

The Saints Federation
Meeting of Interim Executive Board at 9.30am on 11.12.2023
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.

	<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 Esme Sexton (ES) – Executive Headteacher for September</p> <p>In attendance: Johanne Bolver – Governance Professional</p>	ACTION
<p>1. 1.1 1.2 1.3 1.4</p>	<p>Opening formalities Welcome & to all including – KS Opening Prayer – CA Receive Apologies for Absence – none. Declaration of Pecuniary and Personal Interests – none.</p>	
<p>2. 2.1</p>	<p>Subject Leaders report to IEB</p> <p>Jake Bond (JB) – IT and Computing</p> <p>a) KS welcomed JB to the meeting and members made introductions. b) JB is the IT and Computing Subject Lead based at Hapton and joined in September 2023. c) The Computing Policy, Online Safety Policy, Progression grid, Intent Implantation Impact, Acceptable use for KS1/22 and Long-Term Plan had been circulated on Governorhub. d) Computing will be a focus for the Deep Dive. e) Audits have taken place with Pupil Voice, booklets, talking to the SLT and adults teaching computing. f) Children enjoy computing and believe it is an important aspect of life. g) The long-term plan is to enjoy progression across all Key Stages, challenging and stretching high achievers, covering the National Curriculum with depth and breadth with what we teach and supporting the teaching of mixed year groups. h) To support mixed year teaching, JB has attended a computing webinar which was very useful. i) Computer Science is a big part of computing covering 50% of taught units. j) IT covers using spreadsheets and other applications, creating media, podcasts, videos which is 25% of our taught curriculum. There is good coverage of digital literacy, online safety and PHSE. k) The progression document maps out key learning objectives for different year groups.</p>	

- l) KS2 – 4 year rolling programme with a variety of applications over the years and in each lesson, we will have 2 learning objectives to ensure children are challenged.
- m) **In the mixed age groups, how do teachers stretch the higher ability children? Challenge.** Challenge tasks are provided, ie spreadsheets using different function and research.
- n) **How do you adapt the curriculum for SEN or the most vulnerable? Challenge.** We use crib sheets with simple steps provided, sentence starters and print out the task and put it on the board.
- o) **Teaching of computing – is there a cost or is it government provided? Challenge.** It is government provided so there are no extra costs. JB is in touch with a local primary lead who will visit Hapton to look at the resourcing.
- p) **Can you support staff with the teaching and progress? Challenge.** Our next steps for development are Staff Voice with a focus on subject knowledge. Open University resources to be used for online tutorials for teachers.
- q) **How do you benchmark where children are at? Challenge.** This is not possible as not available with other schools. The way to assess is on the list of next steps. Rubricks is used to assess skills and knowledge.
- r) **How do you ensure Early years have an understanding of IT? Challenge.** Within early Years it is important to have 3 strands embedded in their day-to-day learning.
- s) **What will Ofsted be asking for at their deep dive? Challenge.** A good understanding of all of the above.
- t) **Have you got everything you need in terms of resources to fill the expectations in the curriculum? Challenge.** We have been looking at resources and we have everything we need. Devices/laptops can be shared across the Federation. We have enough technology to deliver the computing curriculum.
- u) JB has completed DSL training and linking this in with computing. There are plans in place for family IT cafes and online safety. The filtering system is working well and we have a Safer Internet Day planned for February.
- v) The IEB thanked JB for his report.

2.2 Phonics and Reading - Early Years – Esme Sexton (ES)

- a) ES briefed the IEB on Phonics and Reading in EYFS and invited the IEB to ask questions.
- b) **How do you feel the strengths are for areas of development? Challenge.** We are working with the Wensum Hub, we have a 1-week training session then a teach alongside putting this into practice.
- c) We have identified positives where TA's delivering interventions are good. Focus is on the Reading followed by the Writing. We continue to follow a format where adults continue with the same group of children for accountability and consistency of approach so the children get familiar with them.

	<p>d) Are the TA's happy with this? Challenge. Yes, they are happier with the continual roll round.</p> <p>e) Reading - Monitoring has improved. Power of Reading is not as good as KS2 and is not as robust as would like. ES will address this and talk to staff.</p> <p>f) How are you monitoring Reading in terms of pupil's confidence? Challenge. We use PiRA which provides an assessment which feeds into our assessment at the end. We need to do some moderation across all sites to ensure we are all on the same page.</p> <p>g) MR fed back on his visit with Gemma where he observed that children were appropriately placed in groups and engaged.</p> <p>h) RP and ES continuing with lesson observations this term. Action: They will talk to staff and follow through.</p> <p>i) With the school closure, what remote online learning did you offer? Challenge. Packages were sent home and Teams lessons were provided.</p> <p>j) Governors thanked ES for her report.</p>	RP
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>Agree minutes of meeting 13.11.23 and actions taken The minutes were agreed as a true and accurate record.</p> <p>Subject Lead for next meeting is PE. Action: KS to add to agenda.</p> <p>Point 9.2 Draft letter to go to parents in December providing an update on SIAMS, our new EHT and Academy status. Draft letter to be emailed to IEB members. RP confirmed families get a phone call once a fortnight to offer support. RP made the IEB aware there have been rumours circulating in the community about the academisation. Action: KS to draft a letter giving more information.</p>	<p>KS</p> <p>KS</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>Interim Executive Headteacher's Report - Verbal report regarding key priorities, Staffing, Classes, Pupil Numbers, Boiler works update & Remote learning during closure days, SEND provision.</p> <p>School was closed for 3.5 days due to boiler breakdown and subsequent damage to flue. Boiler breakdown – ES contacted all parents.</p> <p>Staffing - see confidential minutes</p> <p>Confidential item – see confidential minutes</p> <p>SEND</p> <p>a) We have identified staffing requirements for SEND around behaviour support. We need to tighten up on this and when appropriate to use physical intervention. Training/CPD to be added.</p> <p>b) 1 x EHCP going in before the Christmas break at HAP and 1 x EHCP at StA after Christmas.</p> <p>c) MHH has completed monitoring of SEND, notes are on Governorhub.</p> <p>RP is aware of Facebook conversation which has taken place and records have been attached to the safeguarding file. SENCO and Head of School will be made aware.</p>	

<p>4.6</p> <p>4.7</p>	<p>Lesson observations have taken place. Staff briefing – communication to be sent out every day. If teachers are absent, will they see these? Challenge. Yes, they will be sent to their inboxes.</p> <p>Moderation sessions to take place next term.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Cyber Security MHH has completed Cyber Security training. MHH confirmed everything is covered, in place and we are following the rules. Exercise is a Cyber Security test to be completed once a year. The National Cyber Security website have 8 fundamental questions which have been answered and we are compliant.</p> <p>Action: MHH will look at the DfE Cyber Security standards.</p>	<p>MHH</p>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Ofsted Review - Action Points Curriculum Development IT and Computing discussed above. Deep dive will focus on Computing.</p> <p>Teaching & Learning a) MR completed a joint book look with ES. b) MR confirmed his deployment to the Federation as and when required. c) ES and RP will remind staff about the teaching of Writing principles. d) Power of Reading needs to be the main approach used.</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>Finance - Budget Review Budget was signed off; detailed Revision 2 notes and summary budget were circulated on Governorhub.</p> <p>Creative Corner quote was brought to the IEB for agreement. £1,728 for re-design of Federation website. IEB agreed.</p> <p>Group Catering contract for 24/25 was circulated on Governorhub which IEB members discussed. RP confirmed that money has been put money aside for any new equipment that may be need. Action: IEB to finalise after Christmas – next agenda.</p> <p>Thanks were passed to MHH for assisting with month end. One issue was highlighted regarding the MATB1 form an MHH confirmed this is being followed up with Payroll.</p> <p>Gillian Shaw is still on our payroll which is not an error our end and is also being followed up with Payroll to be rectified.</p> <p>A teacher has been put in for higher salary than in budget. This has been rectified and money has been clawed back.</p> <p>ES and teacher booked in to talk about Pupil Premium and PE Premium.</p> <p>Phone System update</p> <ul style="list-style-type: none"> • Across all Federation - IT Support Contract Ends 1/4/24 • Winfarthing Broadband & Filtering Contract Ends 1/4/25 • Lopham Broadband & Filtering Contract Ends 1/4/25 • Hapton Broadband & Filtering Contract Ends 1/4/25 	<p>KS</p>

	<ul style="list-style-type: none"> • Across all Federation - Phone Contract Ends 06/10/25 • Across all Federation – Annual on line backup Ends 1/4/24 • Across all Federation – Annual Website Maintenance ends 1/3/ 	
8.	Safeguarding	
8.1	Safeguarding report was circulated on Governorhub.	
8.2	Attendance is good across the Federation and ES has sent letters out for those with less than 95% attendance.	
8.3	2 x section 47's in place. We have a number of EHAPS and we have joined up working with the Schools Partnership team which is very useful.	
8.4	Have we had a response from the advert for a Parent Family Support worker? Challenge. Someone had a look round although we have not heard back from them. This is a highly skilled job.	
9.	Academy status & Church School Review	
9.1	St Benet's update No update from St Benets.	
9.2	Next Steps and Governance	
	a) There is a delay with St Benets, although we have the IEB in place, we need to think about forming a shadow board. MR is aware of a contact who would be suitable to chair a shadow board, Penny Sheppard. Action: MR to share Penny's CV with KS.	MR
	b) Mrs Bell, parent at StA. Leadership observed that Mrs Bell might also make an ideal candidate to join the shadow board. ES to approach Mrs Bell to see if this is something she would be interested in doing. Action: KS to invite new members to January meeting.	KS
	c) ES in place for Exec Head for September.	
10.	Policies	
10.1	Finance Policy was agreed.	
10.2	Bad Debt Policy. £79 – RP wished to write this off and IEB agreed.	
11.	Any Other Business	
11.1	The Mess It has been proposed that Capital funding is used for the Mess. RP confirmed we have enough money in Capital therefor the IEB agreed to go ahead.	
12.	Date, time, venue of next meeting: 9.30 am 22/1/24 Virtual or St Andrews.	

Signed.....

Date:.....