

The Saints Federation
Meeting of Interim Executive Board
Held on 03.07.2023 at 9.30 am
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 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 – HB. Declaration of Pecuniary and Personal Interests – None	
2. 2.1 2.2 2.3 2.4 2.5 2.6 2.7	Agree minutes of meeting 08.06.23 and actions taken The minutes were agreed as a true and accurate record. Point 3.8 Post Ofsted staff meeting re teacher engagement. RP held a staff meeting and looked through learning objectives and planning lessons. Feedback was taken from two subject leaders who had performed well at inspection. Point 4.3 KS2 Pupil in KS1 class. MR had a conversation with Esme Sexton (ES) and the plan going forward. A SEND advisor is now working with ES and will do going forward. EHCP in place and funding secured. Discussions are in place. Thanks were passed to MR for accelerating the issue. Point 4.5 Other children. 1 child at StA and the IEB are aware of them. Point 5.2 Appointing a family liaison officer. Advert has gone out and confirmation received it is in budget. Position Scale E. Interview will take place during the last week of term. Point 5.3 Sports provision. This has changed. TA's to run clubs for 4 hours a week and confirmed this is in the budget. Finance meeting at St Benet's. CA suggested conversations take place with Paul Dunning re funding of 1% (£10k). Action: KS to follow up. Point 6.4 Safeguarding, children knowing about a trusted adult – Mrs B. HB came into AS for Pupil Voice and report is on Governorhub.	KS

2.8	Point 8.2 Communication for lock down. All teachers have access to WhatsApp and Grab Bags are ready.	
2.9		
3.	Confidential Feedback from LA Planning Meeting (29.6.23) - Discussion summary & forward planning See Confidential minutes.	
4.	Improvement Board review - Feedback from monitoring visits/subject leadership update	
4.1	MR's feedback above and will be monitoring in school tomorrow.	
4.2	Action: MHH to upload Maths monitoring. Good marking, activity and questions asked in KS1. KS2 to follow up. CA reported the same for writing.	MHH
4.3	CA and KS - Early Years and Year 1. Lots of good practice and continuous provision. TA is working well. Inside/outside provisions were matched. Planning and linking is strong.	
4.4	KS attended a phonics session with a TA and attended the Early Years parents evening.	
5.	Interim Executive Headteacher's Report - Verbal report regarding key priorities, Staffing and Classes for Sept, Ofsted Action Points/ subject leadership / curriculum planning (intent, implementation, impact), assessments, SEND	
5.1	We are recruiting teachers for September after resignation date.	
5.2	Ofsted action points, work done with AS inc book scrutinies with triangulation of monitoring.	
5.3	Management with 1 teacher meeting deadlines.	
5.4	Art & Design – deep dive preference. Trip to Bressingham, whole school days linked with topics.	
5.5	AS – Reception 123 class required. 4 siblings will be moving schools in September. Subject leadership focus. Curriculum - ES can articulate the subjects and monitor them. IEB agreed to keep it like this. Curriculum planning in place. Assessments are on Governorhub.	
5.6	SEND – waiting for some EHCP's and ES is chasing.	
5.7	Monitoring GLD for Reception children.	
5.8	New reporting format to parents to include progress and attainment and provides opportunities for comments and less workload for teachers. Easy for parents to digest.	
5.9	RP to attend the Attendance Network meeting for Norfolk on Thursday. Action: RP to share our actions which have made an impact (reduced persistent absences for each school).	
5.10	Our priority is getting teachers for classes.	RP

5.11	Target tracking is working well and all teachers are using this. Next aspect is lining up with progression maps.	
6.	Finance	
6.1	Budget Review	
	<p>a) RP has added in 1 welfare assistant to address a medical needs issue.</p> <p>b) 1 family liaison officer at Grade E for 1 year with a potential for 3 years. This would take a lot of pressure of the DSL's so they can focus on teaching and learning.</p> <p>c) 1 parent (asked to be anonymous) has asked if they can make a financial contribution to the school so it can run clubs for children. This would come into the budget as a donation and provide positive support for the school.</p> <p>d) RP has budgeted for 2 experienced teachers with TLR's.</p> <p>e) Budget Revision 1 was agreed subsequent to the meeting</p>	
7.	Safeguarding - Updates on training and issues	
7.1	KS and RP looked at the Single Central Record (SCR) and checked it is up to date.	
7.2	GP to attend DSL training in September.	
7.3	Safeguarding training for whole Federation to take place on second INSET day.	
7.4	RP has made 5 CADS referrals this term – most are EHAPS.	
7.5	1 child protection issue, 1 child in need and 1 exclusion at AS. Warning letter re conduct towards RP. Second letter sent and RP reported further appalling language in the playground.	
7.6	Is the child in school and how is their behaviour? Challenge. Yes, behaviour is fairly decent. Parents agreed for EHAP and transition. Transition support in place.	
7.7	Will you be circulating the new Safeguarding Policy in the new term? Challenge. Yes, we cannot circulate until we have had Safeguarding training.	
8.	Church School Review - Updates of SIAMS SEF and review provision	
8.1	Review will take place on Thursday at Hapton, SEF has been updated. Timetable to be confirmed on Wednesday.	
8.2	Pupils will be involved in prayers, other aspects and a guided tour. KS to attend. ES and CA to catch up ahead of the review.	
8.3	Children will lead Collective Worship.	
9.	Headteacher Recruitment <u>tbc</u>	
9.1	Planning for Executive Headteacher recruitment / Timeline for recruitment process - discussed above	
10.	DfE Agenda for schools to consider Academy status	
10.1	Due Diligence has happened and forms submitted. Next Steps – Action: CA to follow up with Paul Dunning regarding the 1%.	CA

11.	Policies	
11.1	RSE Policy was agreed.	
11.2	New policies to be added to GH for new term. IEB to review and agree.	
12.	Any Other Business	
12.1	None.	
13.	Closing Formalities	
13.1	Date, time, venue of next meeting: 9.30 am 11/09/23 Virtual or St Andrews	

Signed: *Kay Swann*

Date: 11.9.23