

The Saints Federation
Meeting of Interim Executive Board - 9.30am, 07.09.2022
At St Andrew's Lopham & Virtual as required

MINUTES

Federation Vision - Achieving Together

Our community of schools treasures the contribution of every single member.

We seek to reflect the love of God and humanity within our Christian Values.

We work to become the best we can in everything we do,

servicing others within a supportive, safe and happy family environment.

	Present: Kay Swann (KS) - Chair Chris Allen (CA) - Diocese Michael Roughsedge (MR) – Senior Adviser, Intervention Micky Harcourt-Heath (MHH) - LA Officer Rhiannon Price (RP) - Interim Executive Headteacher Johanne Bolver – Governance Professional	ACTION
1. 1.1 1.2 1.3 1.4	Opening formalities Welcome – All members were welcomed to the meeting. CA opened the meeting with a prayer. Apologies for absence – none received. Declaration of Pecuniary and Personal Interests – none declared.	
2. 2.1 2.3 2.4 2.5	Agree minutes of initial meeting 27.7.22 and actions taken The minutes of the above meeting were agreed as a true and accurate record. Declarations. Action: Members to sign declarations on Governorhub. Confidential matter discussed. Numbers on roll: 49 at StA, 51 at AS and 33 at H. Health & Safety review to take place on 17 October. Action: KS to contact Mark. MHH informed the IEB of Henrietta Branston of Governor Services, who has expressed an interest in joining the IEB. Action: KS to make contact.	 All KS KS
3. 3.1 3.2	IEB Action Plan - To review the Action Plan for School Improvement. No changes made. RP made the IEB aware there is Y6 Reading data from StA missing due to lost papers which is a national issue. Data analysis for each year group is available on Governorhub in the 18.7.22 meeting folder. Pupil Premium is the focus and updated Pupil Premium strategy is on the website.	

<p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p>	<p>PE premium strategy is ongoing. PPA is coming out of the schools' funds. Money has been freed up to develop TA training in PE and PE is being led by the SLT.</p> <p>The Senior Teacher in each school is listed on the website and all are DSL trained. AS- Gillian Shaw; StA- Gavin Martell/Esme; H- Justin Doherty. Multi Agency training is scheduled.</p> <p>Curriculum planning is underway and will form part of the SIDP agenda this term. The curriculum statements are to be put on the website by the staff team. After half term staff are to share their action plans with each other. RP wants to develop a love of learning together with an 'Around the World' theme being put in place for the start of term, with the view it will create display boards in each school and for Federation assemblies to share their own parts of the world.</p> <p>If the Federation was to be inspected now, what do you feel is the judgement of the curriculum? Challenge. RP feels it would be good. For SIAMS the plan is for CA as SIAMS inspector to meet with Gillian Shaw. Action: Gillian Shaw to make contact with CA.</p> <p>Assessment - When and how often will teacher input data? Challenge. This will be a minimum of 3 times a year although RP feels 6 times a year would be more beneficial. This is for all core subjects and RE.</p> <p>Target Tracker is the new assessment system. RP has developed a training culture across the Federation.</p>	<p>CA</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Communication</p> <p>Letters to/from Parents / responses/ - letters re staffing reshuffle. There has been a petition of parents not agreeing to the date the letter was sent at the end of term. It was agreed a general letter to be sent out from the IEB at the start of term including a welcome back, new staff, duties of IEB etc.</p> <p>Action: Academisation to be discussed at next IEB meeting and how we consult with parents.</p> <p>Surgeries – opportunity to meet with the Headteacher and IEB members. Dates tbc for each site towards end of school day, say 2.30pm. RP confirmed all senior teachers are visible in the mornings.</p> <p>It was agreed it would be useful to have a FAQ tab on the IEB part of website.</p> <p>Single Central Record (SCR) was checked by KS last term. RP has instructed MMc to ensure they are all up to date for movers and new staff.</p>	<p>Agenda</p>
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Finance - Budget review /staffing updates</p> <p>Budget was signed off on 18 July. June month-end report has been uploaded onto Governorhub together with quotes received for CCTV - £2,700.</p> <p>Capital funds to be spent. Ideas include paving at StA (although Diocese may pay for this). It needs widening for wheelchair access and the rebuild of the cantine Mess which is ongoing.</p>	
<p>6.</p> <p>6.1</p>	<p>Improvement Board review</p> <p>Plan & Focus for monitoring visits 2022 Autumn Term. MR and RP are planning and assessing the impact.</p>	

	<ul style="list-style-type: none"> • Visit 1: discussion with staff to take place on curriculum, safeguarding training, systems in school, Power of Reading. • Visit 2: discussion re Book Look and Marking/Feedback policy. • Visit 3: 1-2's with staff re subject leadership. • Visit 4. MR to sit in on Pupil Progress meetings – dates tbc. • 5.10.22 - MHH –to meet with MMc re projects linked to Finance and AS H&S check. SEN visit to take place later in term with Esme Sexton. • 21.9.22 - KS to meet with RP re SEF. • 17.10.22 KS to meet MMc re SCR • 29.11.22 KS to review H&S at HAP followed by StA 29.11 	
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Interim Executive Headteacher's Report (Verbal report regarding key priorities, including staffing structure & professional development, extra curriculum plan and School Improvement Plan for 2022-2023)</p> <p>Advert is out for TA.</p> <p>Acting Deputy Headteacher recruitment – full day interview to take place. IEB Chair to attend.</p> <p>Handyman role to be filled. Building checks currently being undertaken by staff on site. RP has spoken to MMC re gardeners/grounds people.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Safeguarding - Training update with particular focus on NCC Safeguarding Policy and reporting concerns.</p> <p>Safeguarding training complete. Mandatory for all staff.</p> <p>Action: Policy to be signed off by KS and put on website.</p> <p>Year 5 and 6 residential to take place at end of October. Risk Assessment on EVOLVE – signed off.</p>	KS
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.5</p>	<p>IEB Designated Responsibility updates</p> <p>Health & Safety – discussed – to take place at each site with H&S Audit reports for priority actions and HS checklist (KS to send to MHH)</p> <p>Special Educational Needs and Disability (SEND) review to take place later in term</p> <p>Looked After Children (LAC or CLA) -none at present</p> <p>Pupil Premium & Sports Premium - discussed</p> <p>Website Compliance. Completed by CA and discussed. How to send in a complaint is accessible via website.</p> <p>Action: Profiles and pen portraits of IEB required.</p>	All
<p>10.</p> <p>10.1</p>	<p>Governor Monitoring</p> <p>Plan for monitoring by IEB in preparation for Ofsted and SIAMS inspections agreed above.</p>	

<p>11. 11.1</p>	<p>Policies - Review, Agree and approve The Saints Federation Policies on website (Accessibility, Charging, Behaviour, Admissions, Code of Conduct, HR policies, Pay Policy, Absence quick guide)</p>	
<p>12. 12.1</p>	<p>Any Other Business</p> <p>Consideration of Academisation to be discussed at next meeting - 9.30 on 27 September.</p> <p>Action: MHH to invite Victoria Groom to explore this and discuss at meeting on 27th.</p>	<p>MHH</p>
<p>13.</p>	<p>Closing Formalities</p> <p>27 September at 9.30. Venue: St Andrew's Lopham & Virtual as required</p>	