

**The Saints Federation**  
**Meeting of the Interim Executive Board**  
**held on 12.1.2023 at 1.30pm**  
**at St. Andrews Primary or virtual on Teams**

*Federation Vision - Achieving Together*

*God values everyone within our community. The values of respect, kindness and encouragement are at the heart of all we do; seeking to help others to know the radiance of goodness and light; and aiming to unlock everyone's potential so that they can shine as lights in our wonderful world.*

	<b>Present:</b>  Kay Swann (KS) - Chair Chris Allen (CA) – IEB Member, Diocese ( <i>arrived at 2pm</i> ) Michael Roughsedge (MR) – Senior Adviser, Intervention Micky Harcourt-Heath (MHH) – IEB Member Rhiannon Price (RP) - Interim Executive Headteacher Henrietta Branston (HB) – IEB Member  <b>In attendance:</b> Johanne Bolver – Governance Professional	<b>Action</b>
1.	<b>Opening formalities</b>	
1.1	KS welcomed all to the meeting.	
1.2	Opening Prayer received by KS on behalf of CA.	
1.3	Apologies for Absence – none.	
1.4	Declaration of Pecuniary and Personal Interests – none.	
2.	<b>Agree minutes of meeting 15.12.22 and actions taken</b>	
2.1	The minutes of the above meeting were agreed as a true and accurate record of the meeting.	<b>MMc</b>
2.2	Point 4.4 - Fluorescent lighting with contractors at AS. Ongoing. <b>Action.</b>	<b>KS</b>
2.3	Point 6. Communication re consultation was sent to parents in the first week back to school. <b>Action: MMc to send a copy to All Saints Parish Council.</b>	
2.4	Point 7. 7 RP to discuss dress code with staff. Ongoing. <b>Action.</b>	<b>RP</b>
3.	<b>Improvement Board review - Feedback on monitoring visits/subject leadership</b>	
3.1	MR has been into Hap this week for a book look in Maths (years 1-6) and populated an associated template which provides a clear view of what was seen with key issues highlighted (copied to RP).	
3.2	MR has arranged to revisit Hap next week with RP and look at Pupil Conference, talk to staff etc.	
3.3	RP has fed back to staff on book looks.	
3.4		

3.5	RP reported Angles Maths Hub does not work well with our mixed-age classes. We need to look at objectives re links and sequence for mixed- age teaching. <b>Action: RP to look at alternatives.</b>  MHH visited AS and looked at books with the Maths Lead.	RP
4.	<b>Communication</b>	
4.1	Information and consultation letters were sent to parents.	
4.2	Briefing held with staff re consultation and meetings have been held with teachers and TA's.	
5.	<b>Interim Executive Headteacher's Report - Verbal report on updates</b>	
5.1	Attendance check took place on day 1.	
5.2	RP received a number of last-minute transfers from AS and another parent is transferring their child from AS today. These are following a pattern. There is 1 joiner at Hap and a second family has received a malicious text at All Saints.	
5.3	<b>Term 2 data review</b> a) <b>Can you explain the progress data? Challenge.</b> MR is monitoring this and RP will look at the data in depth. <b>Action.</b>	RP
	b) <b>In one school, progress data is greater than expected but the books are not supporting this? Challenge.</b> RP agreed and confirmed support is in place where required. RP has raised this at SLT meetings under Pupil Progress re discrepancies in data. <b>Action: It was agreed Literacy and Numeracy leads need to look at this data.</b>	RP
	c) RP has looked at the Summer term assessment data completed at the beginning of September.	RP
6.	<b>Safeguarding - Training &amp; reporting concerns</b>	
6.1	Senior Teachers will be receiving free Mental Health training.	
6.2	EHAPs are taking place.	
6.3	CPOMS – work in progress although working. Staff have been made aware that all uploads on CPOMS are saved as PDF's	
6.4	Safeguarding at StA - training effective and in place.	
7.	<b>Planned Admission Number (PAN) 2024-25 - Respond to change in PAN at All Saints Primary (15 – 10)</b>	
7.1	RP has received a letter from Paul Dunning confirming we are not required to accept the LA's suggestion. IEB discussed and agreed to maintain the figure at 15 (acknowledging this does not need to be filled). This will be reviewed again next year. <b>Action: KS to feedback to Paul Dunning.</b>  <b>Sent this section to RP to complete return.</b>	KS
8.	<b>Headteacher Recruitment</b>	
8.1	Headteacher advert and information pack finalised and on Governorhub which includes a school information page - 3 on 1 page with brief summaries.	

8.2	IEB agreed for Headteacher start date to be 1 September 2023.	
8.3	Advert goes live on 23 January. <b>Action: KS to send to Paul Dunning and to The Governance Service, copied to RP.</b>	<b>KS</b>
9.	<b>DfE Agenda for schools to consider Academy status</b>	
9.1	St Benet's would complete the Trust section.	
9.2	<b>Are there any indications for when the schools will join? Challenge.</b> We have suggested 1 June 2023, St Benet's will need to confirm.	
9.3	Consultation document has been sent to parents and is on school's website.	
10.	<b>Policies</b>	
10.1	Pupil Premium and Website information – agreed by the IEB.	
11.	<b>Any Other Business</b>	
11.1	Letter received to say well done following the Ofsted inspection. Thanks were passed to RP for leading.	
11.2	<b>Has there been any feedback from the Ofsted report from parents or staff? Challenge. No.</b>	
11.3	<b>Action: Reminder text to be sent to parents for any questions to be submitted ahead of the consultation by 20 February.</b>	<b>MMc</b>
11.4	<b>Action: MMc to set up link for virtual attendance which will be included in text.</b>	<b>MMc</b>
12.	<b>Closing Formalities</b>	
12.1	Date, time, venue of next meeting:  23/02/2023 at 1.30pm at <b>All Saints</b> followed by:  Consultation - Staff - 4pm Consultation - Parents 6-7pm	

Signed.....

Date.....