

**Islington Futures – A Federation of Community Schools  
DRAFT Action Notes of the Federal Chairs’ Committee  
Thursday 23 September 2020, 8.00am – virtual meeting**

**Present:**

Jill McLaughlin (JMc)	Chair of Governing Board, Chair for the Meeting
Caspar Woolley(CW)	Vice Chair, Chair of Chairs’ Committee
Jo Dibb (JD)	Executive Headteacher
Pauline Edgar(PE)	Chair of Federal Achievement Committee
David Harrison (DH) (arr. 8.45)	Chair of Finance, Resources & Risk Committee
Will Garner (WG)	Chair of Vittoria School Committee and Copenhagen School Committee
Alex Bols (AB)	Chair of Beacon High School Committee
Mary Berrisford (MB)	Chair of EGA School Committee
Aanya Madhani	Safeguarding Lead
Tina Southall (TSO)	Deputy Executive Headteacher
Hilary Furey (HF)	Clerk

Agenda Item		Action
1.	<b>Apologies and Consent</b> David Harrison had sent apologies in advance for his late arrival.	
2.	<b>Declaration of Interest</b> There were no declarations of interest.	
3.	<b>Action Notes and Matters Arising</b> Action notes of the meeting held on 3 September 2020 were <b>Agreed</b> .  JD was asked to provide a general update across Federation schools.  Copenhagen had two bubbles learning remotely and Vittoria had one case but, as the child had not been in school, there had been no need to send a bubble home, although this had created some anxiety. None of the Federation schools had been hit particularly badly, although there is some concern about staff, as key workers, being affected if their own children’s schools send bubbles home. JD confirmed that each school has received 10 tests for staff use, with schools having priority from Public Health for additional tests if required. It was noted that a Copenhagen School Committee member responsible for safeguarding had not been aware of the incident at the school, and a question was raised as to the correct process for informing governors. JD said that this was covered in the Risk Assessments and agreed that those responsible for safeguarding could be included. JD said governors should be assured that schools were following guidance, and information about helplines and supporting information for schools was on their websites. WG suggested that incidents should be reported to the relevant school committee and for there to be one point of contact. It was agreed that JD would contact the Clerk, who would then inform Chairs and AM, as Safeguarding Lead, then Chair and School Committee members.	<b>JD</b>

	<p>The issue of a drop in attendance was raised, with concern about the need to monitor who should be in school, who is in school, and encouraging all to attend. JD said that a special code 'X' was used to record those sent home. Pupils in bubbles sent home had an education entitlement, however those who chose to self-isolate without having had a test would need to access learning via Google Classroom which posed a problem as classes were already being taught by teachers. JMc said that she was surprised that siblings had been sent home, and JD confirmed that this was contrary to advice originally given and was meeting with Headteachers to discuss this and to provide clarity on requirements. It was noted that communications were clear that children should be back in school after 14 calendar days, rather than school days, and JD confirmed that pupils were being set, and would submit, work via Google Classroom.</p>	
<p><b>4.</b></p>	<p><b>Performance Review and Pay Committee arrangements</b></p> <p>It was agreed that Chairs would be involved in performance management reviews for Headteachers, the Executive Head, Deputy Executive Head and the Senior School Business Manager, which would be carried out remotely. All staff appraisals would be completed by 31 October 2020 and leadership by the end of term. An external adviser would be involved in Headteachers' reviews.</p> <p>Involvement in performance management reviews was agreed as follows:</p> <ul style="list-style-type: none"> <li>● AP - WG, SA or TS, and JD</li> <li>● DMc – WG, AW and JD</li> <li>● AS – AB, PE and JD</li> <li>● SB – MB, SK-L and JD</li> <li>● TS – PE, AM and JD</li> <li>● JD – JMc, PE and CW</li> </ul> <p>The Pay Committee would need to meet in November, for increases to be included in December payroll.</p> <p><b>Resolved:</b> that the Clerk would seek availability, and arrangements made as soon as possible.</p>	<p><b>Clerk/JD</b></p>
<p><b>5.</b></p>	<p><b>Beacon High - Change of Offer</b></p> <p>JD reminded Chairs of AS's presentation on the tri-school model just before schools were closed, which had delayed progress. A meeting had been held with Richard Watts, Leader of Islington Council, and Kaya Comer-Schwarz, Executive Member for Children, Young people and Families. In response to JMc's question, JD said that Beacon High was expert in working with SEN students. AB said that a bi-school model with The Wing providing additional specialist support was an easier transition, and the announcement in the Evening Standard would help support the school's journey, and that it would remain a small secondary for the medium-term future. CW noted Copenhagen's increasing intake of children with SEN and was building a reputation for serving these pupils, and wondered if any links could be made with Beacon High, providing support across all ages within the Federation. PE wanted to know how Beacon High was attracting students and whether the</p>	

	<p>LA was working with the school on a strategy. JD said that the LA is working with the Federation and that there are a significant number of students with EHCPs who can identify which school they want to go to. JD said that provision had been set up for a range of needs, including those on the autistic spectrum and others with social and emotional needs, but that they had not come to the school and she would ask Candy Holder at the LA to track where they had gone. It was noted that The Courtyard at St. Mary Magdalene Academy had expanded and this could have had an impact. No specific marketing had been carried out for The Wing at Beacon High, but individual parents had been spoken to and a brochure produced. JD said that the school was still impacted by its reputation however parents were crying out for a mainstream school with secondary autistic specialist provision. PE wanted to know if there was any support for physically handicapped students, and for wheelchairs. JD confirmed that the school was already accessible. JMc said that the Council was excited about a skills offer in the local area and it was agreed that a strategic outline to include stakeholder information, should be drawn up for Governing Board and Council approval by the end of January. It would be necessary to appoint someone to draw up an outline business case. JMc asked all present to forward any ideas to her, and would put together the strategic outline and project management brief, and Chairs would consider contacts with suitable skills.</p>	<p style="text-align: center;"><b>JMc</b></p>
<p>6.</p>	<p><b>Executive Head – Next Steps</b></p> <p>CW noted that in conversations with Headteachers the idea of vision and the wish to retain independence as individual schools and Headteachers was a common theme, however governance seemed to be part of their concern and it had been helpful to see documents on visions and values and the Federation Development Plan which upheld the notion of the Federation as a servant leader rather than a dominant force. JD said she was in an awkward position as part of the governance and leadership of the Federation, and tried not to have conversations with Headteachers. JD summarised what she believed to be each Headteacher’s concerns, for example in aligning different schools’ policies.</p> <p>Overall, JD said that Headteachers welcomed strong governance but that there was some confusion as to where school committees sit in relation to the Governing Board, and that there was duplication of having to present the same information to both, rather than to a single Governing Board. Given a single Governing Board, Headteachers would participate in all committee meetings.</p> <p>Chairs discussed the different viewpoints put forward by Headteachers, Governors and Associates in respect of appointment of an Executive Headteacher, and were in agreement that most were in favour of this proposal. With overall support for the Federation and agreement on the need for a single point of leadership, Chairs agreed that it was important for the recruitment campaign to get across the message from the Governing Board that it is absolutely committed to the LA and community vision, and that any appointee would need to be sympathetic to that vision.</p> <p>Chairs were conscious of Headteachers’ concerns about potential changes to lines of reporting and autonomy in respect of an external appointee and it was agreed that Headteachers, as key stakeholders, must be involved in discussions defining the vision, ethos and governance. Sufficient time must be allowed for</p>	

	<p>this to happen, and for a full recruitment process, including visits to schools, to take place so that any appointment and acceptance can be completed before Easter 2021 to allow overlap with JD.</p> <p>JD was thanked for her contribution, and left the meeting.</p> <p>The issue of tensions between Headteachers and the Chair of the Governing Board had been raised, and it was felt that positive re-messaging by JD could be helpful in mediating this matter, if all parties were willing to participate. WG was of the view that this matter should be split from the potential recruitment of an Executive Head, adding that it was unfair to leave these issues undealt with. JMc agreed.</p> <p>JMc suggested the following timeline for the task ahead:</p> <ul style="list-style-type: none"> <li>• End of October 2020 - consultation with LA HR team re Job Description and Person Specification, and draft advertisement – first draft (JMc/PE/AM)</li> <li>• End of November 2020 – advertising – this could possibly be extended to January 2021 which would allow sufficient time for appointment</li> <li>• January 2021 – deadline for applications</li> </ul> <p>CW suggested that the process be split into two tasks:</p> <ol style="list-style-type: none"> <li>1) A draft outline with timelines and first steps be drawn up;</li> <li>2) Development of the recruitment pack, a draft to be agreed with the LA, before engagement with others; and CW to progress re-building/resolving of relationships with the relevant parties.</li> </ol>	<p><b>JMc/PE/AM</b></p> <p><b>CW</b></p>
7.	<p><b>Any Other Business</b></p> <p>There was no other business to discuss.</p>	

<b>Signed as a true and accurate record of the meeting</b>	
<b>Chair's signature</b>	
<b>Chair's name</b>	CASPAR WOOLLEY
<b>Date</b>	18 November 2020