

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

### Minutes of the Governing Body Meeting held on 27 September 2018

<b>Governors present</b>	James Gowland	Co-opted Governor - Chair of Governors
	Stephen Hall	Executive Headteacher
	Richard Allen	Co-opted Governor - Vice Chair of Governors
	Claudia Moreira	Staff Governor
	Ian Rathbone	Local Authority
	Sara Walsingham	Co-opted Governor
	Laura Theobold	Co-opted Governor
	Hannah Lownsborough	Co-opted Governor

#### Others Present

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

**Clerk:** Leah Begley – [Leah.Begley@learningtrust.co.uk](mailto:Leah.Begley@learningtrust.co.uk)

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

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

- 1.1. Apologies were received from Kay Richardson, Alberta Senyah, Andrew Klettner, Lenna Marsen and Sara Fox.

##### 2. Governing Body Organisation

###### 2.1. Membership & Terms of Reference

2.1.1. Noted the terms of reference and membership remained unchanged from the previous year.

2.1.2. All agreed the sub committees were working well and should continue.

***Resolved: Governors agreed to the terms of reference and membership. To be uploaded to the website. Action: Exec HT.***

###### 2.2. Election of Chair/Vice Chair

2.2.1. The Governing body re-elected James Gowland as Chair for the next academic year. Richard Allen was re-elected as vice chair for the next academic year.

###### 2.3. Declarations of interest in items on the agenda & Register of pecuniary interests for 2018/19

2.3.1. Noted SH had updated the register; Governors to advise SH of any changes. LT date of entry to be added. No other changes advised. **Action: All**

###### 2.4. Code of Conduct

2.4.1. Noted this was based on the National Association of Governors Framework and remained unchanged.

## 2.5. **Governing Body Annual Calendar 2018/19 and Governor visits**

2.5.1. The annual calendar had been amended due to date changes.

2.5.2. Governors confirmed the Ofsted Preparation Meeting would still be useful to undertake.

2.5.3. Noted the next FGB meeting will take place at Southwold.

## 3. **Governors Self Review**

3.1. Governors were provided with the NGA Governors Self Evaluation and Strategic Thinking Guide and were advised to read the document.

3.2. Noted SH had registered all Governors on the National Governors Self Review tool and all should have received a link with the deadline of 31 October for completion. Once all have completed the tool, a report will be received outlining the responses and will be used to steer the Governing Body going forward. To be discussed at the next FGB meeting. **Action: LB/SH**

## 4. **Minutes of last meeting and any actions arising**

4.1. **Action item 12; Storyboards** – due to Governor absence, it was unclear what the progress was of this action. To determine at the next meeting. **Action: SF/KR**

4.2. **Point 6.13; School keeper's house** – it was agreed at the Resource Committee meeting not to refurbish the house as it would not yield a substantial enough income. However it will be ensured the building is weather proof.

4.3. The minutes were agreed as an accurate record.

## 5. **Executive Headteacher's Report (including school subcommittees reports)**

5.1. Noted the report incorporated an overview of each Headteachers report.

5.2. The headlines noted KS2 outcomes in all schools were at least 20% above the national averages in Reading, Writing and Mathematics, demonstrating significant progress, including disadvantaged pupils. Southwold and Orchard schools were particularly successful at greater depth. KS1 outcomes were broadly in line with national averages despite a high level of mobility. Overall, the KS2 schools data set is very strong and placed in the top 5 nationally which was a great achievement for all 3 Headteachers.

5.3. Noted a new leadership structure in place at Orchard which is working well. Break times have been reorganised which requires further work however all have engaged in ensuring the transition works well.

5.4. All schools have had a successful start to the year; staff and children have settled in well.

5.5. New middle leaders are currently being inducted into roles and two existing members of staff will be trained as SENCO's to resolve the recruitment issue. Noted there were 9 newly qualified teachers and 4 apprentice teachers starting across all 3 schools.

5.6. Governors queried the process around recruiting apprentices and what evidence is available to show this route is advantageous for schools. Noted it was an attractive route into teaching as this enables people to earn a salary and not pay tuition fees. For this reason, the number of candidates in the coming years has increased. Noted the federation already pay into an apprenticeship levy as they employ over 170 staff therefore have the funding to use towards this; a grant is also available. This was the first time the federation had used the scheme therefore will trial and assess however confident it will be successful and also fits with the development of the federation being a teaching training organisation. The scheme has used strengthened relationship with the university which is a positive experience and advertises the federation.

5.7. Noted all schools have new websites and email accounts. The websites are running however Orchard has experienced technical difficulties and the new Viridis website can only be accessed

by a link via the schools website. The issue regarding Google searching the school needs to be addressed, HL to assist. **Action: HL**

- 5.8. Staff attend 2 INSET days at the beginning of the year where key processes and procedures were revisited regarding e.g. safeguarding, which has provided a smooth start to the year. Teachers have met with senior leaders regarding pupils in their classes and their needs to ensure specific interventions are mapped for the term.
- 5.9. Noted the report contained the CPD plan and priorities for Governors consideration.
- 5.10. Premises work regarding fire safety works have been carried out in all 3 schools by HLT.
- 5.11. Noted the mathematics curriculum has been revised to incorporate a model of greater problem solving, elements of oracy around maths, understand the meaning and applying to a context. The level of pitch and challenge was clear and the initial outcomes from the new curriculum looked positive.
- 5.12. Ofsted inspection took place at Southwold which was a Section 8 visit. Noted the outcome is confidential and will be published next month however the visit was positive.
- 5.13. Noted IR and the Chair met with the inspectors and answered questions regarding the structure, how Governors hold the leaders to account and fixed term exclusions which were a focus. The session reinforced the importance of FGB and committee meetings and how they are recorded.

## **6. Discussion & Update re schools futures**

- 6.1. Noted there was no official update regarding the Hackney Schools Group (HSG) proposals.
- 6.2. **Confidential** – SH has been involved in a number of core group meetings which have considered the direction of travel for HSG. A document will be published in the next 2 months outlining the proposed structure. SH felt it was prudent to wait and view the document to establish what, if anything, the proposal offers to the federation and consider as a Governing Body. Information will be circulated once published and discussed at the next FGB. **Action: LB/SH**

## **7. Feedback from Link Governors**

- 7.1. Subcommittee minutes were provided for information.
- 7.2. **Orchard** – discussed data dashboard and plans regarding the new school year e.g. staggered lunchtimes etc. The resources committee had not met since the last FGB therefore will feedback in January.
- 7.3. **Southwold** – noted the positive school results were discussed as well as, parking and pupil roll (this year saw an increase of 10 more in Reception year than the last and is hoped to increase further. Also, the school strategies to ensure effective tracking and understanding of groups of children who were identified as struggling and how they are being supported was considered.
- 7.4. **Hoxton** – the Headteachers report was considered, looking at results and the teaching profile. Noted a focus on attendance and methods of how this will be addressed, which are now in place. The SIP report was also scrutinised.
- 7.5. Governors questioned whether the link positions were/needed to be filled. Noted the statutory areas were covered however if Governors had a particular interest in an area, they should inform the Headteachers. **Action: all**

## **8. Consideration of SIP Annual Summaries**

- 8.1. Noted all schools were in category A due to high standards. Caroline Tyson is the SIP for Southwold and provided support during the Ofsted inspection and undertook discussions with the inspector.
- 8.2. The content of the SIP reports were reflected in the Headteachers report.

## 9. School Development Plans, SEF, Sports Premium & PPG Reports Update

- 9.1. **Schools development plans** - shared many similarities with all 3 schools however reflective of individual SEF's. Key priorities noted were the pupil voice, oracy, maths and development of leaders.
- 9.2. Noted all schools had the same leadership and management priorities as they form one leadership team:
- Schools future and direction – decision to be made by May 2019.
  - Finance – it was unknown what the changes to the National Funding Formula will be therefore will minimise potentially risks.
  - Public profile of the school – to raise through school support offer, action research project, and offer in terms of expertise. Embrace and encourage this direction and advertise through the new school website.
  - Teacher recruitment – apprenticeships as discussed earlier in the meeting and to be more proactive to retain teachers by reviewing policies and procedures and make changes e.g. maximising staff no contact time, maintaining a healthy work life balance.
- 9.3. **PPG** – Governors queried how the schools were proposing to spend this funding for the coming year. Noted page 57 onwards of the report outlined this information and all schools have a PP report uploaded their website, showing the barriers, evaluating the impact and noting parents engagement was key. For example, PPG for Southwold was noted as £244k which is often used on interventions, supporting most able disadvantage pupils as well pastoral care e.g. attendance, therapeutic and developmental support etc.
- 9.4. **Sports premium funding** – noted less money was received for this, approximately £50/60k across all 3 schools. Some examples of what this is used for was cycling, specialist teacher developing skills in PE and keeping healthy week.
- 9.5. Noted each schools SEF was in the process of being updated and will be uploaded to the schools websites and considered by the subcommittees for closer scrutiny.

## 10. Governor Communication

- 10.1. Noted a Governors newsletter was sent in summer term. All agreed it as useful and should continue going forward.
- 10.2. It was agreed the following should be included:
- Meet the Governor profile - one per issue.
  - Governor visit morning.
  - List of meetings.
  - Self review.
  - Ofsted outcome if published.
  - KS2 outcomes for all schools.
- 10.3. SH to draft and circulate after half term. **Action: SH**
- 10.4. Noted each Governors name and role will be added to the website.

## 11. Proposal to invest in ICT equipment through a leasing agreement

- 11.1. The report provided the rationale for investing in new ICT equipment and noted a decision should be made before January due to quotes being live. The current equipment was out dated at every school which prevented full access to the curriculum. Many proposals and lease agreements have been considered. The agreement proposed included the cost of interact whiteboards as end of lease is due. Chrome books were considered, being cloud based they

are easy to update. The report suggested a 3-5 year costing proposal which is risk due to length of contract however felt necessary.

- 11.2. Noted the preferred option is 1 as all schools would receive the equipment immediately. The cost for the lease was not budgeted for therefore would result in a shortfall of approximately £60k. It was noted the majority of this could be accrued in the first year due to surplus budget. The other option would be to wait for Hoxton and only accrue £37k, or wait and have more of a considered discussion.
- 11.3. Clarified the first option would be paid within a 4 year period; 2 years of budgeting £30k then reducing. Noted funding was in place for the next 2 years therefore more opportunity to fund it.
- 11.4. Governors valued resources and the schools opinion on the best option. Noted this was driven by pupil need and Governors supported the school in getting the right technology for pupils to access the curriculum, which was paramount.

**Resolved: Governors agreed to proceed with option one. Action: SH**

## **12. Consideration of key policies to be updated**

- 12.1. **Updated (September 2018) Keeping Children Safe in Education** – for information, DfE guidance on what schools should be doing to ensure children are safeguarded. Noted the schools will ensure all staff have read and signed. Noted Governors should read section 1 and be aware. The key change noted was peer to peer abuse. Governors queried whether further safeguarding training was required; noted Governors should attend refresher training once per year.
- 12.2. **Safeguarding** - each school now has their own safeguarding policy which are individualised and uploaded to their websites.
- 12.3. **GDPR** – policy and statement are on the schools website. GDPR to be added to the glossary.  
**Action: SH**
- 12.4. **Teaching & Learning** – updated and uploaded onto the website.
- 12.5. **Emergency Management Plan** – outlined critical incident and schools actions. Noted this policy was not overly detailed due to the nature of the policy however a strategy was in place.
- 12.6. **Behaviour & Bullying** – updated and amended slightly in relation to sanctions and transitions.

**Resolved: All agreed the policies.**

## **13. Any Other Business**

- 13.1. Noted all 3 schools will take part in democracy week.
- 13.2. HLT have sent through the Governors training programme; to be distributed to all Governors.  
**Action: JG**
- 13.3. International evenings will take place on 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> October and Governors were invited to attend.

## **14. Confidential Business**

- 14.1. There was no confidential business

**Meeting closed 7:45pm**