

The Saints Federation
Meeting of Interim Executive Board - 1.00pm on 31.03.2023
Virtual on Teams
MINUTES

Federation Vision

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.

		ACTION
1.	<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>	
2.	<p>Opening formalities</p> <p>2.1 Welcome – KS</p> <p>2.2 Opening Prayer – CA</p> <p>2.3 Receive Apologies for Absence – None</p> <p>2.4 Declaration of Pecuniary and Personal Interests – None</p>	
3.	<p>Agree minutes of meeting 23.2.23 and actions taken</p> <p>3.1 The minutes were agreed as a true and accurate record.</p> <p>3.2 Fluorescent lighting. RP completed and in hand.</p> <p>3.3 Item 4. SFVS has been submitted.</p> <p>3.4 Item 5. Martin's Law uploaded onto Governorhub. Contingency for lockdown is in hand and need to formalise. <i>c/f. Action: CA advised for RP to practice the plan once it's in place.</i></p> <p>3.5 Item 6. HT recruitment. Process complete. Thanks were passed to all involved. We had 1 candidate although it was not the outcome we were looking for. Recruitment round 4 has been scheduled.</p> <p>3.6 May IEB – Governors agreed for Gillian Shaw to attend IEB. <i>Action: CA will contact GS. KS to add to agenda.</i></p>	<p>RP</p> <p>CA / KS</p>
4.	<p>Improvement Board review Feedback on monitoring visits/subject leadership</p> <p>4.1 Maths monitoring is on Governorhub.</p>	

<p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>MR reported on meeting with the PE lead and concerns were raised which RP has since addressed. MR has followed up with teachers concerned. RP has shared information with all staff.</p> <p>MR has been in conversations re senior teacher role and impact. Report has been submitted to RP. Action: MR to meet with the other senior teacher after Easter.</p> <p>PE – Are they linking with the Sports Partnership? Challenge. Yes, they are.</p> <p>Are they aware of PE spending? Challenge. They do buy into the Sports Partnership but are unaware how supportive they can be. They are more knowledgeable since the last meeting.</p>	<p>MR</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p>	<p>Finance</p> <p>Budget 2023/4 – carry forward of £200k. Budget revision 2, surplus. 3rd year deficit.</p> <p>RP has made the decision to go with the new equipment with the caterer. How long is the contract? Challenge. It is charged on an annual basis and they will credit us if we decide to academise. The Norse annual charge is usually catering only, but after discussion at budget setting, have gone for equipment too as the cost of the new commercial dishwasher for All Saints was not dissimilar to the cost and hadn't been put in the budget.</p> <p>Discussion of budgetary implications of staff changes and recruitment of new headteacher</p> <p>Sickness insurance - agreed to stick with NCC package. Teachers' insurance has increased and support staff reduced. Same amount overall as last year. Paying for phased return to work. BMP is in budget.</p> <p>Secretary and 1 teacher is in budget for another year.</p> <p>TA's will not be replaced this year.</p> <p>4 new children joining KS2 AS.</p> <p>Assessment package and tracker is in budget for another year.</p> <p>Governors agreed to sign off the budget.</p>	

6.	Communication	
6.1	Confidential matter – Safeguarding.	
6.2	Academy communication – Action: Finalise at beginning of summer term.	All/agenda
7.	Interim Executive Headteacher’s Report – supporting documents on GH	
7.1	EYFS assessments complete and there is greater awareness of accountability. Phonics re-sits - 100% which is very encouraging and shows effective teaching is in place.	
7.3	How is moderation for Writing in Year 2 and 6? Challenge. RP is hoping for the Federation to be called for NCC moderation this year. We have removed Big Write Books, all evidence is captured in writing books which has been reinforced. Everyone is attending assessment and moderation courses. Time is built into every half term for moderation, assessment and consistency of approach.	
7.4	Report on times tables? Challenge. Results are low across the Federation, which is due to impact of Covid, bank holidays and illness.	
7.5	Has there been any support from parents? Challenge. It is set as homework and part of lesson plan for maths.	
7.6	Curriculum a) Focus is on Maths. Teacher workload is managed. We are tightening up on a couple of subjects and have an excellent staff team in place. b) Attendance data is on Governorhub. Authorised absence is decreasing and persistence absence improving.	
7.7	Safeguarding Number of incidents reported on CPOMs for last year was 405. This year there were 2325 incidents recorded in the last year. Action: RP to feedback thanks and recognition to staff for diligence.	RP
7.8	Confidential matter - Discussed by IEB - issue of safeguarding and discrimination.	
8.	Headteacher Recruitment	
8.1	Headteacher advert closes at noon on 02.05.23.	
8.2	Confirm shortlisting on 03.05.23 at 9.00am.	
8.3	Panel Questions & initial Schedule for interview 17/18 May.	
9.	DfE Agenda for schools to consider Academy status	
9.1	Equalities Impact Assessment – agreed.	
9.2	Consultation feedback/questions/views. No further views received. The IEB agreed to go ahead and process the decision to academise. St Benets to talk to the Regional Director. Action: Victoria Groom to be informed and letter to go out at beginning of Summer term with PCC’s to be informed.	KS

<p>9.3</p>	<p>Finalise list of stakeholders for communication of decision</p> <p>a) Consideration of new governors to join IEB for transition. Action: KS to invite parent for consideration. Governors agreed to revisit this in May for a start date of 8 June. Governors agreed suitable roles for new governor are Monitoring, H&S, Site Premises and Collective Worship.</p> <p>b) Do we have a Staff governor? Challenge. CA suggested a non-teaching staff member. RP informed all that Esme Sexton was the Staff Governor previously.</p>	<p>KS</p>
<p>10.</p> <p>10.1</p>	<p>Policies</p> <p>None for review.</p>	
<p>11.</p> <p>11.1</p>	<p>Any Other Business</p> <p>None.</p>	
<p>12.</p>	<p>Closing Formalities</p> <p>Date, time, venue of next meeting:</p> <ul style="list-style-type: none"> • 03/05/2023 - 9.30am on Teams or St Andrews (Clerk not required) • 08/06/2023 - 9.30 am on Teams or St Andrews 	

Signed: *Kay Swann*

Date: 08.06.23