

**The Saints Federation Meeting of Interim Executive Board**  
**11.30am, 4.7.2022 Virtual -Teams**  
**Minutes**

***Federation Vision - Achieving Together***

*Our community of schools treasures the contribution of every single member.*

*We seek to reflect the love of God and humanity within our Christian Values.*

*We work to become the best we can in everything we do,*

*servicing others within a supportive, safe and happy family environment.*

<b>Present:</b> Kay Swann (Chair) (KS), Jon Moule (JM), Micky Harcourt-Heath (MHH), Rhiannon Price (RP) and Michael Roughsedge (MR) LA /IB support.	
<b>Clerk:</b> Johanne Bolver	
<b>Description</b>	<b>Action</b>
<b>1. Opening formalities</b> 1. Welcome – KS welcomed all parties to the meeting. JM shared the Federation Vision. 1.1. Receive Apologies for Absence – None 1.2. Declaration of Pecuniary and Personal Interests – KS declared her role as DSSO for some schools in West Norfolk. schools.	
<b>Action: Clerk to set up Declaration of Interests form for website.</b>	<b>Clerk</b>
<b>2. Agree minutes of initial meeting 23.6.22 and actions taken</b> 2.1 Item 4. MHH confirmed Rachel Williams is the HR contact. 2.2 Item 10. Policies – JM is continuing to review the Federation policies – ongoing. RP confirmed the Marking Policy is being updated and will be ready to use from September. 2.3 The minutes of the meeting of 23.6.22 were agreed.	
<b>Action: MMC to put minutes on website when instructed by RHH.</b>	<b>RP</b>
<b>3. Terms of Reference, Code of Conduct and LA documents</b> 3.1 To agree the Terms of Reference. Agreed. 3.2 To confirm timeline of meetings. Confirmed: <ul style="list-style-type: none"> <li>• 10.30 on 18<sup>th</sup> July – on site at StA – can also join virtually.</li> <li>• 9.30 on 27<sup>th</sup> July – KS/JM/MHH - virtual</li> <li>• 9.30 on 7 September – on site at StA – can also join virtually</li> <li>• IEB monitoring dates to be confirmed.</li> </ul>	
<b>4. Communication</b> 4.1 <b>Letter to Parents / responses</b> - Two responses received via MHH. Parents are unaware of the significant challenges. IEB to send a letter to parents by end of term to reassure them of the formulated action plan. Need to ensure there is clarification to parents that governance was in place until the IEB was put in place. <b>Action. KS to draft letter clarifying governance was in place.</b> <b>Action: MHH to respond to parents with school’s communication policy to follow.</b>  4.2 Future correspondence plan - Letter to parents by end July and parents to follow complaints policy.	<b>KS</b> <b>MHH</b>

<p>4.3 Website – Governance of school, IEB is in place and acting as governance. <b>Action: MMc to update website re IEB once KS has finalised with IEB and RP.</b></p>	<p>KS / RP</p>
<p><b>5. Finance</b>  <b>5.1 Budget review</b>  - Delegated budget with IEB. RP and MM have met to discuss and late budget setting meeting has taken place. Budget Revision to take place next week. Need to spend on robust staffing in order to move forward at a pace and we can use the carry forward. RP feels this will even out over the next 3 years.</p> <p><b>5.2 Consideration of build refurbishment of HORSIA block (The Mess) at Lopham.</b></p> <p>Diocese planning is in place but will schedule for next year. Diocese to keep on timeline for work.</p> <ul style="list-style-type: none"> <li>- Devolved Formula Project – canopy at Hapton was installed at Easter. All signed off. <b>Action: KS to sign off.</b></li> </ul>	<p>KS</p>
<p><b>6. Improvement Board review</b>  6.1 Verbal report to update on school improvements 2021-22</p>	
<p><b>7. Interim Executive Headteacher’s Report</b>  7.1 <b>Verbal report regarding key priorities, including staffing structure, curriculum plan and to plan for School Improvement Plan for 2022-2023.</b>  Pupil Premium to be monitored. Training has taken place over last few weeks. Safeguarding policy is consistent across the Federation as in policy May 2022,</p> <p><b>7.2 Attendance</b></p> <ul style="list-style-type: none"> <li>- Attendance is gradually improving. 31 letters have been sent out for those with less than 90% attendance. Bespoke letter has been produced for those with medical needs. RP has suggested that parents come in and discuss where a critical illness is present.</li> <li>- <b>Have there been any Covid related illnesses? Challenge.</b> We take temperatures when required. Some staff members were hit by Covid in last couple of weeks. We receive Safeguarding updates with particular focus on the NCC Safeguarding Policy and reporting concerns linked to attendance /absence.</li> </ul> <p><b>Action: KS to visit RP on 5 July and will look at templates and SCR (Single Central Record). RP suggested updating the Safeguarding SEF with each DSL which would provide good monitoring. JM and KS to meet on 12 July and action.</b></p> <p><b>7.3 Staff training</b></p> <ul style="list-style-type: none"> <li>- INSET for September. Assessment training planned. New system in place to allow to drive this quickly which is tied in with the Marking policy.</li> <li>- LA to come in for Safeguarding training.</li> <li>- RP to review behaviour in school. Behaviour is relatively good although there has been 1 exclusion.</li> <li>- SDP overview. Ensure summer term actions are in place and building our own action plan with key tasks the IEB will be monitoring against. Dates to be confirmed.</li> </ul>	<p>KS JM / KS</p>

<ul style="list-style-type: none"> <li>- <b>Have any observations or drop-ins taken place? Challenge.</b> MR has been directed by RP what the focus is. MR is monitoring in classrooms which has enabled RP to plan CPD for summer and autumn terms 2022.</li> <li>- RP has asked for planning to go onto Teams. We have a platform for Teams and a staff account.</li> </ul>	
<p><b>8. Safeguarding</b></p> <ul style="list-style-type: none"> <li>- Discussed above.</li> </ul>	
<p><b>9. IEB Designated Responsibility updates on</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety - none</li> <li>• Special Educational Needs and Disability (SEND) – RP produced report. <b>Action: 18 July RP and MHH to meet SENCO.</b></li> <li>• Looked After Children (LAC or CLA) – <b>Action: KS to meet with Esme Sexton.</b></li> <li>• Pupil Premium &amp; Sports Premium -</li> <li>• Website Compliance – Subject leaders to drive content for website. <b>Action: JM to continue looking at this, ongoing.</b></li> </ul>	<p>RP / MHH</p> <p>JM</p>
<p><b>10. Governor Monitoring</b></p> <p>10.1 Agree plan for monitoring by IEB</p> <p>10.2 Pupil Voice re Safeguarding and talking to DSL's 12 July. <b>Action: KS to come in on 18 July and meet with Esme Sexton and set other priorities.</b></p> <p>10.3 JM to continue with monitoring website compliance.</p> <p>10.4 MR reported he completed a Pupil Voice in February although KS would like this to take place as we need input for any updates or developments.</p>	<p>KS</p>
<p><b>11. Policies</b></p> <p>11.1 Review, Agree and approve The Saints Federation Policies on website. Agreed.</p>	
<p><b>12. Any Other Business</b></p> <p>12.1 A late resignation was discussed. An advert has been placed and we have received lots of applications. Interviews will be held before the end of term. IEB agreed.</p> <p>12.2 RP asked the IEB how long she is required to stay on. KS has been instructed that the IEB and IEHT is in place for up to a year.</p> <p>12.3 JM asked for badges for the IEB members. <b>Action: RP will arrange for these.</b></p>	<p>RP</p>
<p><b>13. Closing Formalities</b></p> <p>Date of next meeting: <b>10.30 on 18th July – on site at StA – can also join virtually.</b></p>	

Signed: *Kay Swann*

Date: 18/07/2022