

The Saints Federation
Minutes of the Meeting of Interim Executive Board
held at 9.30am on 09.11.2022
St Andrews Primary School or Virtual as required

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: Johanne Bolver, Governance Professional Mark Macullum, School Business Manager (for items 2 and 3)</p>	
1.	Opening formalities	
1.1	KS welcomed all to the meeting.	
1.2	CA opened the meeting with a prayer.	
1.3	Apologies for absence – none received.	
1.4	Declaration of Pecuniary and Personal Interests – none declared	
2.	Health & Safety reports & site monitoring - updates with MMc	
2.1	<p>St Andrews (StA)</p> <p>a) Sheds and playground equipment. Padlock installed. Action MMc to check bracket.</p> <p>b) Contract and management. Sharp end on fence - MMc is awaiting quote. MMc reported the fencing by the Mess is wide enough for children to fit through and is an urgent matter. MMc has applied for funding through the Diocese. Temporary fencing has been installed and CCTV covers this area.</p> <p>c) Fire Safety risk assessment actions have been updated and reviewed.</p> <p>d) Forest Schools. Padlock has now been installed.</p> <p>e) Greenhouse has been removed.</p> <p>f) Fencing on neighbouring house is included in awaiting quotes.</p> <p>g) Asbestos. Sample patch on main entrance onto street. Ongoing.</p> <p>h) Asbestos training. MMc is booked on a course taking place next week.</p> <p>i) Risk assessments. MMc confirmed these have been updated. Action: RP will put on Governorhub.</p>	<p>MMc</p> <p>RP</p>
2.2	<p>Hapton</p> <p>a) Gas regulator valve is ongoing. Action: MMc to follow up.</p> <p>b) Housekeeping. Netball post against wall is rusty and needs to be removed. Action: MMc to follow up.</p>	<p>MMc</p> <p>MMc</p>

	<p>c) Security/playground equipment. Area under climbing wall needs Autumn cleaning and is not safe. Action: MMc to follow up with Justin. RP pointed out the space behind the car parking area is a compost area.</p> <p>d) Storage of items. Electrical equipment to be collected. MMc reported JC Comtech are working with us and need to report serial numbers etc which is work in progress. School hall items, cupboards locked and children to be supervised at all times. Action: MMc to check cupboards and to see if they are at risk of toppling.</p> <p>e) MMc confirmed risk assessments are complete.</p> <p>f) Staff trained in tree inspections. Previous caretaker was trained up. Action: RP will enquire if staff members would like to be trained and complete reports as required. CA recommended bringing a tree surgeon in once a year to walk around the premises to provide an extra layer of security/confidence. Tree inspection takes place every 3 years.</p> <p>2.3 All Saints (AS)</p> <p>a) Housekeeping. Netball post has been disposed of.</p> <p>b) The mobile classroom contains a lot of equipment which is no longer required. Is the mobile being used? Challenge. It is for breakout sessions and it is currently being discussed for use as a music room or quiet room. Clearing is in process.</p> <p>c) Chemicals under sink have been removed.</p> <p>d) Changing room. Poles removed and door is now locked.</p> <p>e) Allotment. Person involved is no longer at the school. Pond - longer term decision required.</p> <p>f) Plastic store has been emptied and put into greenhouse. Action: MMc to check if plastic store has been removed.</p> <p>g) KS1 soft corner. Plastic sockets removed, cables re-routed and lamp removed. No more trailing cables left.</p> <p>h) Fire exit. Action: MMc to ensure these are all clear.</p> <p>i) Server unit next to the boiler in the cupboard. Action: MMc to share report with MHH.</p> <p>j) Fluorescent lighting has missing covers. Action: MMc to measure up and organise replacements. Do we replace with LEDs? Challenge. Yes, the quotes are to be provided for this. Action: CA suggested that MMc speaks to Sam Whitton, Diocese Eco projects.</p> <p>k) Forest School (pond area) in use.</p> <p>l) Fencing outside reception area is in progress.</p> <p>m) Risk assessments updated.</p> <p>n) Action: MMc to enquire with local schools to see if they would be interested in having our surplus chairs at no charge.</p> <p>o) MHH asked MMc if there was anything he needs to help him with the above actions and MMc informed the IEB that he has a staff member assisting him.</p> <p>p) KS suggested having a family day for helping out in the allotment. This is already in place through the Thrive team doing clubs for children.</p>	<p>MMc</p> <p>MMc</p> <p>RP</p> <p>MMc</p> <p>MMc MMc/MHH</p> <p>MMc</p> <p>MMc</p> <p>MMc</p>
<p>3.</p> <p>3.1</p> <p>3.2</p>	<p>Finance</p> <p>Budget review will be discussed at the next meeting</p> <p>Monitoring Finance Team</p> <p>a) Star Accounts. Problems found and this is a desktop exercise.</p> <p>b) Difficulty in checking charges against staffing budgets and incorrect coding. These are now being correctly coded for each school. MMc has never seen a proper breakdown and budgeted plan.</p> <p>c) MMc uses Amazon Marketplace as well as Amazon Business which has caused issues with invoicing.</p> <p>d) There have been postage issues which MMc has discovered although there are no financial implications.</p>	

<p>3.3</p> <p>3.4</p>	<p>e) Outstanding reimbursements – payments in bundles to avoid multiple payment costs. Comments are due to the way the system runs. Going forward MMc is clear about how this works.</p> <p>f) Have looked at how we use PE funding and everything is in place for moving forward for this financial year using the correct coding.</p> <p>Month end September</p> <p>a) Everything was addressed in the budget meeting.</p> <p>b) Office Secretary is to be readvertised. MMc is receiving support from Katie in Finance. We still maintain cover in the office between 9 and 3.</p> <p>Health and Safety</p> <p>a) AS - CCTV has been installed. MMc is putting together a policy for the CCTV. Action: MMc to add to Governorhub for approval.</p> <p>b) Hapton - flooding occurred over the weekend and we have a roofer coming out. It has affected the use of a classroom.</p>	<p>MMc</p>
<p>4.</p> <p>4.1</p>	<p>Agree minutes of meeting 17.10.22 and actions taken</p> <p>Following a minor amendment, the minutes were confirmed as a true and accurate record of the meeting.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.4</p> <p>5.5</p>	<p>IEB Action Plan - To review the Action Plan for School Improvement</p> <p>Curriculum development. IEB members agreed it would be useful to have subject leaders to present the action plan at an IEB meeting. Action: RP will arrange this for the next IEB meeting on 29.11.22. Subjects will be English, Phonics and Maths.</p> <p>Last week's staff meeting was virtual and subject leader plans were presented. Everyone is clear where they are going. Majority of focus this term is Curriculum Leadership. Progression grids are being completed and we are ensuring everything is consistent and cohesive. Work in progress.</p> <p>What is happening with Geography, Art and RSE? Challenge. RP confirmed these were added today.</p> <p>Attendance update. RP has been adding these to staff briefings and has chased up getting newsletters on websites.</p> <p>Are there any attendance issues? Challenge. There are a large number of children who will receive letters, RP is in dialogue with an Attendance Team advisor and parental meetings have taken place as part of parent consultations. We are now putting focus on attendance at these meetings and this is a direct response to the questionnaires. A crib sheet has been sent to parents and these are discussed informally with the teacher at the meeting.</p> <p>How many families have you visited at home? Challenge. 2 x families at AS. This is recorded in the child's attendance record.</p>	<p>RP</p>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Communication - Letters to/from Parents / responses/ parent meetings</p> <p>What is the reason, is it historic? Challenge. Yes, RP feels it is. Parents/carers do not seem to understand the role of the senior teacher as the operational lead on site. Can we communicate this to the parent community? Challenge. Yes, we need to make it clear in the consultation.</p> <p>RP is trying to split her time between schools by spending an afternoon and the following morning at each school.</p> <p>Parents are now chasing up issues and asking questions whilst RP is on the school gate as they now feel they can approach RP.</p>	

<p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>A number of parents at AS have complained regarding staff absence for 8 days. The Complaints Policy and Unreasonable Behaviour Policy have been consulted. As part of the parental consultations, other parents have described it as a toxic atmosphere outside the school gate. This will go in the hand of NP Law if it continues due to the nature of the communication.</p> <p>Do you think there are any areas where you think the parent is correct? Challenge. RP feels they are correct in some areas and has addressed these.</p> <p>Questionnaires/surveys results. Mostly positive responses were received.</p> <p>MR left the meeting at 1045. MR is meeting with ES re Pupil Premium next week and will talk to subject leaders regarding other subjects.</p>	
<p>7.</p> <p>7.1</p>	<p>Improvement Board review</p> <p>Focus for monitoring visits 2022 Autumn Term</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p> <p>8.9</p>	<p>Interim Executive Headteacher's Report - Verbal report regarding key priorities, including survey results, curriculum planning-intent, implementation, impact, performance management of staff, professional development and School Improvement Plan for 2022-2023.</p> <p>We recruited a TA and HLTA at StA. Immediate start once references and checks are in.</p> <p>TA performance management is underway.</p> <p>Parent questionnaires discussed above.</p> <p>All staff are booked in for moderation meetings for assessment.</p> <p>The Mess – Sam Whitton is back on board and is realigned to start this academic year.</p> <p>Trips – SLT have organised Federation based trips and extra-curricular activities, Puppet Theatre before Christmas, Norwich Cathedral after Christmas, Pentecostal at Easter, Sports Days, Forest Schools and a trip in the summer term.</p> <p>Residential trip for years 5/6 took place last week of term which went very well. Thanks were passed to ES who stepped in and went on the trip last minute. No feedback has been received from parents.</p> <p>The IEB thanked RP for all her hard work and support.</p> <p>Staffing update - Confidential</p>	
<p>9.</p> <p>9.1</p>	<p>Safeguarding</p> <p>Training & reporting concerns</p> <p>a) Gavin is the EHAP coordinator and first meeting has been held. We have support from the Early Help team.</p> <p>b) Application for social worker school project submitted.</p> <p>c) CPOMS incident reporting is discussed in staff briefings.</p> <p>d) 1 x LAC review meeting, 1 x PEP meeting and 1 x social worker meeting have taken place.</p>	
<p>10.</p>	<p>IEB Designated Responsibility updates on</p> <p>a) Special Educational Needs and Disability (SEND). Action plan. MHH/ES to meet at end of term.</p> <p>b) Looked After Children (LAC or CLA)</p>	<p>MHH</p>

	c) Pupil Premium & Sports Premium. HB queried the review dates. Challenge. Action: MR to check. d) Website Compliance- focus on Vision, Curriculum.	MR
11.	Headteacher Recruitment	
11.1	Planning for Executive Headteacher recruitment. RP is contracted until end August and we are looking for a September 2023 start.	
11.2	Timeline for recruitment process has been circulated. Selection process to take place in March. Consultation to go out in January – possible to say the Trust will be involved in the interview process. It was agreed we will use HR with the recruitment pack. Action: KS, CA and RP to look at existing pack before liaising with HR and get ready for January.	KS. CA, RP
12.	DfE Agenda for schools to consider Academy status	
12.1	Advice LA partnership (V Groom). Action: KS to send minutes of previous minutes.	KS
12.2	Consideration of academy status – (R Cranmer).	
12.3	Consultation process to take place in January tbc. Action: KS to check with VG.	KS
12.4	Finalise documents by end November. We need to apply to DfE.	
12.5	Headteacher interview provisional dates 22/23 March provisional. Action: KS will feedback to Paul Dunning.	KS
12.6	IEB Meeting including Consultation Review - 31 March. Action: MHH to arrange.	MHH
12.7	DfE form to be completed straight after the IEB meeting on 29/11.	
12.8	Need to think about a temporary governing board moving forward.	
13.	Policies - Review, Agree and approve The Saints Federation Policies on website	KS
13.1	Risk assessments to be signed off. Action: KS to sign.	
13.2	RE and Collective worship policy. Action CA to complete.	CA
14.	Any Other Business	
	Next meeting: 29th November at 9.30 followed by completing the DfE form.	