

**The Saints Federation**  
**Meeting of Interim Executive Board at 9.30am on 13.11.2023**  
**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><b>Present:</b>  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) –Deputy Headteacher</p> <p><b>In attendance:</b>  Johanne Bolver – Governance Professional</p>	<b>ACTION</b>
<p><b>1.</b>  <b>1.1</b>  <b>1.2</b>  <b>1.3</b>  <b>1.4</b></p>	<p><b>Opening formalities</b>  Welcome &amp; to all including ES – KS</p> <p>Opening Prayer – CA</p> <p>Receive Apologies for Absence- thanks were passed to HB who has now resigned.  <b>Action: RP to arrange for HB to be taken off website.</b></p> <p>Declaration of Pecuniary and Personal Interests - none</p>	
<p><b>2.</b>  <b>2.1</b>  <b>2.2</b></p>	<p><b>EHT Appointment</b>  Recruitment process is complete and plans in place going forward.</p> <p>Congratulations were passed to ES who has secured the position of EHT starting Sept 2024. ES to attend HT Induction on 11 January and will continue planning with RP on the leadership profile etc. The Diocese will arrange for a mentor for ES, ideally in St Benet's. Governors thanked ES for taking on this position.</p>	
<p><b>3.</b>  <b>3.1</b>  <b>3.2</b></p>	<p><b>Subject Leaders report to IEB</b>  Computing will be focused on as a deep dive. JB - Subject Lead to attend next meeting. Phonics/early reading subject lead also to attend next meeting. <b>Action: KS to add to agenda.</b></p> <p>MR's last observation took place with a staff member who has since left. MR is coming in on Wednesday to observe Phonics. MR is happy to dovetail in subject leader conversations and to be directed by RP or ES. HW leads Maths, RE &amp; Collective Worship and French.</p>	<b>KS</b>
<p><b>4.</b>  <b>4.1</b>  <b>4.2</b>  <b>4.3</b></p>	<p><b>Agree minutes of meeting 12.10.23 and actions taken</b>  The minutes of the previous meeting were agreed to be an accurate and true record.</p> <p>RP confirmed the SCR template is up to date and working well.</p> <p>Focus of lead officer on SIAMS and RE and how we evaluate the vision at all levels. RP confirmed good evaluation has been received.</p>	

4.4	Application to close bank account. RP confirmed everything has been sent over and RP is tracking down signatories (former employees). Lesson has been learnt that when people leave, we ensure there is a plan in place to remove them.	
5. 5.1  5.2	<p><b>Church School Review – SIAMS report from SA and action points</b></p> <p>Letter received with a positive response from Paul Dunning. Thanks were passed to ES and RP.</p> <p>Action points as follows:</p> <p>a) Action research group on Prayer – HW to attend. <b>Action: CA to send link.</b></p> <p>b) Curriculum and assessment – HW to work with subject leaders on portfolios for each year group with rationale, piece of work. Age related expectations information is on the Diocese website produced by CA. <b>Action: CA to send to RP.</b></p> <p>c) <b>What is the position with the TSO offer and HT support? Challenge.</b> The IEB discussed the options and agreed to buy into VNET. <b>Action: RP to find out the costs.</b></p> <p>d) Positive SIAMS report received and a well done was shared.</p> <p>e) We have received sign-up to our Curate in Residence which will commence in January.</p>	   CA  CA  RP
6.  6.1  6.2  6.3  6.4  6.5  6.6  6.7  6.8	<p><b>Interim Executive Headteacher’s Report - Verbal report regarding key priorities, Staffing, Classes, Pupil Numbers</b></p> <p><b>Ofsted Action Points (review provision /SEF at AS)/ SEND, subject leadership / curriculum planning (intent, implementation, impact)</b></p> <p><b>Ofsted action points:</b></p> <p>New school development plan was circulated, and RP asked for comments. The plan embeds our focus on writing and continuing to develop and tighten the curriculum.</p> <p>Early Years – Social and emotional, speech and language are a focus.</p> <p>SEND – EHCP agreed at St A and we have started working with the new Schools and Communities Partnership Scheme. In Reach support is being used for some pupils. Referral in place for AS to receive interventions for a 6-week block with children. ES has started to attend speech and language link meetings to discuss case load and any difficulties.</p> <p><b>Have you put in for any EHCP’s that have been refused? Challenge.</b> No, ES does not apply for one if she feels it will not be approved. A further EHCP for StA and Hap to take place which ES will put in before the Christmas break.</p> <p><b>Has there been any training for the TA’s and are they well equipped? Challenge.</b> We are going to implement regular training each week.</p> <p><b>Staffing</b> - A staff member did not return after half term due to personal reasons.</p> <p>RP informed the IEB how more parents have chosen to remove their children from AS. This is because some families are moving, there are some childcare issues and/or some have been de-registered. RP is seeing an increase in de-registering pupils.</p> <p><b>Is there any link between families with fixed penalty issues and those who have been removed from roll? Challenge.</b> Yes, there is. RP keeps a spreadsheet of fixed penalty notices. STA has 5 fixed penalty notices issued since</p>	

	<p>September and only 1 of those families is still on roll. Letters and amber warnings were sent to others.</p> <p><b>Confidential – see Confidential minutes</b></p>	
<p><b>7. Finance</b> <b>7.1 Budget Review</b></p> <p>Budget revision took place which reported a big surplus and a need to spend some of this money is required. <b>Action: IEB to think about how this is best spent and the decisions will affect the schools when they go into St Benet's.</b> A Deputy is required for ES. The IEB discussed recruiting a Deputy in the Spring term ready for September. SENDCo role – 2 colleagues are interested in this role and ES is liaising with them.</p> <p><b>7.2</b></p> <p>Themed audits – payments to individuals – governors were made aware.</p> <p><b>7.3</b></p> <p>Finance Policies – <b>Action: KS to add to agenda for next meeting.</b></p> <p><b>7.4</b></p> <p>School work for census – RP is doing a big piece of work on this with the deadline of completion in December.</p> <p><b>7.5</b></p> <p>RP is looking for a PA to the Leadership team which would be a specific job role and someone who is able to handle HR tasks. This would be a part time role.</p> <p><b>7.6</b></p> <p>MR advised RP to consider how we go about this role with St Benet's in mind.</p> <p><b>7.7</b></p> <p>We require someone to carry our H&amp;S checks, general day to day maintenance and other health and safety checks at Hapton and St A for one day a fortnight covering both sites.</p> <p>Phone system contract – ICT is up for renewal in March. <b>Action: RP to obtain 3 quotes.</b></p> <p>RP made the IEB aware of an ECT becoming distressed following an instance where inappropriate pictures popped up on her laptop. RP has been in touch with JC Comtech who confirmed we were not hacked and this was due to a pop-up related to a link. RP assured the IEB all filtering processes are in place.</p>	<p><b>All</b></p> <p><b>KS</b></p> <p><b>RP</b></p>	
<p><b>8. Safeguarding</b> <b>8.1</b></p> <p>Safeguarding Report to Governors will be provided at next meeting. <b>Action: KS to add to agenda.</b></p> <p><b>8.2 Safeguarding assessment</b></p> <p>a) We have 2 x Section 47's in place. b) We have a further 2 children in need. c) 1 x child likely go to Section 47 due to siblings. d) Number of families on EHAP - <b>MATCH?</b> training to take place. e) DSL required for Hapton – JB is now trained.</p> <p><b>8.3</b></p> <p><b>Attendance</b></p> <p>a) Parent consultations have taken place. b) Persistent absence - StA – 6, AS – 6 and Hap -5. ES and RP updated the IEB around a child with high persistent absence and this is being followed up.</p> <p><b>8.4</b></p> <p><b>Training</b></p> <p>a) RP has completed PREVENT training.</p>	<p><b>KS</b></p>	

	b) DSL training – It was noted that Ofsted frequently take off their visitor badges when in school. Staff are continually training children to ask to see badges of all adults in school.	
<b>9.</b> <b>9.1</b>	<b>Academy status</b> <b>St Benet's update</b> KS has informed St Benet's we have an EHT in place for September 2024.	
<b>9.2</b>	<b>Next Steps and Governance</b> a) Need to recruit a community/parent governor. MHH confirmed that no election is required in an IEB.  b) <b>RP discussed communication with the IEB and queried if we should keep drip feeding information to parents rather than relying on them to read the minutes on the website.</b>  <b>Challenge.</b> RP suggested using snapshot/texts to send to parents to keep them up to date and fully informed of events/actions and the IEB agreed for RP to do this. <b>Action: KS to draft letter to go to parents in December providing an update on SIAMS, our new EHT and Academy status.</b>	<b>KS</b>
<b>10.</b> <b>10.1</b>	<b>Policies</b> Staff Flexible working (linked to well-being). Agreed.	
<b>10.2</b>	Finance policy – to be agreed at next meeting. <b>Action: KS to add to agenda.</b>	<b>KS</b>
<b>11.</b> <b>11.1</b>	<b>Any Other Business</b> None.	
<b>12.</b>	Date, time, venue of next meeting: <b>9.30 am 11/12/23 Virtual or St Andrews</b>  IEB discussed future dates. <b>Action: MHH to resend dates.</b>	<b>MHH</b>

Signed.....

Date:.....