

The Saints Federation
Meeting of Interim Executive Board at 9.30am on 08.06.2023
St Andrews Primary School or Virtual as required
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.

	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 In attendance: Johanne Bolver – Governance Professional	ACTION
1. 1.1 1.2 1.3 1.4	Opening formalities Welcome - KS Opening Prayer - CA Receive Apologies for Absence - None Declaration of Pecuniary and Personal Interests – None	
2. 2.1 2.2 2.3 2.4 2.5 2.6	Agree minutes of meeting 31.03.23 and actions taken The minutes were agreed as a true and accurate record of the meeting. Amendment: 5.7 Finance. BMP (not BNP) is in the budget. Actions A lockdown plan is in place and children are aware what they need to do. Changes are in place and ongoing. Point 9.2 A discussion with Victoria Broom has taken place. GMB union staff members discussions are taking place today. RP left the meeting at 9.30 for another meeting and will return to the IEB.	
3. 3.1 3.2 3.3	IEB Action Plan - To review the Action Plan for School Improvement. RP confirmed this is on the website and the IEB members discussed the updates for the end of Spring term. IEB to think about what the impact has been from the work we have done. Data needs to reflect there has been an impact and IEB to hold subject leads to account and measure the impact of their work. Monitoring for IEB members for the next 6 weeks is the Curriculum and Pupil Voice. Maths – MHH, Early Years – KS/CA, Pupil Voice and Online Safety - HB. Children to be taken from each year group. Dates to be confirmed after the meeting. The subject leaders' understanding of progression needs to start at Early Years.	

3.4	Focus has commenced for the Deep Dives for Art and DT.	
3.5	IEB to look at how a class for 4 x year groups adapts for individual year groups to meet the progression required. We are making sure support is in place and progress is being made for SEN.	
3.6	Ofsted Hapton action points KS reported it had been a tough 2 days and thanks were passed to staff and the IEB. Ofsted report received was rated as RI and Good for pupil behaviour and attitude. Strengths were identified. Underlying improvements to be used by teachers for their planning.	
3.7	MR reported certain staff members' were not engaged, focused and were not supporting of their colleagues. IEB to be mindful at further inspections and for subject leaders to be supported. Action: RP to speak with subject leaders.	
3.8	Teachers' understanding of where children are in the curriculum. Action: RP to pass on thanks and well done to Esme.	RP
3.8	Imbedding curriculum and developing the progression - This was a 2-day inspection. We feel it will trigger the next inspection quickly for the Federation.	RP
3.9	Gillian Shaw is working on Art and DT.	
3.10		
4.	Improvement Board review - Feedback from monitoring visits - MR	
4.1	Discussed above, holding senior teachers to account.	
4.2	Book Look took place with Esme and discussed consistency. Moving in the right direction at a manageable pace for the school.	
4.3	The IEB had been made been aware of a KS2 child being taught in a KS1 class. IEB need to be aware of the decision and the education plan going forward which needs to be followed up with Esme as the SENCO to then be discussed at IEB. Action: MR to follow up with Esme and report back to IEB why the decision was made and the plan going forward.	MR
4.4	A confidential matter about a child out of year group was discussed.	
4.5	IEB asked if there were any other pupils to be aware of? No. Action: RP will double check.	RP
5.	Finance	
5.1	Budget review still to take place due to the Ofsted inspection taking place. Next budget review will include a number of staff changes; 2 x senior teachers have new jobs. Preference is to appoint an acting Assistant Head teacher non-permanent. 1 x TA has accepted a job in another school. RP mentioned that a lot of money has been spent on training for staff members who are leaving.	
5.2	We need to appoint a welfare assistant or a Family Liaison Officer (full time). Action: RP to check if the budget will accommodate this spend. If so the IEB agreed as it would take the pressure off staff. We need to be very clear on the job description and ensure it is graded accurately.	RP
5.3	Quality of the sport provision provider was evaluated. Notice has been given to all providers. We have consulted with TA's and they are willing to run the after-school	RP

	clubs. Action: RP to look at putting this into the budget. RP asked the IEB for approval. The IEB agreed.	
5.4	When will you advertise? Challenge. As soon as the budget is in place.	
5.5	CA agreed a family support role would enable more time being spent with those families who need it.	
5.6	RP informed the IEB there is an additional money into the budget.	
	Finance meeting St Benet's	
5.7	Due diligence is being completed. We are approved as members but no conversion date has been set. We have been offered a transition associate membership requiring 1% of the budget (£10k). IEB discussed this at length and agreed it is staffing we need. Action: RP to meet with an experienced teacher.	RP
6.	Interim Executive Headteacher's Report - Verbal report regarding key priorities, Staffing for Sept, curriculum planning (intent, implementation, impact), assessments, SEND	
6.1	Assessments – correction took place in Feb. Every book and assessment have been looked at and moderated for consistency of approach. Have you got the evidence for inspection? Challenge. Yes, although they did not request it.	
6.2	We were called for moderation for all year 6 classes. All books were moderated together by teachers. Assessments at Hap and AS are taking place next week and at StA the week after.	
6.3	RP made the IEB aware that Ofsted were very clear that when you talk it has to be about the school that is being inspected and not the Federation.	
6.4	Safeguarding a) A number of items were discussed – confidential to the meeting b) Attendance data on Governorhub. Scholarpack problems ongoing and are being monitored. Why is this happening? Challenge. RP is unsure. c) What is in place with safeguarding and online safety. Challenge. Online safety posters are displayed all around school. The children said they couldn't name a trusted adult. Action: HB to ask about this on visit. d) Rated as effective. Everyone is aware of what to do.	HB
7.	Safeguarding - Discussed above.	
8.	Business Continuity and Emergency Plan	
8.1	Business Impact Analysis documents have been uploaded onto Governorhub.	
8.2	Consideration of IT access, evacuation & lockdown procedures, digital copy of the plan, contacts information (GDPR). Digital team is on Teams and will change in September with new staff. MHH has highlighted areas of question.	
8.3	Key staff contact details. Instead of listing staff details, how we can contact staff? Challenge. Action: MMc to check the highlighted details and method of communication with HT or Business Manager. Action: RP will check for grab bags.	MMc RP
8.4	Evacuation plans. Teachers always have access to registers and are aware of who is in school as it is easier with a small school.	
8.5	GDPR – all staff are trained.	

9.	Church School Review - Updates of SIAMS SEF and review provision	
9.1	Report is on Governor hub which is reassuring, positive and provides confirmation there is some good work happening with SIAMS and strengths from KS1 and Early Years with Collective Worship.	
9.2	Vision is displayed on the walls of the corridors. KS2 children help with visitor tours around the school. Pupils spoke really well. Gillian Shaw discussed the vision in great detail. Need to ensure this is embedded with all staff.	
9.3	RE assessment. Meeting to take place on 15 June with the Diocese re moderation to help with this process and Esme to attend. The IEB passed thanks to CA for all his work with SIAMS support for Gillian.	
10.	Headteacher Recruitment	
10.1	Planning for Executive Headteacher recruitment - Round 5. We have asked Victoria Groom for advice and may have to think about replacement regarding the long-term cover as RP is here for one more term. MHH is liaising with colleagues for advice and information.	
10.2	Future sustainability – place planning meeting to take place so IEB can have some information to work on. HT needs to be advertised this term. We may need to approach St Benets for an interim solution. RP suggested the possibility of staying on 4 days / 1 day elsewhere.	
10.3	Timeline for recruitment process Interview dates for 20 and 21 September. Advert closes on 12 September and to go out before end of term.	
11.	DfE Agenda for schools to consider Academy status	
11.1	MMc is getting the documentation together for Due Diligence documentation for St Benet's. No response made yet to the offer of 1%. IEB agreed to wait for further information.	
12.	Policies	
12.1	Workload policy – agreed.	
12.2	Staff survey – 87% across the board still wants to work here.	
13.	Any Other Business	
13.1	Quotations for repairs. Options for the path were discussed. IEB agreed to go with the longer term harder wearing option.	
13.2	Meeting dates for next term. Action: MHH to email dates to IEB members.	MHH
14.	Closing Formalities Date, time, venue of next meeting 9.30 am - 03/07/23 Virtual	

Kay Swann

03.07.23