

**The Saints Federation**  
**Minutes of the meeting of the Interim Executive Board**  
**held at 9.30 am on 15.12.2022**  
**on Teams**

***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.*

	<p><b>Present:</b>            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><b>In attendance:</b>            Johanne Bolver – Governance Professional</p>	<b>ACTION</b>
<p><b>1.</b>  <b>1.1</b>  <b>1.2</b>  <b>1.3</b>  <b>1.4</b></p>	<p><b>Opening formalities</b>            Welcome – KS welcomed governors to the meeting.            Opening Prayer – CA opened the meeting with prayer.            Receive Apologies for Absence – None.            Declaration of Pecuniary and Personal Interests – None</p>	
<p><b>2.</b>  <b>2.1</b>  <b>2.2</b></p>	<p><b>Agree minutes of meeting 29.11.22 and actions taken</b>            The minutes were agreed as a true and accurate record.  <b>Actions</b>            All actions complete or discussed in these minutes.</p>	
<p><b>3.</b>  <b>3.1</b>  <b>3.2</b>  <b>3.3</b></p>	<p><b>Monitoring</b>            MR is meeting with Esme Sexton today re Pupil Premium.            MR has met with subject leaders for Early Years, PE, History &amp; Geography. General headline is things have moved on and progressed with a better understanding of what it means to be a leader. RP informed the IEB the Federation did pay for VNET to work with Early Years and they have completed 2 transitional visits which took place in the summer term. MR talked about actions plans, CPD, successes and barriers. MR to continue to monitor the Phonics Scheme.            PE requires support and MR is to have continued conversations. <b>Have you bought into the Schools Partnership? Challenge.</b> Yes, this will be provided with a lot of support.  <b>History &amp; Geography</b> - Very positive. Well-structured and ensuring consistency, books have been looked at.</p>	

<p>3.4</p> <p>3.5</p>	<p>RP reported on ownership of subjects and time has been allocated to staff. MR has discussed this with staff and their accountability.</p> <p>Mobility (children leaving) is a concern and staff wanted the IEB to know. MR has informed them the IEB is aware and this is discussed at meetings.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p><b>H&amp;S Report</b></p> <p><b>Action points - MMc</b></p> <p><b>StA</b></p> <p>a) Bracket on sheds/padlocks. Padlocks in place. Bracket on shed in place.  b) Temporary solution for fencing has been added to the Mess project.  c) Asbestos patch on entrance identified from asbestos survey. This was a hole which was made to inspect the surface underneath. This has been covered.  d) MMc has attended asbestos training.</p> <p><b>Hap</b></p> <p>a) Gas regulator valve has been covered up.  b) Netball post against wall – rusted base has been disposed of. Posts put away and new base purchased.  c) Area under climbing wall – one of the TA’s is keeping an eye on/monitoring, ongoing.  d) Electrical items to be collected. MMc has gone through with IT contractors, more items to be removed and to be added for free removal. In hand.</p> <p><b>AS</b></p> <p>a) Plastic store to be removed – This has been emptied. <b>Action: MMc to dispose of.</b>  b) Fire exists are clear. Teachers aware these need to be kept clear  c) Fluorescent lighting covers required. News of funding received to replace all our lights, on list for January to receive quotes. <b>Action: MMc will approach regular and local contractors.</b>  d) Spare chairs – still here. MMc put out post to local schools and mentioned in Business Manager forum. Ongoing. Bear in mind for summer term.  e) Family day for helping out suggested but this will be taken on by Thrive team.</p>	<p><b>MMc</b></p> <p><b>MMc</b></p>
<p>5.</p>	<p><b>Governors’ Action Plans for Autumn term</b></p> <p><b>Updated for end autumn Term and pt onto Governance Tab on website</b></p> <p>Quantity – headline data</p> <p>Early years – phonics, 1 school significantly low.</p> <p>Termly assessments – Term 1 data received, RP waiting for this term’s data and will discuss at next meeting. <b>Action: KS to add to agenda.</b></p> <p>Curriculum grids are more detailed.</p> <p>KS to send action plan to MMc to put on website. <b>Action.</b></p>	
<p>6.</p> <p>6.1</p>	<p><b>Communication</b></p> <p>End of term letter to parents. IEB discussed contents of letter and agreed for the Ofsted report to be included. Letter is to inform parents we recognise the positives but there is improvement to be made. Consultation to be included. <b>Action: KS to draft letter to be sent out on first day of term.</b></p>	<p><b>KS</b></p>

<p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p><b>Dates proposed:</b></p> <p>a) 23 February for consultation meeting, 4pm for staff and 6pm for community/parents for the whole Federation. To be held at AS.</p> <p>b) Consultation to run from 20 February to 17 March (4 weeks).</p> <p>c) IEB to meet on Monday 20 March at 1pm to review the consultation.</p> <p><b>Can this be a virtual link? Challenge.</b> Yes, those parents who wish to attend virtually are to notify the office and a link will be provided</p> <p>RP has received a letter from the Vice Chair Parish Councillor (also a parent) at AS Winfarthing, raising concerns about falling numbers. RP will invite them to our consultation meeting. MHH raised a concern regarding a business interest with the Vice Chair being a parent.</p> <p>AS - RP shared a letter with the IEB which was sent on social media to parents, many vulnerable. RP and KS have discussed how to address this and the IEB agreed this needs addressing with a paragraph is to be inserted in the letter to parents.</p> <p>RP shared her concern that the parent who brought this letter to us has since deleted the message. They came to RP to apologise for their child's behaviour although no bad behaviour took place.</p> <p>RP informed the IEB of pupils leaving school for various reasons. We have 8 pupils leaving, 1 joined at beginning of term: 7 pupils down.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p>	<p><b>Interim Executive Headteacher's Report - Verbal report including post Ofsted feedback &amp; key priorities -curriculum planning-intent, implementation, impact</b></p> <p>Staff absence, number of days off will allow 3 days for interviews as paid. IEB agreed.</p> <p>Curriculum maps circulated. Concept and knowledge - need to build on these.</p> <p>When the Federation go on the trip to the cathedral next term, Esme and RP will complete the English curriculum genre map.</p> <p>Ofsted inspection covered Maths, Literacy, and topics. Ofsted feedback conversations allowed RP to replan CPD to include Big Questions based on the principles of Bloom's Taxonomy which allows children to consider how the whole topic relates to answer their Big Questions.</p> <p>Emotion coaching – good training, invite to parents in January. Positive comments from CA about the Behaviour policy with pupil voice.</p> <p><i>MR left the meeting – 11.00am.</i></p> <p><b>Dress code</b> Our long-term development plan is that we develop a role as role models and are raising our standing status within the community. Currently denim is allowed in terms of black jeans although RP has some concerns with the current dress code. IEB discussed draft dress code ahead of RP consulting with Staff next term. <b>Action: RP will have a conversation with staff next term.</b></p> <p><b>Safeguarding</b></p> <p>a) Attendance meeting has been held with Attendance Officer.</p> <p>b) 1 child is affecting attendance at AS – 89% with a part timetable, intervention has made a difference.</p> <p>c) Designated Safeguarding leads in each school. Challenges made.</p>	<p>RP</p>

	d) Multi-agency training taking place with Esme Sexton and all DSLs.	
<b>8.</b>	<b>Finance</b>	
<b>8.1</b>	<b>Budget Review (with MMC)</b> a) Budget Revision 2 summary was circulated.  b) MMc asked to bear in mind the energy costs and is awaiting clarity of costs from energy companies. There may be corrections at a later date.  c) 2 x salaries have been agreed and added into the budget.  d) PE spend. This balances and we did not need to return any money. Complications where PE funds haven't been run in the correct way. Details on website now match our budget plan and all correct. Money comes in on additional grant for schools.  e) Staff Sickness claims complete and will show in next budget revision.  f) MMc is ensuring staff are allocated to correct school in the budget planner  g) Recovery tutoring costs - we are eligible for school led tutoring for AS. <b>Is this to be allocated to pupils? Challenge.</b> Yes, to a specific group of pupils.  h) E19/20 – licences in correct place.  i) Year 24/25 is predicting a deficit based on pupil numbers and we have plans to address this. Staff are on 1-year contracts, so we are positioned well. KS assured all that this is a Norfolk situation. Everything within our structure has been set up for the next 3 years and we have ability to review, we can fluctuate without the need to restructure and safeguard salaries for the next 3 years, we can be flexible and respond to pupil numbers.  j) KS agreed to sign off the budget.	
<b>8.2</b>	<b>Month End</b> a) Monthly monitoring is on target based on Revision 1 budget.  b) Overtime is underspent but will be corrected this month.	
<b>8.3</b>	Signed off by Kay Swann                      Thanks were passed to MMc.	
<b>9.</b>	<b>Headteacher Recruitment</b>	
<b>9.1</b>	KS sent out the information pack, advert and timeline. KS asked for any comments/changes on the advert. CA asked for the new vision to be added. <b>Action: KS to add.</b>	<b>KS</b>
<b>9.2</b>	Shortlisting date – 1 March 9.30am to 11.00am via Teams. Agreed. <b>Action: KS to confirm with Paul Dunning.</b>	<b>KS</b>
<b>9.3</b>	<b>Information pack</b> a) CA suggested 1 page on the history/background of the schools. <b>Action: CA to send KS a sample.</b>  b) We need to mention in the pack that the school is consulting to join St Benet's and include their website as they would be the Headteacher seeing through this transition.  c) KS received a message from Paul Dunning re EHT recruitment. <b>Action: CA to forward MHH the email.</b>	<b>CA</b>      <b>CA</b>

	<p>d) CA suggested Pupil Voice to be included. Agreed. <b>Action: KS to add.</b></p> <p>e) Advert is going live on 23 January, pack and pupil voice to be finalised by next IEB meeting on 12 January.</p> <p>f) Governance – nothing to mention other than IEB is in place.</p>	<b>KS</b>
<b>10.</b>	<b>Academy status</b>	
<b>10.1</b>	Consultation document from St Benet's. <b>Action: KS to confirm with St Benet's.</b>	<b>KS</b>
<b>10.2</b>	Meeting on 23 February will be at AS.	
<b>10.3</b>	Completion of forms – 10/11 January at StA on 10 January at 9.30 (MHH not available). 11 January at 9.30 am via Teams.	
<b>10.4</b>	IEB agreed for parent letter to be sent out on first day back next term to include consultation information and Headteacher recruitment process.	
<b>10.5</b>	Register of application is complete. DfE has confirmed a link person, project lead. <b>Action: KS to send to IEB.</b>	<b>KS</b>
<b>11.</b>	<b>Policies</b>	
<b>11.1</b>	RE, Collective Worship, Vision document and Behaviour Policy. Approved.	
<b>12.</b>	<b>Any Other Business</b>	
<b>12.1</b>	KS thanked all members and RP for all their work and wished everyone a Merry Christmas.	
<b>13.</b>	<b>Closing Formalities</b>	
<b>13.1</b>	Next meeting: 12/01/2023 at St Andrews at 1.30pm	
<b>13.2</b>	Meeting closed at 11.45 am.	

Signed:.....

Date:.....