

## The Saints Federation Meeting of Interim Executive Board

Wednesday 27<sup>th</sup> July 2022 at 09.30

### Virtually on Teams

#### *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,*

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

#### **Present.**

Kay Swann (KS) Chair

Jon Moule (JM)

Michael Roughsedge (MR)

Micky Harcourt-Heath (MHH) LA Officer

Rhiannon Price (RP) Interim Executive Headteacher

Meeting clerked by Mr J Ward, Norfolk Governance Professional Service.

### **ACTION PLAN 2022/23**

Minute ref	Action	By whom	When	Outcome
2/1	Declarations of interests to be checked on Governor Hub.	Clerk	Sept 22	Completed
2/2	All board members to send minute corrections to KS for them to be agreed at the next meeting	All members	ASAP	Completed
2/3	Board Members DBS checks to go to schools for the single central record	All members	Sept 22	In place
5.1/4	RP to alert admissions to the possibility of parents wishing to move children within the federation.	RP	ASAP	Completed
6.1/5	MR to speak to RP about the curriculum monitoring focus in September.	MR	Sept 22	In place
7.2/6	RP to send MHH a copy of the new SIDP	RP	ASAP	Completed
9.1/7	Health and Safety reports to be on September Agenda	Clerk	Sept 22	Completed
9.1/8	KS to share the health and safety reports with all board members	KS	ASAP	Completed
10.1/9	MHH to approach the governance service to find a further IEB member to join the board. MR to approach the attendance team for a new board member.	MHH and MR	ASAP	On-going

**1. Opening Formalities**

1.1 Welcome KS welcomed all to the meeting and thank everyone for their attendance

1.2 Opening Prayer was led by JM.

1.3 Receive Apologies for Absence, none

1.4 Declaration of Pecuniary and Personal Interests, none for this meeting

**2. Agree Minutes of initial meeting 18.7.22 and actions taken**

It was agreed that all board members would send their comments to KS and the minutes would be agreed at the next meeting. MHH agreed to run through the actions as recorded in the last minutes.

1. Declarations of interests to be placed on Governor Hub, action by the clerk. To be checked for September.
2. Adjustments and checks on the website, all up to date
3. KS to write to parents, completed
4. Board Members DBS checks to go to schools for the single central record, members to take in in September.
5. Letter has been sorted.
6. RP said that this record was not clear, there was no need to have an external review of data, but it had been scheduled in the new SIDP.

**3. IEB Action Plan**

3.1 To confirm updates of monitoring Action Plan.

KS said this linked to item 10 and then agreed the dates for future meetings. (See item 10). The following monitoring had been done.

KS Safeguarding, JM Website and MR teaching and learning.

**4. Communication**

4.1 Letter to/from parents

KS said that she had dealt with 2 or 3 letters from parents and 1 was still ongoing. This parent had not used the correct email for MHH and therefore got no response. She was still upset and could not see why she did not get a response. She is asking for freedom of information and transparency information. MHH said that the matters could become vexatious. KS said that one letter before the end of term concerned staffing changes and the visibility and availability of the head and IEB board members.

RP said that she had not seen the letter but stressed it is not possible to be at all three school at the same time and this highlighted the need to develop the role of the senior teacher in each school to address these matters. RP said that parents need to follow the school's complaints procedures and first seek a meeting with the class teacher as immediate access to the head is not always possible. KS said they could come back to the meeting of IEB members at a later point. RP said that parents don't understand their role in school improvement agenda, e.g. attendance and its link to addressing safeguarding concerns.

#### 4.2 Complaints and responses

RP said that she had received complaints about the attendance letters and that she favoured one of the schools over the others. She said parents have not understood how things link together and that there is an equality of offer across all three schools. RP said that one main problem is that parents are not following the schools' complaints policy. In one case the senior teacher offered a meeting to a parent according to policy, but it was turned down.

MHH said that NPLAW would be able to help RP and IEB if needed to draft letters and offer advice.

KS said that due to circumstances staffing changes were made the day before the end of term which was unavoidable, and the letters went straight out to parents. This was not an ideal situation, but the situation had to be dealt with.

RP said that the issue of children not knowing their new teacher was not true. All children do know their new teacher for September. One parent was not happy, but their child was not at school as they were ill.

MHH asked whether there would be an early opportunity for parents to come into school, meet the staff and share the books with the children. RP said that this was planned in the diary for the week before half term. RP said that there had been a letter sent to all year 5/6 parents as the children were going on a federation camp in October.

KS said that parents need to be clear about their role and the need for the school to retain confidentiality on some matters.

RP said that she had a discussion with one positive parent but had to explain some of their questions couldn't be answered as to do so would breach confidentiality and referred her to KS via email.

### 5. Finance

#### 5.1 Budget-confirm staffing structure

RP said that the budget had been revised following the staffing appointments and was now showing a £33k carry forward. This had been helped by new appointments. There is a need for a further TA appointment to cover the hours of a staff member who has changed role. This will be a temporary appointment for 1 year following a budget review.

RP said that an internal advert had gone to staff for the new Acting Deputy Head role and there had been interest from staff. The business manager has been asked to place an ad for a new secretary again on a temporary basis. MHH asked why this needed to be temporary and would this limit who may apply. RP said that she preferred the temporary approach and then they could see going forward. She hoped to attract people to the job.

MHH said that if an internal candidate was appropriate for the new deputy role this could help calm the communities as they would know the person and there would be some continuity.

JM asked whether the increase in teachers' pay had caused an issue to the budget. RP said that 2% had already been factored in so in reality it was a 3% increase, but this had been managed. JM said that support staff were now due an increase and again RP said that this had been factored into the plan.

KS asked whether the letters had gone to parents about children's new class teachers and the movement of staff from one school to another for their own professional development and the best interests of the schools. RP said that they had gone to parents. She confirmed that she had seen staff on a 1-1 basis to discuss the moves and after the full re shuffle had been shared, it was agreed that it made sense.

RP said that some parents had already been in touch with the admissions team to move school so they could follow their favourite teacher. RP agreed to call admissions to alert them to this situation. She noted that with staff now not in school and unavailable to respond to emails there will be a natural break.

<p><b>6. Improvement Board review</b></p> <p>6.1 Verbal report on monitoring visits 2022</p> <p>MR said there was nothing new since his report last week on curriculum monitoring. He will be revisiting the conversations next term and he will chat with RP to establish the best form of monitoring to undertake.</p> <p>RP said that pupil premium monitoring could be a good way forward.</p> <p>MR said that when the scheduled pupil progress meetings are set up, he could sit in on those to monitor. RP said that this would be good as these are timetabled to allow all staff to attend.</p> <p>RP confirmed that performance targets will be in place in early September and will contain links to pupil progress.</p>	
<p><b>7. Interim Executive headteacher's Report</b></p> <p>7.1 Verbal report regarding staffing structure</p> <p>Covered under finance</p> <p>7.2 School Improvement Plan for 2022-2023 for website</p> <p>RP said that she had sent the draft SIDP to KS and hoped that it could be slimmed down. MHH asked for a copy and RP agreed to forward one to her. KS said that we need to ensure that there is a copy produced for the website. RP said that we need to be ensure that the web version to parents is clear what the school is working on.</p> <p>MHH said she would advise that dates are included with autumn 1 and 2 against targets.</p> <p>RP said that she intends to produce a detailed one for the staff and IEB and an overview one for the website.</p>	
<p><b>8. Safeguarding</b></p> <p>8.1 Receive Safeguarding Report- updates</p> <p>KS said that she had monitored the Safeguarding at one school. RP said that she had looked at the other two schools. Some issues need to be discussed with the business manager. Designated Lead Teachers (DSL) had good outcomes</p>	
<p><b>9. IEB Designated Responsibilities Update on</b></p> <p><b>9.1</b></p> <ul style="list-style-type: none"> <li>• Health and Safety reports for 3 Federation Schools and Actions taken</li> </ul> <p>KS said that she had seen the reports carried out for all three schools and there were a variety of actions that needed to be completed. The urgent action was mainly around storage on the sites. It was agreed the reports would be shared and discussed on the September agenda. KS said that a monitoring walk could be carried out after the next board meeting to see the progress that has been made so far. Other matters that need to be looked at included the upkeep of buildings and out of date equipment. RP said that this would be good to include the business manager in the walk round. MHH asked whether the caretaker could be involved. RP said there was only one for the federation. KS said it would be good to know how the business manager manages the information in the reports. MHH said that the October meeting could be a good time to do this activity, this was agreed. RP said she would get the business manager to share all documents that sit behind the reports with the IEB members.</p> <p>KS asked whether there were any other pressing matters.</p> <p>RP said that the lack of CCTV was a concern. All sites need it, but St Andrews is a priority as they have had involvement with the police. The business manager is seeking quotations.</p>	

- Special Educational Needs and Disability (SEND)

MHH said that she had done a report and it was on governor Hub. KS asked whether the SENDCO was able to carry out her role.

MHH said that the SENDCO was on top of her role and was clear about her duties and the actions she needed to take to fulfil her role. She said that she understands the financial part of the role and has produced good reports. She has clear ideas about how to develop the programmes for the children such as intervention. The lead is also responsible for the LAC children and dealing with pupil premium. She is going to need time to look at all aspects of this work to assess impact. MHH said that she will meet her again at the end of the autumn term to look at the impact actions have had on the pupils, the one thing she needs is time to carry out her role.

KS asked if children move school whether information will be transferred. RP said the SENDCo has a good view across all three schools.

MHH said that some of the teaching assistant’s expertise needs sharing across the three schools.

KS asked whether children with EHCP’s were going ahead and whether assessments were in place.

MHH said that the SENDCO was clear about these, but we need to make sure she has the funding to do them. Two children have plans pending but this is the paperwork stage as the school has the evidence ready to go.

RP confirmed there had been discussion at the budget meeting to ensure she has the funding and release time to complete the work. She said that she will have 1 day a week for one school and 1 day across the whole federation.

KS commented that the new reception classes will be joining the schools and the children will need assessing. RP confirmed that these assessments will be carried out.

- Looked After Children (LAC)

See above

- Pupil Premium and Sports Premium

RP said all school were well equipped and have after school and lunchtime clubs which are all supported by the budget. RP said that the schools needed to cut their reliance on sports coaches and train TAs to cover some of these roles.

KS asked whether this was equal across all schools.

RP said yes.

MHH asked whether staff had had any emotional wellbeing training. RP said that a course was going in place as twilights.

KS asked about mental health trained staff. RP said that it was in place, but All Saints has a gap and needs to be offered in September.

JM said that an error on the website had now been corrected. He asked if the updated policy was on the website. RP said she would check with the business manager. MHH said that a report was also needed for Pupil Premium. KS said there is a model DfE report available.

- Website compliance and website review

JM had monitored and highlighted areas that may need updating.

**10. Governor Monitoring**

10.1 Agree dates for monitoring by IEB members

The following dates were agreed for IEB meetings.

7<sup>th</sup> September 9.30 at St Andrews

<p>27<sup>th</sup> September 9.30 at St Andrews to include the signing off salary grades following the completion of staff performance management.</p> <p>17<sup>th</sup> October 11.00 at St Andrews</p> <p>9<sup>th</sup> November 9.30 at St Andrews</p> <p>29<sup>th</sup> November 9.30 at St Andrews</p> <p>15<sup>th</sup> December (Virtual Meeting)</p> <p>MHH agreed to set up team's links for all the meetings so people could join virtually if not able to attend.</p> <p><b>Monitoring meetings.</b> The following times and dates were agreed.</p> <p>MHH 7<sup>th</sup> September following the IEB will do some monitoring.</p> <p>KS 21<sup>st</sup> September following IEB</p> <p>MHH 17<sup>th</sup> October following the IEB</p> <p>KS 29<sup>th</sup> November following the IEB.</p> <p>It was agreed that the board would engage with the parents in a surgery type event with the leadership.</p> <p>MHH asked whether the board could be enlarged. She said it would need to be someone who could deal with the situation and not be overwhelmed.</p> <p>KS asked whether they would play a full role in meetings. MHH said yes and new members could help with the monitoring role the board have.</p> <p>RP suggested that maybe somebody from outside the immediate community may be able to appreciate how things work for the best.</p> <p>KS agreed that it is important to see the bigger picture and what is being dealt with. MHH said that possible somebody from the attendance team could join to support the issues that are currently being experienced. This would be limited role for a year to support the school. It was agreed MHH would approach the LA and MR would approach the attendance service.</p>	
<p><b>11. Policies</b></p> <p>11.1 Review, Agree and approve The Saints Federation Policy on Website</p> <p>KS asked whether in view of the possible admission issue was the attendance policy was up to date and on the website. She said that Norfolk produces a standard policy that could be used. On checking RP said that it was on the website. JM said that the new 22/23 policy was available.</p> <p>KS asked whether the class sizes for each school had been set. RP said that she would check these to make sure that admissions were aware of the school's capacity.</p>	
<p><b>12. Any Other Business, of sufficient urgency and importance</b></p> <p>KS said that she wanted to thank JM for his service on the board and wished him well for his new job. Chris Allen is to fill his role on the board.</p>	
<p><b>13. Closing Formalities</b></p> <p>Date, time, venue of next meeting.</p> <p><b>7<sup>th</sup> September 2022 09.30 at St Andrews.</b></p> <p><b>The meeting closed at 10.45</b></p>	<p><i>KAS</i> Signed</p>