

The Saints Federation

**Meeting of Interim Executive Board
held on 23.02.2023 at 1.30 pm
at All Saints Primary or 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.

	<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 David Oldham - observing</p>	Action
<p>1.</p> <p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p>	<p>Opening formalities</p> <p>Welcome - KS</p> <p>Opening Prayer – CA</p> <p>Receive Apologies for Absence – none</p> <p>Declaration of Pecuniary and Personal Interests - none</p>	
<p>2.</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p>	<p>Agree minutes of meeting 12.1.23 and actions taken</p> <p>Fluorescent lighting – ongoing. Action.</p> <p>Dress code – RP has discussed with senior leaders to consult with colleagues. Ongoing</p> <p>Point 3.4 alternatives to phonic schemes and Maths for mixed age classes. White Rose needed adjustments with having four year groups in one classroom. This has been discussed with staff. However, White Rose is still being used for Maths but it now aligns up against the whole key stage enabling teachers to teach children in one lesson. This started last term, teachers are rolling it through and is ongoing. Objectives will be met for the year group.</p> <p>Point 7. PAN – KS has fed back to Paul Dunning who agreed with the PAN of 15. Discussions have taken place with Victoria Groom.</p> <p>Point 8. Advert. 3 applicants received and senior teachers are to show them round their schools.</p>	MMc
<p>3.</p> <p>3.1</p>	<p>Improvement Board review - Feedback on monitoring visits/subject leadership</p> <p>MR has been into Hap and joined RP on the Pupil Conference re Maths. MR reported the children were delightful, articulate, they wanted to show the school at its best, they</p>	

	<p>were proud of their work, engaged, interested and enjoy Maths. This correlated with the book look carried out, however, the area of problem solving is reliant on worksheets. It was a positive conference. MR's next scheduling of visits - Sports Leader in a supporting role on 27 February. RP and MR to talk with senior staff and their roles at a later date.</p> <p>3.2 Did the book look take place at all schools? Challenge. Yes, MR visited Hap and MHH used the same template which was sent to the Maths subject lead.</p> <p>3.3 A staff meeting took place following on from the last IEB on 12 January. We talked through the SIAMS process, spirituality and other aspects providing a clear picture as how this will work. As a result of training, the whole school timetable has been adjusted with Friday afternoons to focus on spiritual/emotional aspects, RE and messy worship.</p> <p>3.4 RE – staff are aware of the different skills to be taught, how we teach RE and the big questions. Staff teach RE to their class and have ownership which open thinking.</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>Finance - Review/Agree the final SFVS</p> <p>SFVS agreed and to be submitted by next Tuesday 28 February. Action: KS to send to Finance Officer. Discussed BCP and need to do this in small groups. Acknowledged that this would be not too dissimilar to Lockdown plans.</p> <p>Budget was agreed. The Federation is in surplus for all 3 years.</p> <p>RP - School fund (PTA fund for one school) - £20k. Responsible bodies to unlock and to add this to SFVS. Action: MM, KS and RP</p> <p>SEN funding is changeable. We have a child with a significant trauma and their needs require funding - money is available.</p> <p>CA made governors aware if we were to join an academy, they will make sure a managed year spend is carried out.</p>	<p>KS</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Interim Executive Headteacher's Report - Verbal report on updates</p> <p>RP made governors aware of Martin's Law. Protect strategy – Manchester bombings out for consultation. As a school we need contingency plans/lock down. Action: RP to send link to fact sheet.</p> <p>Staffing</p> <p>a) Justin Doherty has started his new role in a school in Suffolk and we have not been able to replace him.</p> <p>b) Esme Sexton has moved to Hap for DSL cover. Teacher from StA last year to move to Hap in Term 4 for 3 days a week and extend to 4 days a week Summer term. How will this arrangement impact? Challenge. She will have 1 day off a week more than currently to account for the additional roles/planning.</p> <p>c) 1 TA resignation received.</p> <p>d) 1 office receptionist resignation with effect from next week. We have appointed a Super Secretary and agreed a working pattern of 4 days.</p> <p>e) We have had significant levels of Covid related illness and are experiencing a lot of staff disruptions. We have held staff absence management meetings with staff.</p> <p>Safeguarding – reporting concerns</p> <p>a) Social worker attached to one family. Still monitoring and safeguarding. Safeguarding is safe.</p>	<p>RP</p>

<p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>b) Attendance letters are still causing upset for parents. Parent consultations took place before half term. 2 x home visits carried out for non-attendance. Fixed penalty notice given. Attendance is improving.</p> <p>c) Attendance figures – AS - 95.5%, HAP - 90.2%, StA - 94.4%.</p> <p>d) Leavers and joiners, StA – 2 leavers, HAP – 3 leavers, AS – 10 leavers. There was IEB challenge here about whether these are leavers in catchment and the reasons for leavers were given by RP</p> <p>Assessment and data and CPD</p> <p>a) Maths – discussed above</p> <p>b) IEB agreed to invite curriculum leaders to next meeting. IEB would like to have sight of summary SEF's for SIAMs. Action: RP to invite GS to discuss Summary SEF/SIAMS for HPS and AS as schools most likely to be visited.</p> <p>Assessment data</p> <p>a) Analysis discussed.</p> <p>b) Next project as SLT is to get an accurate picture of progress. Senior Teachers to be released on a single day to meet and moderate assessments of all teachers and pupils.</p> <p>c) MR – next visit to talk to senior teachers about their role.</p> <p>d) Assessment data training has taken place with all staff/RP.</p> <p>e) Is Target Tracker working well with EYFS? Challenge. Yes, at the next meeting RP will bring information. Action – also bring predications as updated following leavers.</p> <p>Health & Safety</p> <p>a) H&S Report has been signed off by LA.</p> <p>b) Mess project – final things to be put in place.</p> <p>c) A break-in occurred at StA in the holidays which has been reported. Windows were broken using a helmet obtained from the EYFS area. CCTV did not cover the area so we need to implement this. Cost will come from Capital.</p> <p>d) Costings being received for pathway.</p> <p>e) RP discussed security of keys.</p> <p>Parents and correspondence</p> <p>One parent is regularly corresponding via different means, eg the Reading record/office/class. RP continues to monitor as the volume is beginning to indicate a pattern which is excessive/serial in nature and is negatively impacting staff time; staff should be allowed to focus on children.</p> <p>Policies</p> <p>Intimate Care – agreed.</p> <p>Is the Federation affected by the teacher strike? Challenge. No, not at all, all teachers were in.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Headteacher Recruitment</p> <p>Headteacher advert closes on 27 February at noon. Confirm shortlisting to take place on 1 March at 9.30am virtually. Applications to be emailed securely to governors. MR to attend. Action: MHH to invite MR.</p> <p>Draft interview programme to be produced.</p>	<p>MHH</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>DfE Agenda for schools to consider Academy status</p> <p>Updates/ Consideration of academy status – (R Cranmer) - taken place</p> <p>Equalities Impact Assessment – agreed</p>	

7.3	Consultation feedback/questions received – questions to go on website and consultation page (Consultation Meeting - 4pm Staff: 6pm Parents/Community)	
8.	Policies	
8.1	Above.	
9.	Any Other Business	
9.1	None	
10.	Closing Formalities Date, time, venue of next meeting: 20/03/2023 at 1pm (consultation evidence) 31/03/2023 at 1.30pm on Teams	

Signed:

Date:.....