

The Saints Federation
Initial Meeting of Interim Executive Board
9.30am, 23.6.2022 Virtual -Teams
Minutes

Description	Action
<p>1. Opening formalities</p> <p>1.1 Receive Apologies for Absence - none</p> <p>1.2 Present: Kay Swann (Chair), Jon Moule, Micky Harcourt-Heath (also note-taker)</p> <p>1.3 Declaration of Pecuniary and Personal Interests – none to declare</p> <p>1.4 To Establish Priorities – access to Governor Hub and advice and support from Helen Wardale (LA Governance Lead) will be available</p> <p>Action - MHH: Governor Hub access to be set up for the IEB members</p>	MHH
<p>2. Elect Vice-Chair</p> <p>2.1 Election of Vice-Chair</p> <p>- MHH agreed to act in this role</p>	
<p>3. Terms of Reference, Code of Conduct and LA documents</p> <p>3.1 To access the Terms of Reference & LA documentation</p> <ul style="list-style-type: none"> - Terms or Reference shared and agreed - School Improvement formats – Schools/federation will choose their own format and this can be checked for inclusion of appropriate aspects as part of governor monitoring - GB agenda format – can use whatever wish as no specific format – typically similar to GB agendas <p>3.2 To confirm timeline of meetings and agendas/clerking</p> <ul style="list-style-type: none"> - Meetings agreed (one hour fortnightly but this could change to longer meetings and less often). Clerking and attendance could be accessed virtually if site visits not possible. - Monday 4th July – 11.30am at Lopham Primary or virtual - Monday 18th July - 10.30am – venue tbc - Wednesday 27th July – 9.30am – virtual via Teams - Wednesday 7th September – 9.30am – venue tbc - Fortnightly thereafter initially - Kay to meet RP (Rhiannon Price – headteacher) at Winfarthing prior to the IEB meeting on 4th July if possible <p>Action – KS: Statement for the website / communication for parents about the IEB – KS will draft something and share once done – RP to be contacted – to be sent out in next two weeks</p>	KS
<p>4. Minutes of governing body</p> <p>4.1 Plan Access to minutes of governing body Minutes from June 2021</p> <ul style="list-style-type: none"> - These will be available through Governor Hub once access is provided <p>4.2 Update of any Disciplinary procedures</p> <p>Action – MHH: Who is the HR person for the schools?</p>	MHH
<p>5. IEB Roles</p> <p>5.1 Finance Lead for IEB</p> <ul style="list-style-type: none"> - Mark McCullum is the School Business Manager - Performance Officer has been in place since the Warning Notice was enacted with a £500 spend limit for the federation. Need to decide whether this will remain in order to maintain close links between improvement priorities and spending decisions - Possibly new person coming to the board in September could be the IEB Finance Lead - Might be another DSSO who would be available – MHH temporarily and then see who is and whether they have finance expertise <p>5.2 School Improvement Lead</p>	

<p>Action – MHH: Could MR report to the IEB in relation to this? The Improvement Board would then no longer continue but this role would replace it.</p>	MHH
<p>6. IEB Designated Responsibility</p> <p>6.1 Review and record responsibilities for:</p> <ul style="list-style-type: none"> • Safeguarding - KS • Health & Safety - KS • Special Educational Needs and Disability (SEND) – SENCo is based at Hapton and teaches the EYs class. Does she have release time to undertake this work. Termly SENCo report will be needed for the IEB so have data and updates - MHH • Looked After Children (LAC or CLA) - MHH • Pupil Premium & Sports Premium - JM to check what is on the website for this year • Website Compliance – JM 	
<p>7. Interim Executive Headteacher’s Report</p> <p>7.1 Plan visit to The Saints Federation to receive verbal report from Interim Executive Headteacher regarding key priorities for 2021-2022, including curriculum plan and to plan for School Improvement Plan for 2022-2023</p> <ul style="list-style-type: none"> - KS will explore this with RP when she visits. - Data will be coming through in the coming weeks which will lead to some discussions 	
<p>8. Safeguarding</p> <p>8.1 Receive Safeguarding update with particular focus on anti-bullying and cyber bullying</p> <ul style="list-style-type: none"> - KS to do this (and JM would do this alongside her – dates to be provided to arrange this) - IEB needs to consider whether pupils feel safe. Pupil voice might be one of the first monitoring activities. 	
<p>9. Governor Monitoring</p> <p>9.1 Agree plan for monitoring by IEB</p> <ul style="list-style-type: none"> - Safeguarding will be a priority for this <p>Action – MHH: Ask MR what he has done and what he considers the IEB priorities should be</p> <ul style="list-style-type: none"> - School improvement planning - Data analysis and discussion - Finance - Learning walks and further work to be for September 2022 onwards – plan for this to be developed 	MHH
<p>10. Policies</p> <p>10.1 Review, Agree and approve The Saints Federation Policies on website</p> <p>Action – JM: JM to look at statutory polices as part of the review. Some updates already identified e.g. change of name of headteacher</p>	JM
<p>11. Any Other Business</p> <p>Of sufficient urgency and importance</p> <ul style="list-style-type: none"> - Ofsted previous judgements were ‘good’ for all three schools - All Saints – Good – May 2018 - St Andrew’s – Good – July 2017 - Hapton – Good – December 2017 - SIAMs has been deferred for this term for all three schools - Hapton will very likely be next term and the other two will probably also be in the inspection window – we will know by July as there will be a published list. 	
<p>12. Closing Formalities</p> <p>Date, time, venue of next meeting (see above – Section 3)</p>	