adapting the resources to be used. But schools will have to teach about relationships including LGBT relationships and parents will not be able to withdraw their child from that. Governors were concerned that there may be an adverse reaction from the community to RSE, like what has happened in other parts of the country. However, it was felt consulting parents and being open about what and when things will be taught should avoid that.
- 4.19. HL asked how the interests of children with same sex families would be protected as RSE would put the spotlight on them. There are already some very active and supportive same-sex families working with the schools and they would be more than willing to help. The schools also have the support of Stonewall, with training for teachers which will help as well. Also, what is required by RSE is pretty much what the schools are teaching now and a policy is already in place. It was agreed to review that policy at the next meeting.

Action 4.2: The current RSE policy to be on the agenda for review and discussion at the next GB meeting.

5. Consideration of SIP 3 Reports

- 5.1. The local authority had not this year produced annual summary reports. So, the SIP 3 Reports for all three schools were done in the summer. The focus of SIP 3 visits was leadership and management and it included a learning walk focusing on the disadvantaged and SEND children and their progress and outcomes. All three visits took place before the SATs so data tracking was a major discussion point. TKC and Black Caribbean children were identified as key groups of interest by the SIP and their progress and outcomes were closely reviewed.
- 5.2. SOB is now doing some SIP work for the LA this year. RD is stepping back from SIP work to focus on the three Federation schools, but will still be maintaining good links and communications with the LA to keep abreast of latest developments.
- 5.3. SF asked when the next SIP visits were going to be happening. These have been booked in for after the half term break. Also, all three schools have moved to just two SIP visits per year. These have been notionally scheduled to occur; one in the autumn term and then one in the summer term.

6. Ofsted Inspection Framework

- 6.1. Governors noted the update paper that had been circulated (Paper 6).
- 6.2. RD offered to run a training session for governors after the Southold visit, if there was interest. A full two-day Ofsted inspection was imminent at Southwold. In that case Governors agreed a briefing session along with a crib sheet would be useful to help them prepare, particularly since this was a new framework.
- 6.3. Feedback from the first few inspections under the new framework indicates that they are pretty demanding and intense. The big focus in the new framework is the curriculum, which is good as the Federation's curriculum is fairly robust, well embedded with good evidence of progress over time, which should put the school in a good position.
- 6.4. The judgements have changed with the new Quality of Education judgement replacing the old outcomes and teaching and learning judgements. The new judgements are based

around curriculum intent, its implementation and then the impact. So, basically it is about what do you mean to do, what does it look like when you do it and then what do children's outcomes look as a result?

- 6.5. The inspection will be more focused on deep dives looking at children's outcomes talking to senior leaders, talking to teachers and talking to children to gather evidence. Ofsted will be less interested in school's own internal progress data. However, it can be used as part of the discussion but they will not ask to see it.
- 6.6. For outstanding schools, like Orchard, Ofsted are looking to inspect about 10% of them nationally with a full two-day inspection. However, they may select more outstanding schools to come in and just do short subject specific inspections – e.g. come in just to look at the teaching of history, geography or PE, which depending on what they find could trigger a full two-day inspection. RD would welcome a full two-day inspection at Orchard.
- 6.7. JG asked about off-rolling. This was currently a high-profile issue affecting mainly secondary schools and involves the practice of removing a child from the school roll without a formal process or a permanent exclusion. In primary schools it could mean a child on a reduced time table, which may be for legitimate reasons or due to SEND but Governors need to be aware of that and the wider term of off-rolling in case Ofsted asks about.

7. SDP and SEF

- 7.1. The SEFs and SDPs for all have been changed to match the new Ofsted Framework. The SDPs have some similar actions to reflect the Federation's priorities as well as some site-specific actions. Each school through its sub-committee meeting will have an opportunity to scrutinise its SDP.
- 7.2. The key threads or priorities running through each of the SDPs this year are early reading, phonics and timetables teaching. The Year 4 children this year will be taking the new timetables test, which the government has introduced. Pupil Voice is one of the Federation's four priorities so there will be more cross site opportunities introduced to allow that. Also, there will deep dives looking into different areas of the curriculum, such as science, history and geography.
- 7.3. SF commented that the Hoxton SDP did not have any reference to pupil recruitment as an objective. Last year there had been high turnover but the outgoing pupils and been replaced by new incoming pupils, so it had equalled itself out. However, RAd agreed to go away and think about whether to include a pupil recruitment objective.
- 7.4. JG asked about the preparations for the new baseline assessment for the EYFS. The government will be introducing the new baseline assessment in the next academic year but is running a pilot this year which the schools are taking part in to give feedback and assess the outcomes to inform practice ahead of it formally being introduced.
- 7.5. JG asked why the obesity levels within the schools were increasing. Health checks are done at age 5 and then at age 11 from which reports are produced around obesity. The schools' figures are higher than national averages but lower than the Hackney average which is significantly higher than the national average. This is something worth looking at each school's subcommittee.
- 7.6. KR questioned given obesity levels whether children were active enough. All schools have outdoor play areas for children run around in, they do PE, swimming, sports and are encouraged to walk or cycle to school. The school can do so much but the obesity crisis is a systemic problem with families locally and the circumstances they find themselves in.
- 7.7. LT asked whether all the action research projects tied into the targets on the SDPs. Yes,

they did, all subject and phase leaders would have these targets and use them to inform their own subject specific action plans.

- 7.8. SF asked for the acronyms EG (embedding good) and DSR (daily supported reader) to be added to the glossary.

Action 7.1: RD to add EG and DSR to the glossary.

8. Feedback from School Subcommittees

- 8.1. Each School Subcommittee was asked to share three key outcomes from the discussions they had at their last meeting in the summer.

8.2. Hoxton Garden

- 8.2.1. SF reported that the school's combined results were 85%, which were 20 percentage points above the national average, so it was a well done to RAd and all the staff. Also, the provisional progress scores are very high because 48% of children are getting greater depth in reading, which is phenomenal. As result the school should be in the top 10% of schools nationally.
- 8.2.2. The teaching profile at the school remains strong with 100% of teaching staff considered to be good or better.
- 8.2.3. There has been a focus on attendance at the school which has not been so good but is improving and will continue to be focus this year.

8.3. Southwold

- 8.3.1. RA reported that Southwold had met the majority of its targets with combined result of 80% which indicates the curriculum is well embedded.
- 8.3.2. They looked at value-added programmes, particularly at the value add for EHCP children.
- 8.3.3. There was then a discussion around gangs and the dangers of joining a gang. How then high staff deal with it and an interesting discussion around the tell-tale signs that give away that a child has joined a gang.

8.4. Orchard

- 8.4.1. KR reported that they looked at the June internal data, which showed that children were achieving well.
- 8.4.2. Then looked at the performance of TKC children and that the gap in reading had narrowed for them.
- 8.4.3. The teaching profile was discussed and the progress and effort that is required to move from good to outstanding.

9. Feedback from Link Governors

- 9.1. SF reported that all three schools had health and safety audits done over the summer and that she had reviewed all three audit reports. There was not much they could find besides saying lockers and cabinets needed to be fixed to the wall using a bracket to stop them falling on children. So, all three schools have to do that now. Also, there is an ongoing assessment of the doors at Orchard. Otherwise, the audit reports are a good testimony to the efforts and hard work of the site managers.
- 9.2. There had been no meeting of the Resource Committee since the last GB meeting so, there was nothing to report.

9.3. Link Governor responsibilities were confirmed as follows:

- 9.3.1. Safeguarding – JG
- 9.3.2. Health & Safety – SF
- 9.3.3. SEND – AK
- 9.3.4. Curriculum – HL

10. Governor communication

10.1. It was agreed to that another governor newsletter should be produced. Content to include the KS2 results, link governors and the visit to Southwold with photos.

Action 10.1: RD to draft the newsletter and share with governors for comment.

11. Consideration of key policies to be updated

11.1. The Safeguarding Policy and the Emergency Management Plan had been updated. Governors were asked for their comments and then to approve them.

11.2. The safeguarding policy is different for each site as it needs to include names of key individuals but the content is the same.

11.3. On the safeguarding policy:

- 11.3.1. Page 10; the sentence “*Our school seeks to protect children and young people against the messages of all violent extremism including*” is incomplete – including what?
- 11.3.2. Page 10, risk reduction section – how will the Governors, the Headteacher and the Designated Safeguarding Lead assess the level of risk within the school?
- 11.3.3. Page 10 - SPOC (single point of contact) was not in the glossary
- 11.3.4. Page 11 – MASH and fCAF are not in the glossary.
- 11.3.5. Page 12 – DBS certificates is not in the glossary
- 11.3.6. Page 7 - CWDC/NCSL are not in the glossary
- 11.3.7. Appendix B – SEAL is not in the glossary

Action 11.1: RD to amend the safeguarding policy as per comments and add the above acronyms to the glossary.

11.4. Subject to the above comments the GB approved the safeguarding policy.

11.5. The Emergency Management Plan has had the names within it updated. SF had some minor comments subject to those the GB approved the plan.

12. Any other business (AOB)

12.1. SF highlighted that the Viridis website does not link through to the school websites. However, on the Orchard website the about us section has lots of useful information that should actually be on the Viridis home page or on both websites.

Action 12.1: RD to copy the useful information from the Orchard website over to the Viridis website.

- 12.2. KR asked if any contact had been made with the new housing development near Orchard as children from there will be attending the school. Also, the development has severely impacted the route to the school and the developer should look to compensate the school.
- 12.3. The developer would have agreed to made a contribution to the local community or the Council through a Section 106 agreement when they applied for planning. It was agreed that the section 106 should be checked to see what was agreed before approaching them.

Action 12.2: SF to check the Section 106 Agreement for the development before any approach is made to the developer

- 12.4. JG highlighted the sad news about Cath Dean over the summer. Cath was a phenomenal Chair and very committed. She was the first Chair of Governors for Viridis and before that the Chair at Southwold. Cath will be sadly missed by the GB and her family and friends.
- 12.5. There then was a discussed about doing something for Stephen Hall to celebrate his contribution to Viridis. A party was suggested but as the first Executive Headteacher it was felt something more should be done. Planting a tree was suggested or some other gift.
- 12.6. It was suggested that there should be award in his name that could be given to pupils to celebrate an achievement on an annual basis. The GB thought that this was good idea and each school could then have a Stephen Hall award for a pupil or pupils. Given the focus on Pupil Voice it was decided the idea should be put to each School Council who could decide what the award should be for each school.

Action 12.3: Each School Council to be asked to put forward ideas for a Stephen Hall Award for their school

13. Any Confidential Business

- 13.1. No confidential business or matters were raised.

The meeting finished at 7:50pm.