Islington Futures – A Federation of Community Schools Action Notes of the Federal Chairs Committee Wednesday 2 December 2020, 8.00am – virtual meeting

Present:

Jill McLaughlin (JMc) Chair of Governing Board, Chair for the Meeting

Caspar Woolley(CW) (left 8.25) Vice Chair, Chair of Chairs Committee
Pauline Edgar(PE) Chair of Federal Achievement Committee

Alex Bols (AB) (left 9.00)Chair of Beacon High School Committee
Mary Berrisford (MB)
Chair of EGA School Committee

Hilary Furey (HF) Clerk

Agenda Item		Action
1.	Apologies Apologies for late arrival had been received from David Harrison, and for early departure from Caspar Woolley, and consent was given to both. JMc had agreed that JD would not attend this meeting.	Clerk
2.	Declaration of Interest There were no declarations of interest.	
3.	Action Notes and Matters Arising Action notes of the meeting held on 11 November 2020 were Agreed. CW would sign a copy of the minutes in due course.	cw
	Matters Arising It was noted that JMc and AB had attended a meeting with the SLT at BH to discuss their concerns arising from the Exec Head recruitment. This had raised concerns about the level of cascading communication for example, from Heads to SLT and staff members, or from FGB and Chairs to Committee associate members. It was proposed that it be made explicit where action, information or discussion was required. It was suggested that a standing item on meeting agendas could be to include key points from Governing Board meetings to ensure that all members of school committees are aware of the larger Federation agenda and for this also enable communication from School committee to FGB. JMc suggested that induction for governors and associates include information on roles and responsibilities as individuals and committee members, and that this be discussed as part of the governance development process.	Clerk
	 Action: Clerk to include a standing item on meeting agendas in respect of Governing Board key information. Action: CW to include discussion of roles and responsibilities, including communication, in the governance development process. 	cw

4.	As agreed at the recent Governing Board, minor points of wording around governance of the Federation would be made to the Governors Handbook. Additionally, in order to consider the smoother flow of information to relevant groups and/or committees CW proposed that a sub-group made up of the Chair, Chairs, the Executive Head and Headteachers, and any other member of the governing board who is interested in participating, be set up to discuss issues of governance and agreed to be guided by Headteachers around the timing of this work, more likely to be in the spring term. A suggestion was made to allow for the new Executive Headteacher to be able to contribute. It was noted that there was a strategy meeting scheduled for Friday 5th February. JMc suggested that it might be a good time for the Diversity training discussed at the FGB. Further thoughts on this would come out of the Diversity sub-group meeting on the 10th. Action: CW agreed to consult Headteachers on the timing of any sub-group meeting, but to note workload of Chairs and Headteachers, and to send an invitation via GovernorHub to non-Chair members who may wish to participate in the discussions.	CW
5.	Update on Executive Headteacher Recruitment JMc advised committee members that sign off on the person specification and job description for the Executive Headteacher role, and asked for comments on the draft document circulated in advance of the meeting. The target date for the advert to go live in the TES is 8 December 2020 and the application pack, due to be completed this afternoon, would be available on the Federation website. JMc advised that the Pay Committee met on Monday 30 November 2020 to discuss and approve the remuneration which was agreed at L48-51, slightly below the current level, and as advised by Islington HR. The committee had also discussed whether the role should be advertised as a 2-or 3-day post. It was agreed that the role would be for 3 days per week.	
	 Action: To approve the job description, person specification and remuneration. Timeline for recruitment process: applications to be received by 11 January 2021 interviews – 2 and 4 February 2021 had been set aside by Mark Taylor selection panel to be decided and include members from the broader governing board. Shortlisting to be carried out between 11th and 18th January - panel discussion on 18th January to agree shortlist. JMc to discuss with JB about making arrangements to allow visitors to safely visit schools, as appropriate to lockdown requirements and restrictions. 	JMc
6.	Any Other Business A confidential item was discussed and noted in separate confidential minutes.	

It was agreed that a meeting be held on Wednesday 6 January 2021 to discuss	
the practical arrangements for Executive Headteacher interviews.	

Signed as a true and accurate record of the meeting				
Chair's signature	Chooly			
Chair's name	Caspar Woolley			
Date	13 Jan 2021			