

The Saints Federation
Meeting of Interim Executive Board at 9.30am on 11.09.2023
At 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:	Action
	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	
1.	Opening formalities	
1.1	Welcome – KS	
1.2	Opening Prayer - CA	
1.3	Receive Apologies for Absence - None	
1.4	Declaration of Pecuniary and Personal Interests – None	
2.	Agree minutes of meeting 03.07.23 and actions taken	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
2.2	Actions completed.	
3.	Improvement Board review	
3.1	Action Plan 2023-24 had been circulated on Governorhub which will be an ongoing document. Action: RP to set new targets with staff members.	RP
3.2	Attendance letters including our standards were circulated last week.	
3.3	Safeguarding and processes are in place. Safeguarding training for governors is to remain updated every year and HB explained the process. Action: HB will send the relevant Safeguarding training links to the IEB members for completion.	HB
3.4	Health & Safety site checks to take place at the beginning of each academic year. It has been confirmed there are no RAAC concerns in any of the schools.	
3.5	School Finance – budget. MHH agreed to continue to lead.	
3.6	RP queried with the IEB if it would be wise to start thinking about getting the Governing Board in place for moving forward. Challenge. It was agreed to start with recruiting a Staff governor followed by Community governors. Action: KS to update Action Plan.	KS
3.7	RP requested we start to use the middle leadership team as part of the priority plan for governance and to hold these leaders to account for their subjects. Challenge. KS agreed this would be a good idea and to start this this term at an IEB meeting.	

3.8	Curriculum – RP confirmed Writing is the biggest issue and is the main focus for monitoring. Action: KS to update action plan.	KS
4.	<p>Interim Executive Headteacher’s Report - Verbal report regarding key priorities, Staffing and Classes, Ofsted Action Points (review provision at AS)/ subject leadership / curriculum planning (intent, implementation, impact), SEND.</p> <p>4.1 AS - Pupil numbers - 30. RP reported staff and children are very settled.</p> <p>4.2 HAP – Pupil numbers - 24.</p> <p>4.3 StA – Pupil numbers - 39.</p> <p>4.4 Confidential Safeguarding was discussed.</p> <p>4.5 RP has commenced the term with a collapsed curriculum to include an attendance drive and provided lots of activities over the summer holidays. During the holidays the schools were hacked by email which altered dates for sending work packs and disappointingly resulted in a small number of parents complaining. A full curriculum will be in place for next week.</p> <p>4.6 Step On training took place last week.</p> <p>4.7 Safeguarding training took place with an emphasis on the filtering system. We currently use JC Comtech and RP has raised filtering/monitoring with them previously.</p> <p>4.8 Staffing</p> <p>a) MMc has put forward his resignation. Replacement required and recruitment in place.</p> <p>b) Discussed leavers. IEB agreed we can offer Family Liaison role at a higher scale.</p> <p>c) Discussed joining staff and roles.</p>	
5.	<p>Finance</p> <p>5.1 No extra costs to go in budget, making the Federation sustainable. Small deficit for year 3.</p> <p>5.2 Budget Revision to take place after half term.</p> <p>5.3 Leavers discussed as above.</p> <p>5.4 Pay model policy updated. Action: IEB to read for approval at next meeting.</p>	IEB
6.	<p>Themed audits</p> <p>6.1 Cyber Security training is available on Modern Governor. Action: MHH to complete training. HB has completed her training. HB explained that governors are to discuss the themed audit, it is to be minuted and discussions to take place regarding the processes which have been put in place. In this instance, the attempted hack over the summer, how it happened and actions taken about prevention and learning from that. MHH agreed to be named governor. Action: MHH to meet with RP to get an overview to discuss.</p>	MHH MHH

6.2	RP explained that the hack resulted in no data breach. JC Comtech were made aware and shut down the system. Training is provided to staff - GDPR training from Data Protection in Education.	
6.3	Staff Pay questions – Discussed and governors/staff are compliant with procedures.	
7.	Safeguarding	
7.1	Updates on training and issues – discussed above.	
7.2	Code of Conduct is on Governorhub.	
7.3	Model School Safeguarding policy – agreed.	
8.	Church School Review - Updates of SIAMS SEF and review provision at StA	
8.1	New SIAMS schedule and inspection at StA. Action: CA to talk to new staff at StA re new framework and Collective Worship.	CA
8.2	ES to attend SIAMS ready training. Spirituality training to take place in November.	
9.	Headteacher Recruitment update	
9.1	Planning for Executive Headteacher recruitment closes at noon today.	
9.2	RP made the IEB aware of the complexity of completing the relevant forms (formatting).	
9.3	CA suggested using the 1% funding (£10k from St Benets) for leadership mentoring. Action: IEB to see what applications come in.	KS
9.4	Timeline planning (Shortlisting 12.9.23; Interview October) Confidential conversation around recruitment. Action: IEB to discuss after applications received.	IEB
10.	Academy status	
10.1	St Benet's update a) Nothing to update. b) Confidential discussion	
10.2	Next Steps a) Governance – to recruit governors b) IEB discussed Governor volunteer pages in the community and the business community.	
11.	Policies - Review, Agree and approve The Saints Federation Policies on website	
	a) Pay Policy – Action: IEB to read and approve at next meeting. b) Safeguarding Policy – approved. c) Teaching & Learning Policy – approved. d) Whistleblowing Policy – approved e) Fire Evacuation Policy – Action: To be completed by MMc on his return.	IEB MMc
12.	Any Other Business	
12.1	Monitoring a) Meeting with subject leads. It was agreed the subject leads for RE/ SIAMS/CW and maths to come to an IEB and others to attend at a later date.	

	<p>b) The IEB agreed the Curriculum and Leadership monitoring is to continue with MR.</p> <p>c) SCR – Action: KS to come into school to check. Date tbc.</p> <p>d) Collective Worship – Action: KS to visit StA on 21.9.23.</p> <p>e) Action: KS to email governors re shortlisting dates.</p>	<p>KS</p> <p>KS</p> <p>KS</p>
12.2	<p>Correspondence RP has received two letters – which were discussed.</p>	
13.	<p>Closing Formalities</p>	
13.1	<p>Date, time, venue of next meeting: 9.30 am 12/10/23 Virtual or St Andrews. Subject leaders to form first part of agenda.</p>	