

The Saints Federation
Meeting of Interim Executive Board
Held at 9.30am on 27.09.2022
St Andrew's Lopham & Virtual as required

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.

		Action
	<p>Present: Kay Swann (KS) - Chair Chris Allen (CA) – IEB Member, Diocese Michael Roughsedge (MR) – Senior Adviser, Intervention Micky Harcourt-Heath (MHH) – IEB Member Rhiannon Price (RP) - Interim Executive Headteacher Henrietta Branston (HB) IEB Member</p> <p>In attendance: Johanne Bolver – Governance Professional</p>	
1.	Opening formalities	
1.1	KS welcomed HB to the meeting and CA opened the meeting with Prayer.	
1.2	No apologies of absence were received.	
1.3	Declaration of Pecuniary and Personal Interests – none declared. KS and CA informed the IEB of the support they provide to schools in the west of Norfolk and MR declared he is a co-opted governor on the Board of Trustees of Sapientia Trust.	
2.	Agree minutes of initial meeting 07.09.22 and actions taken	
2.1	The minutes of the above meeting were agreed as a true and accurate record and were signed by the Chair.	
2.2	Victoria Groom and Paul Dunning to meet on 30 September to discuss options of Academisation, including a broad outline, timeline and processes. Action: IEB to send any questions they would like to be raised at this meeting to MHH to pass on to Victoria.	All
3.	IEB Action Plan – To review the Action Plan for School Improvement	
3.1	CPD focus is Curriculum and literacy has been a focus driver via Power of Reading (which both MR and RP are looking at) and Phonics teaching at StA.	
3.2	Qualitative action planning on development areas, CPD, assessment training, monitoring and SEF processes and robust safeguarding processes are in place.	

<p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>H&S audits have been received with monitoring walks taking place.</p> <p>Budget – Month End has been submitted.</p> <p>Ofsted readiness session is booked for 6th October.</p> <p>CPD training booked in.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Communication - Letters to/from Parents / responses/ parent meetings</p> <p>RP confirmed surgery style meetings have commenced, one in each school and will wait until all meetings have been completed before creating a FAQ section of the website. It has become apparent there is a lack of trust from the parents which needs to be addressed and different perceptions of processes.</p> <p>From the meetings that have been completed, RP pointed out that no children were discussed but comments regarding what the parents want were, mostly put forward as negatives. Historic anxieties were raised and general comments including difficulties in being able to speak to the Headteacher, although some have stated she's been in post for over a year, so there may be confusion. RP feels parents seem to have different perceptions and a lack of understanding of the Headteacher's role and there is a need to bridge this trust. RP is aware there hasn't been a consistent robust policy system in place previously.</p> <p>Emotional coaching will be offered to parents after Christmas via Teams. Emotional Coaching UK worked alongside Achievement For All (Hearts and Minds is already in place. It involves a 2–3-week course with a follow-up session at no cost to parents, as this will be funded from the PE premium. Training in school is booked to take place in November for Staff and January for parents and we will eventually become credited and a Champion school.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Finance - Budget review /staffing updates</p> <p>RP confirmed performance management reviews have been completed with all teaching staff. RP discussed pay increments with staff and the policy was provided. The IEB agreed for those discussed to increment would and applications for progression through threshold would be honoured despite late date.</p> <p>Lesson observations and book looks have been booked in and targets set based on assessment outcomes, e.g. where there were low Phonics results last year, this is addressed within performance management.</p> <p>Acting Deputy Headteacher interviews took place with some strong candidates and Esme Sexton was appointed. RP confirmed this had been included in the budget and it is on track.</p> <p>Receptionist (federation) and teaching assistant adverts have been sent out at StA and will be temporary on a Federation contract.</p>	

5.5	Internal adverts have been sent out for a HLTA at StA for 9.3 hours per week, remaining hours 16.6 for normal TA duties. Will HLTA training be needed? Challenge. Yes, the cost is £1,200.	MHH
5.6	RP is double checking everything in the BACS run, ensuring everything is correct. Finance support is in place for invoices etc. Action: MHH to address questions to MMC next week re monitoring.	
6.	Improvement Board Review - Plan & Focus for monitoring visits 2022 Autumn Term	MR
6.1	MR has been into school twice to talk to staff on their views of the suspended curriculum and look in classrooms at marking and feedback. Both visits were more positive than previously and MR feels that staff are on board. Action: MR to write up monitoring reports.	
6.2	Marking and feedback is more consistent with children responding to comments. MR feels this could be improved in KS1 with a key explaining the symbols as KS2 have a different colour coding system in some cases. Use of assessment grids are not yet consistent across the Federation. A further visit is booked in for next week for teachers to meet with MR re subject leadership. Safeguarding conversations took place with staff together with culture change and more understanding of requirements. There is a better understanding of shared responsibility amongst staff.	
7.	Interim Executive Headteacher's Report - Verbal report regarding key priorities, including staffing structure & professional development, curriculum plan and School Improvement Plan for 2022-2023.	RP
7.1	Attendance updates were circulated.	
7.2	We are currently moving between 2 information systems to Scholar Pack and should be complete towards the end of September. RP is chasing up attendance and fixed penalty notices are in place. Feedback to parents was provided in the school newsletter. As incentives for good attendance Surprise Days are planned and the 100% attendance certificates.	
7.3	New parent consultation forms to be sent out which offers tick boxes and the opportunity for parents to discuss with teachers- attendance and attainment – the aim is for supportive consultation at class teacher level, with panels as escalation.	
7.4	Parent consultations are taking place last week of this half term to support staff wellbeing so they have a full holiday. New assessment system in place although difficulties with IT installation.	
7.5	Parent surveys have been sent out. A lot of responses are positive, although we are still receiving a number of those that disagreed about what their child is learning. Curriculum maps are on the website although require more work.	
7.6	KS has monitored RP's complaints record keeping and response. Pupil surveys have been conducted. Work to be done around behaviour and perception of bullying.	

7.7	Action: RP to share with IEB once all completed. Results of staff questionnaire were circulated and feedback was positive.	
7.8	What are you doing to support the negativity re workload and wellbeing?	
7.9	Challenge. Emotion Coaching training and parents evening to take place before half term. Senior teachers are building release time into the week with a directed timetable providing another 9 hours to enable staff to complete tasks. We are monitoring a number of areas for smart working, addressing misconceptions of job descriptions. Progression maps are being uploaded to website.	
7.10		
8.	Safeguarding	
8.1	Concerns have increased re social worker attachment. 1 x joint working protocol in place and 1 going through. We have made 3 x CADS referrals in one day and another 2 to be added. Senior teacher is doing a good job.	
8.2	Incident reporting – parent complained to senior teacher which has since been rectified and follow-up meeting to take place within a week. RP confirmed there is a robust Safeguarding process in place.	
8.3	What are you doing about attendance data/long term sick/travellers? Challenge. We have variable attendance and at the moment we are not authorising anything outside of our attendance policy. Advice is sought from Attendance team to ensure we do not infringe protected rights.	
9.	IEB Designated Responsibility updates	
9.1	Health & Safety - Reports/ monitoring dates planned for IEB using workspace inspection form, F651 on info space.	
9.2	Special Educational Needs and Disability (SEND). Up to date	
9.3	Looked After Children (LAC or CLA). Esme Sexton taking over responsibility.	
9.4	Pupil Premium & Sports Premium – updates on website. Part time teacher funded through PE premium for her to do release throughout the year. Sports Premium also being used for interventions. Covid catch up form completed.	
9.5	Website Compliance – CA confirmed this is up to date.	
10.	Governor Monitoring	
10.1	Dates in place. MHH – 5 October - monitoring and surgeries.	
10.2	Action: CA to link with Gillian Shaw re SIAMS SEF evaluation. CA to provide an insight to SIAMS process and inspection with staff. RP to speak to CA.	

<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>DfE Agenda for schools to consider Academy status</p> <p>Presentation from LA partnership Victoria Groom.</p> <p>Action: MHH to brief Victoria Groom and ask her to talk about timescales.</p> <p>Our decision will be made on long term sustainability. We need to be part of something bigger in order to provide protection for our small schools. MHH will take some notes at the meeting on Friday which will be submitted with the next set of IEB minutes.</p>	<p>MHH</p>
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p>Policies</p> <p>Pay Policy – Action: MHH and RP to investigate and ask for HR advice.</p> <p>Charging and Remissions Policy is with MMC. Action: RP to chase and MMH to raise at meeting with MMC.</p> <p>How do you make parents aware of policies? Challenge. These are on the website. What about the Behaviour policy? Challenge. This is being rewritten and is in consultation with staff and children. Children are doing work around behaviour in classes and assemblies.</p> <p>In an Academy Trust, are there overarching policies? Challenge. CA and KS stated that in DNEAT there are, although there are some you still write independently. RP confirmed that her experience of other academy trusts is overarching HR/legal ones, but that those which require individual response to the school are bespoke to the school, e.g. current language used in the Feedback policy – means the same thing, but the wording is consistent within established norms.</p>	<p>MHH / RP</p> <p>RP / MMH</p>
<p>13.</p> <p>13.1</p> <p>13.2</p>	<p>Any Other Business</p> <p>Possibility of Student Social Worker placement in school – RP is attending a meeting about what is involved.</p> <p>Voting polling station at Hapton. The school has received a request to use the school hall at Hapton as a polling station. The IEB discussed safeguarding issues with using this hall, along with consideration of workload issues for those locking up/unlocking, availability of other local facilities and postal voting. The IEB agreed that, in order to ensure safeguarding, the school would need to close to accommodate this and that its responsibilities were to reduce disruption to learning, already severely affected by COVID and an additional Bank Holiday, As such, do not agree to the school’s use as a polling station. Action: RP to decline the use of hall at Hapton.</p>	<p>RP</p>
<p>14.</p>	<p>Next meeting - 17 October at 9.30.</p>	

Signed: *Kay Swann*

Date: 17/10/22