

The Saints Federation
Confidential Minutes of the Virtual Meeting of
The Interim Executive Board
10.30am – Monday, 18th July 2022.

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

Kay Swann (KS)	Chair of IEB	Present
Micky Harcourt-Heath (MHH)	IEB Member	Present
Jon Moule (JM)	IEB Member	Present
Rhiannon Price (RP)	Interim Headteacher - Attendee	Present
Michael Roughsedge (MR)	LA Lead Officer - Attendee	Present
Ann E Morgan	Governance Professional	Present
Description		Action
<p>1. Opening Formalities:</p> <p><u>1.1 Welcome:</u> KS welcomed everyone to the meeting and asked JM to give an opening prayer.</p> <p>1.2 JM then said the opening prayer.</p> <p><u>1.3 Receive Apologies for absence:</u> There were no apologies.</p> <p><u>1.4 Declaration of Pecuniary and Personal Interests:</u> KS declared an interest as an DSSO for a number of schools in West Norfolk.</p>		
<p>2. Minutes of the meeting held 04 07 22;</p> <p><u>2.1 Minutes of the meeting 04 07 22:</u> There were a number of observations in relation to the above minutes:</p> <ul style="list-style-type: none"> • That the Safeguarding Policy was based on the NCC model and was ratified by the Governors on the 17 05 22 and was now consistent across the three schools. The Attendance Policy has now been reviewed. • MR has been in school for a number of “drop in” sessions • CPD training was taking place not only from September but also in the Summer Term 2022. • In relation to IEB responsibilities, RP said that she was going to talk with Esme Sexton who was then to produce a Safeguarding report. <p>Action Point 1: Declarations of interest on Governorhub – this needs to be addressed.</p> <p>Action Point 2: Minutes to be uploaded to the Federation Website – KS</p> <ul style="list-style-type: none"> • It was confirmed that MHH had replied to two received letters from parents and that the Chair would write a further letter for parents. <p>Action Point 3: KS to prepare further letter for parents.</p> <ul style="list-style-type: none"> • KS confirmed she had signed off the Single Central Record. 		<p>AP1:Clerk AP2:Chair</p> <p>AP3:Chair</p>

Signed:

Chair of IEB

<ul style="list-style-type: none"> • KS confirmed she had visited on the 5th July, signing off the SCR and monitoring Safeguarding with Justin Doherty at All Saints. • JM confirmed IEB designated responsibilities had been completed. • MHH confirmed she had met with Esme Sexton • RP confirmed she was arranging badges for the Governors. <p>MHH then queried whether IEB members needed to provide evidence for the Single Central Record, i.e. DBS checks?</p> <p>Action Point 4: IEB members to provide evidence of identity and DBS to be added to the SCR during their next site visit.</p>	<p>AP4:Chair</p>
<p>3. IEB Action Plan:</p> <p>KS confirmed that the IEB Action Plan had been circulated prior to the meeting.</p> <p>KS said that ‘Leadership and Management’ would be closely monitored by the IEB with new training for staff in Assessment in September 2022. KS then noted that whilst the IEB would be responsible for monitoring those items in Priority 1, the IEB would seek to involve MR in the monitoring of Teaching and Learning. This could be checked at the next meeting.</p> <p>KS advised that the Headteacher would undertake the staff Performance Management and the resultant data would be presented to the IEB in anonymised format. RP confirmed this.</p> <p>Regarding monitoring, KS reported that RP had produced an Excel sheet for completion after visits, the plan being such information be stored on Teams Files. She confirmed this was planned to start in September and RP and KS would formulate a schedule in an effort to ease the workload, to be available for an onsite meeting on the 7th September.</p>	
<p>4. Communication:</p> <p>4.1 KS confirmed that two letters had been received from parents concerned that the schools might be closing. It was explained that the IEB had been introduced to improve the schools but that the IEB had no authority to recommend closure - the viability of the schools had always been dependent upon the numbers of pupils.</p> <p>Regarding the staff RP said that they felt safer because they feel they have a Governing Board who supports the school.</p> <p>4.2 KS said that at the beginning of September, she planned a further letter for parents explaining what was happening in the future. However, RP request an additional letter should be sent by the end of the current term i.e. Friday, 22 July and agreed to send draft to KS.</p> <p>Action Point 5: RP to send draft of additional letter to KS as soon as possible</p>	<p>AP5 : RP</p>
<p>5. Finance:</p> <p>5.1 RP/MHH reported that the Budget Review had been delayed and had taken place in two parts. MHH said that she had found it useful and that the LA Finance Officer was very efficient. MHH said that she understood what RP was planning to achieve with the budget, especially in the area of staffing.</p> <p>RP agreed and also felt the Finance Officer understood her role as Headteacher asking pertinent questions. RP said that she had uploaded a copy of the Budget on Govhub which showed a deficit for Year 3 but that this had now changed to a surplus C/F of £33,000 in Y3. MHH commented that the budget was of course, dependent upon pupil numbers next year and where there were resignations, new contracts for future staff may need to be on a temporary basis dependent upon the budget.</p>	

Signed:

Chair of IEB

<p>RP commented that in the past some items had been incorrectly coded within the budget that would be corrected – however, she noted that the Finance Officer was working with the Federation Business Manager, Mark McCallum to rectify the matter. MHH said she was looking at the Pupil Premium Spend and that she would continue to monitor Finance.</p> <p>RP then brought up the position of the PE Premium, advising that the PE Lead had now left and the SLT would work on this together in future for the benefit of the pupils.</p>	
<p>6. Improvement Board Review:</p> <p>6.1 MHH confirmed she had met with Esme Sexton who would be submitting a SEND Report. MR noted that he had been in school and would also be submitting a report. He continued by confirming he had met with six members of staff with whom he had discussed their curriculum prompts as subject leaders. He said his impression was that subject leadership and monitoring could be improved. MR said he would be returning in the Autumn to see more evidence. KS said this gave staff a structure to work with and thanked MR.</p> <p>RP said this would enhance staff’s CPD in September when it would be possible to discuss things together. MR pointed out that he felt the staff historically had lacked curriculum CPD. RP said that moving forward, twilight sessions would be arranged on reading and the new curriculum.</p> <p>MR queried whether “Power Reading” was new to the school and RP said, not entirely. She said it was planned to follow this but that “Rising Stars” was brought in although MHH said that not everybody was using this. KS observed that the Power of Reading resources were very good and should be very useful. She then asked in relation to teaching standards, whether there were going to be Performance Management targets and RP said yes based on the staff’s personal development and curriculum leadership. MHH asked how confident RP would be that the staff were doing what they should be doing? RP said that it was a question of building the curriculum over the next year. MHH stated that this would be key for the Federation in an inspection and KS suggested that the plan could be mapped out for each school. She said there was a lot to deal with and RP concurred.</p> <p>MHH said that she understood that Ofsted will still be expecting schools to be working on their curriculum but if RP’s approach was backed up with a clear plan to rectify challenges, this would help. RP emphasized that the staff knew what was needed to be done. She said that monitoring was being done on a series of levels. JM queried what was planned for improving Maths and RP replied that the White Rose Maths programme was being followed but that the Maths results were quite good. KS said that she understood the Marking Policy was being reviewed. RP confirmed this had been rewritten. In passing, KS remarked that it would be a lot easier if the Year Groups Nos were put on the front of the books.</p> <p>RP noted that there had been a specific cost centre set up in the budget for books which enabled the economies of size to be used across the Federation.</p> <p>KS then thanked MR for his work.</p>	
<p>7. Interim Executive Headteacher’s Report:</p> <p>7.1 KS said that it was necessary to finalise the School Development Plan and ensure that this was uploaded to the Federation Website. RP agreed. She confirmed that recruitment was taking place shortly and that will help moving forward.</p>	

Signed:
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<p>RP confirmed the school was proposing to employ new teachers. KS confirmed there were four candidates to interview.</p> <p>7.2 KS asked about Y6 attainment data and RP noted that it had been difficult to look at the Federation as a whole because the Reading papers at St Andrews were 'lost' in the system, which was a national issue. However, RP said that Reading is not as strong as writing which she felt was unusual. Whilst she felt it was difficult to be definitive, the Pupil Premium children were not doing as well as their non-PP peers. She also noted that Y2 were a smaller group. However, RP said that National information was not yet available. Details she said, would be included into an Action Plan. It was recommended that an external review be arranged.</p> <p>Action Point 6: RP to arrange an external Review of Data to be arranged.</p>	AP6:RP
<p>8. Safeguarding:</p> <p>RP said that she had had a meeting with Esme Sexton and that the Safeguarding Report to Governors had been updated. KS noted that in particular, in the area of On-line Safety more work was to be done and updated.</p> <p>RP confirmed that the LA was providing Safeguarding Training and that staff will follow the updated policy. KS confirmed the training was scheduled for late September.</p>	
<p>9. IEB Designated Responsibilities – update:</p> <p>9.1 Health and Safety: RP confirmed she had made arrangements for a Health and Safety Audit. She said there was an urgent need to improve the access into the school. Cost of repairs would be met out of the capital budget and CCTV is being considered.</p> <p>KS queried how the schools were dealing with current hot weather and RP replied that playtime was being arranged for 9.00 am, with the children then coming inside. PE Kits were being worn and water bottles being arranged. RP said they were reacting to the situation as and when required in line with guidance.</p> <p>9.2 SEND: MHH said she understood this would be brought up on the next Agenda, including LAC.</p> <p>9.3 Pupil Premium and Sports Grants: JM said he had looked at the Sports Grant on the Website which he noted, needs updating this year.</p> <p>JM queried whether the pupil premium for 20/21 was on the website. JM referred to how complaints relating to SEND children were handled. RP replied that details were in the Exclusions section of the Complaints Policy and JM said that he would check. RP confirmed that she was proposing to undertake a review of all policies as a matter of urgency, including HR policies. KS said this should be included on the agenda for the IEB meeting scheduled for September.</p>	
<p>10. Any other business:</p> <p>KS reminded members that there was a further meeting in July and suggested that a meeting schedule be discussed and agreed. There being no further business, the meeting closed at 11.55 am.</p>	
<p>11. Date and Time of the next meeting:</p> <p>The next meeting was planned for 9.30 am on Tuesday, 27th July 2022.</p>	

Signed:
Chair of IEB