

The Saints Federation
Meeting of Interim Executive Board
Held at 9.30am on 17.10.2022
Held on M-Teams
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.

		Action
	<p>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 Henrietta Branston (HB) IEB Member</p> <p>In attendance: Sheila Lewis-Smith – Governance Professional</p>	
1.	Opening formalities	
1.1	KS welcomed members to the meeting.	
1.2	CA opened the meeting with Prayer.	
1.3	No apologies of absence were received.	
1.4	Declaration of Pecuniary and Personal Interests – none declared.	
2.	Agree minutes of initial meeting 27.09.22 and actions taken	
2.1	Subject to an amendment to give MHH’s role as “IEB Member” rather than, “LA Officer”, the minutes of the above meeting were agreed as a true and accurate record and will be signed by the Chair. Action: SLS to amend the minutes and re-upload to Governor Hub. Completed.	SLS
2.2	Actions taken – all completed, with the following updates; 7.7 Pupil surveys are still being undertaken. 10.2 CA has arranged a date in January to visit the school regarding the SIAMS SEF and process of the inspection. 12.1 Pay Policy – RP advised that this is an on-going action. 13.2 Declining use of hall for Polling Station – KS asked if there had been any repercussions from rejecting this request. RP said none had been received and that there were other venues available in the area.	

<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>IEB Action Plan – To review the Action Plan for School Improvement</p> <p><u>Pupil predictions.</u> All Saints Year 6 – If reading is only at 33%, the combined result cannot be more than that. It is unusual to have writing with a higher expected outcome than reading.</p> <p>St Andrews Year 4 Times Table figures; there are only 4 out of 10 predicted to pass this assessment. Are Catch-Up programmes in place and why is the figure so low? Challenge The cohort has had significant disruption over the last year. A strong teacher is in place, with Teacher Assistant support targeted to the class and the SENDCo works within that school. Does the school have suitable programs in place, such as Rock Stars, to support learning? Challenge Yes, programs are in place.</p> <p>Board members noted that the predictions were variable against national results.</p> <p>Will the EYFS data be updated during the year? Challenge Yes. RP said that for the baseline assessments and there would be moderation. Assessments will be held and updated half termly, with the next one due this week. Members suggested that the schools needed to look for children who could reach expectations and to look closely across the 17 areas assessed in EYFS.</p> <p>Members noted that curriculum development is crucial for Ofsted to ensure cohesion and progression.</p> <p>The SEF has been updated and contains the Action Plan; attendance figures had been added.</p> <p>KS had received a question form a parent regarding the Catch-Up funding and how it was being spent. RP said that this went towards staffing for running interventions; tutor led support is also in place.</p> <p>MR and MHH had attended a Designated Safeguarding Lead supervision meeting. There has been a shift in culture towards safeguarding but this was welcomed by the staff who now felt clear in what they needed to do regarding safeguarding concerns.</p>	
<p>4.</p> <p>4.1</p>	<p>Communication - Letters to/from Parents / responses/ parent meetings</p> <p>A Parent Meeting is planned for today at Hapton but no responses have been received from parents.</p>	

	<p>MHH reported that no parents had attended at All Saints but she had spoken to the parent of a child attending another federation school, who provided good feedback. A second meeting is being offered.</p> <p>At St Andrews, members of the PTA had attended the Parents' meeting and wanted to support the schools.</p>	
4.2	<p>RP said that the feedback from the Parental Survey showed that the majority do not feel they know what their children are learning or how well their child is doing. RP noted that curriculum information is always in newsletters, so the result from the parents does not correlate. RP has checked with teachers regarding whether certain parents attended Parent Consultations and a number who say they do not have the information in question, did attend the meetings where it was shared.</p>	
4.3	<p>A new format for recording information shared at Parent – Teacher consultations has been devised.</p>	
4.4	<p>KS informed the board that she had received an email from a parent, requesting answers to 11 questions. KS responded to each of the questions. It was not known if the parent would come back with more issues.</p>	
5.	<p>Finance - Budget review /staffing updates</p> <p>5.1 Sports Premium – MHH had supplied information regarding the Sports Premium funding, whereby any unspent monies had to be returned to the DfE. Has the school allocated money from the SP funding to Emotion Coaching? Challenge It was difficult to spend the funding during lockdown, but RP confirmed that the Emotion Coaching had been budgeted for against the SP funding. Staffing – an advert has been placed for an Admin role at one school. Applications have been received. RP requested IEB members' support for the interviewing process on a date to be agreed.</p> <p>5.2 Handyperson role; this has not progressed and the money put back into the budget, as much of the work would be covered by NPS. A lot of the small jobs could be done by a handyperson. There are examples of schools employing someone on a Saturday on an ad hoc basis for small jobs.</p> <p>5.3 Budget Revision will be done after half term. The Month End has been completed but not uploaded to Governor Hub due to technical issues.</p> <p>5.4 RP had spoken to MHH regarding two quotes for CCTV. The quotes differed in price but also in the number of cameras that would be supplied. Mark MaCullum had provided feedback that the first company, whilst a little more expensive, had turned up on time and this was the quote he recommended. Maintenance would be covered by BNP. Members agreed to go ahead with the quote; RP to ask Mark to go ahead with the order.</p>	

<p>5.5</p> <p>5.6</p>	<p>RP raised the issue of getting the phone system upgraded so that calls could be recorded. The school has received some aggressive calls from parents. The cost would be £32 a month across the three schools. Members said that it was disturbing that parents felt they could act like this.</p> <p>Would this be a contract we would be tied into?</p> <p>Challenge. We are already in a contract for the phones.</p> <p>Could you get out of this element of the contract after a year if needed?</p> <p>Challenge. This was not known but RP to find out.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Improvement Board Review - Plan & Focus for monitoring visits 2022 Autumn Term</p> <p>MR had carried out monitoring and has fed back to the board. It was useful to know that supervision was in place across the federation. MR's monitoring had highlighted that some practice was not as good as it should be. It was reassuring that the culture was changing. Future monitoring visits would include Pupil Premium and Subject Leadership.</p> <p>It was also planned that MR would observe Pupil Progress meetings, something that had not happened in the federation before. RP added that documents had been devised and that Pupil Progress meetings would be held 5 times a year, using INSET time as twilights, to allow Teaching Assistants to attend as well as teachers.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Interim Executive Headteacher's Report Verbal report regarding key priorities, including curriculum planning-intent, implementation, impact, performance management of staff, professional development and School Improvement Plan for 2022-2023</p> <p>Staffing – there had been some sickness related absences, some minor and some more significant. This has affected the staffing for the residential; RP will stay at All Saints for the duration of the residential to ensure Designated Safeguarding Lead cover.</p> <p>Performance Management of all teachers has been completed. Senior teachers are currently completing reviews for support staff. The Business Manger will conduct reviews for his team. Salary letters have been sent. There were no applications for threshold although some teachers are eligible and a budget was set. This opportunity has been raised with the teachers concerned and late applications will be accepted.</p> <p>CPD – Emotion Coaching sessions have been booked. Budget – RP has reviewed the budget. PE Premium funding has been allocated for the Thrive training. MHH advised that schools are required to tell the DfE if funds are left over and that there are checks on how the money has been spent.</p> <p>Training on Ofsted – KS had attended this training held for the staff. Following the meeting, the Senior Leadership Team realised the possible vulnerabilities of the schools. RP had pointed out to the staff that they were the solution to the situation.</p> <p>Was the money well spent on the training?</p>	

	<p>Challenge RP confirmed that it had got the message across that all staff are accountable for the schools' outcomes.</p>	
7.5	There will be a staff meeting in January regarding SIAMS.	
7.6	<p>Lesson observations and book looks have been undertaken. Some good practice has been seen but there are still some improvements being made.</p> <p>Are policies being applied consistently?</p> <p>Challenge. RP confirmed that policies were being applied consistently. RP went on to say that there are issues around the teaching of Maths, as there needs to be a change of mindset.</p> <p>The schools have been involved with the Maths Hub and are now in their second year. Three members of staff across the federation are involved. RP said that some staff are failing to recognise that some children do not have the essential mathematical foundations in place. Concrete activities need to be used to consolidate learning.</p> <p>Do you have consistent resources in place?</p> <p>Challenge. Yes, the schools have received resources as needed.</p>	
7.7	<p>It was agreed that MHH would undertake monitoring on 9/11/22 of the maths curriculum by checking if what was planned was evidenced in books.</p> <p>Is the issue with the Maths scheme – does it have gaps, as in White Rose?</p> <p>Challenge. RP said the issue lies with the teaching. White Rose is used but it has been bespoke to meet the needs of the children. RP said that she is starting to expose what is fundamentally wrong and is beginning to see a willingness in most staff to change and improve.</p>	
7.8	<p>Could maths be part of Parent Cafes?</p> <p>Challenge. RP agreed and said these had already been planned.</p> <p>Parent-Teacher consultations are currently being held. A sheet has been created as an aide memoir for teachers. There is a second part relating to attendance, which is graded red, amber, green. Letters will be issued after half term regarding the impact of low attendance but also provide information as to how the schools can help and support parents to get the children into school.</p> <p>A home visit had been made by two staff when a child had been absent. The parent had approached school, shocked and angry that the school would take this action.</p>	
7.9	The Behaviour Policy is out for consultation.	
7.10	<p>CPOMS is being used well to record concerns. There have been more reports this term than in the last two terms, due to the increasing staff knowledge and safeguarding culture in the schools.</p> <p>Attendance data – when it is given for Week 1 and then for Week 6, is this for the individual weeks or is it accumulated?</p>	
7.11	<p>Challenge. It is the attendance over the period, giving a long view. Overall, attendance is improving.</p>	
7.12	CPD is all booked for next term.	

<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Safeguarding Update with particular focus on training & reporting concerns</p> <p>Is there any particular focus for safeguarding training and are the DSL's up to date with training? Challenge. RP confirmed that all DSL's are up to date with training. A few members of staff are doing Multi Agency training, or it is planned.</p> <p>Members observed that CPOMS gave a good picture across the schools of safeguarding issues. All staff, including office staff, were more aware of safeguarding. Children who move school with safeguarding records will have their records transferred to the new school. Robust systems are now in place.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>IEB Designated Responsibility updates on</p> <ul style="list-style-type: none"> • Health & Safety- Reports/ monitoring & updates KS reported that she had conducted a H&S check at St Andrews and was due to visit Hapton this afternoon. Several issues had been checked. COSHH folder was not up to date or with the products. A shed required new hinges and a padlock. Fence work is still required. There is a very high step into the Reception class that is not accessible; a quote is needed to create a slope in this area. The greenhouse has been removed. Mark Macullum, Federation Schools' Business Manager, is due to receive asbestos training. He will also attend to an asbestos testing patch. RP confirmed that Risk Assessments were to be updated. <p>MHH had also done a H&S check at All Saints. She checked that a number of items listed as needing immediate action in May had been addressed. The mobile classroom was being cleared but a skip would possibly be needed. There are infant sized chairs that might be of use to another school. The changing room had been unlocked at the time of her visit. The allotment has a pond and old chair in it. It is locked and not being used, so not a risk. However, the member of staff who was maintaining the allotment has now left so a decision needs to be made as to its future use. In KS1, Mark Macullum had quickly rectified the plug issue on MHH's recent visit. Trailing wires are still a hazard. MHH raised the issue of the IT central unit being sited in the same cupboard as a boiler unit containing water. TP Fire had not raised any concerns during their visit and MHH recommended requesting to see their report. Light covers are missing; cleaner to be asked if they have them prior to ordering new covers. It was established that the lights in question are in the central area to the right in the Admin area. Fencing requires some small repairs; BMP will do some of the work. The shed has been repaired and a padlock added. Canopies will need inspecting in the Autumn of 2023.</p>	

	<p>Risk Assessments – these need to be looked at and shared with the Chair of the IEB.</p> <p>It was suggested to invite Mark Macallum to the next IEB meeting. RP to invite.</p> <p>Action: An agenda item with H&S and Finance to added as Item 2 for the next IEB meeting to be held in November. RP to invite MM.</p> <p>9.3</p> <ul style="list-style-type: none"> • Special Educational Needs and Disability (SEND) MHH had met with SENDCo Esme Sexton but this had ended up more like a supervision meeting. A further meeting is scheduled for 9th December between the SENDCo and MHH. <p>9.4</p> <ul style="list-style-type: none"> • Looked After Children (LAC or CLA) A PEP meeting had been scheduled but had been delayed by external agency; this is now planned for this week. <p>9.5</p> <ul style="list-style-type: none"> • Pupil Premium & Sports Premium MR to monitor the Pupil Premium during the next half term. <p>9.6</p> <ul style="list-style-type: none"> • Website Compliance- focus on Vision, Curriculum CA confirmed that the vision was being revisited but that the staff member involved was now off on sick leave. A meeting has been booked by CA, confirming that the vision is changing on the website. RP confirmed that the Progression Maps were now on the website and that Curriculum information was being worked on. Information is now needed for each year group. RP commented that the training on the curriculum had been very good and demonstrated that the curriculum needed to have meaning for the children. 	RP
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>Governor Monitoring Update on monitoring by IEB in preparation for Ofsted and SIAMS inspections</p> <p>KS had attended the Ofsted briefing with the staff. KS had asked about the role of the IEB during an Ofsted inspection.</p> <p>There will be whole staff training for SIAMS in January.</p>	

<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>DfE Agenda for schools to consider Academy status</p> <p>11.1 Presentation Notes 30.09.22 from LA partnership V Groom & Diocese Director Education P Dunning The notes from the meeting had been uploaded to Governor Hub. Members now need to reflect on the next steps and decisions to be taken. The presentation had been informative and the options and possibilities clearly stated. It had been useful to know what other local schools were planning. Planned Admission Number – there is 10 years of forward planning. The first 5 years reflect the actual birth rate, the second 5 years is based on trends. The schools are small and there is no growing trend. RP added that as safeguarding and attendance are being challenged more, parents are choosing to leave the schools, reducing numbers.</p> <p>11.2 Process for academy status MHH advised that the IEB makes the decision what to do and then the consultation goes out.</p> <p>11.3 Consideration for The Saints Federation and consultation KS outlined the options: i) Do nothing; this is not an option ii) Federate with other federations. Geographically not many options. iii) Join a MAT. As church schools the only option is to join St Benet’s; there are other schools in this Trust in the area. DfE landscape is for small schools to join a larger federation/trust. Members pointed out that if a school was closed, it did not automatically follow that parents would choose one of the other schools in the federation, as others might be closer. The benefit of St Benet’s is that it supports small schools. Financially it would not be viable to go on their own. The key thing is to communicate that being part of something bigger would bring security. St Benet’s also has a north hub and a south hub in the county. CA said that the DfE and Local Authority’s preference was for collaborations of an optimum number of 1500 pupil. <u>Members voted and approved the resolution that: In the long-term interest of the schools in The Saints Federation, to consult on joining a Multi Academy Trust.</u> It was agreed to go back to Victoria Groom to support the process. The remainder of this term would be in preparing for the process with the aim of consulting in the Spring Term for a September start in the new MAT. It was noted that a Trust does not normally have representatives of an IEB. Action: KS to contact Victoria Groom. KS also to ask VG when to contact the lead at St Benet’s Trust.</p>	<p>KS</p>
<p>12.</p> <p>12.1</p>	<p>Policies</p> <p>Review, Agree and approve The Saints Federation Policies on website</p>	

12.1	Feedback Policy – approved.	
12.2	Charging and Remissions – approved.	
13.	Any Other Business None presented.	
14.	Next meeting - 9th November 2022 at 9.30 to be held at St Andrews in person or virtually via Teams	

There being no other business, the meeting ended at 11:15

Signed: *Kay Swann*

Date: 21/10/22