

**The Saints Federation**  
**Meeting of Interim Executive Board at 9.30am on 04.03.2024**  
**At St Andrews Primary School or Virtual as required**  
**MINUTES**

*Federation Vision*

*God values everyone within our community. The values of respect, kindness and encouragement are at the heart of all we do; seeking to help others to know the radiance of goodness and light; and aiming to unlock everyone's potential so that they can shine as lights in our wonderful world.*

	<p><b>Present:</b>            Kay Swann (KS) – Chair            Michael Roughsedge (MR) – Senior Adviser, Intervention            Micky Harcourt-Heath (MHH) – IEB Member            Rhiannon Price (RP) – Interim Executive Headteacher            Esme Sexton (ES) – Executive Headteacher for September</p> <p><b>In attendance:</b>            Johanne Bolver – Governance Professional            Helen Bell – New governor as observer</p>	<b>Action</b>
<p><b>1.</b>  <b>1.1</b>  <b>1.2</b>  <b>1.3</b>  <b>1.4</b></p>	<p><b>Opening formalities</b>            Welcome – KS welcomed Helen Bell, new governor (parent) to the meeting.            Opening Prayer – CA            Receive Apologies for Absence - None            Declaration of Pecuniary and Personal Interests – None</p>	
<p><b>2.</b>  <b>2.1</b>  <b>2.2</b>  <b>2.3</b>  <b>2.4</b>  <b>2.5</b></p>	<p><b>Subject Leader's report to IEB – Maths – Harry Woolacott (HW)</b></p> <p>The IEB welcomed HW to the meeting and asked for an update on how the monitoring of maths is going and an update on the impact of the planning in place for mixed age classes.</p> <p>MR had met with HW re maths and provided him with feedback. The main headline for the IEB was the book-looks and issues around the Fidelity scheme. HW to feedback and get oversight to make decisions.</p> <p>A lot of work has been done since MR met to discuss Fidelity. A staff meeting was held to address the scheme as a whole and the impact has been a reduction in the use of other maths resources. We have been focusing on White Rose. We are encouraging staff to adapt and use other quality assured resources if they are not available on White Rose.</p> <p>Planning – we have used White Rose with the mixed age classes and have aligned it with a bespoke fit to match with each class. All pupils are doing a similar objective at their own level.</p> <p><b>Are teachers happy to do this? Challenge.</b> Yes, they are and there are areas we need to look at. Our next step is to address the subject knowledge for some staff. We can support staff through our Maths Hub sessions. We have bought into the VNET TA programme and one of our TA's is supporting pupils with maths in school.</p>	

<p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p>	<p>We are looking at the learning environment in maths, working walls and pushing stem sentences, vocab and how other children are using this in the classroom. To enhance this environment, we have ordered some further resources and are looking at buying into Sumdog. We have a learning walk with the Maths Hub this week.</p> <p><b>How is monitoring of the teaching going? Challenge.</b> Conversations have been held with staff members. Book-looks have taken place and Pupil Voice shows that pupils are enjoying maths and some need more challenge.</p> <p><b>What is the children’s maths literacy like, are they retaining this knowledge? Challenge.</b> They are good at retaining the vocab, assessments are coming up this week. Gap analysis is in place and interventions as required.</p> <p>The IEB thanked HW for his report.</p>	
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p>	<p><b>Agree minutes of meeting 22.01.24 and actions taken</b></p> <p>4.3a) KS invited Penny Shepherd to this meeting although she was unable to attend. Jenny to attend the next meeting on 1 May.</p> <p>4.4 No interest received from St Benets for new governors. IEB to continue looking for new governance. Ongoing.</p> <p>5.21 Governor Action Plan is on the school website.</p> <p>8. <b>Action: ES to get together with Finance to review Pupil Premium.</b></p> <p>Monitoring – KS has completed a SCR check which was checked by Ofsted.</p> <p>Interview for full time position planned for 6 February did not happen. Advert is out for Deputy Headteacher for September.</p> <p>The minutes of the above meeting were agreed as a true and accurate record.</p>	<p>ES</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p><b>Interim Executive Headteacher’s Report - Verbal report regarding key priorities, Staffing, DHT Recruitment, Teacher recruitment, Classes, Pupil Numbers, Lesson Observations, SEND provision.</b></p> <p>KS thanked RP for her report and all previous reports. The next report will be provided by ES and will be moving back to written reports.</p> <p>There are a few staffing issues as we continue to cope with a lot of staff sickness. We were not able to find supply teachers last Friday when 2 staff members were off which impacted staff. We have adverts out for a fixed-term teacher after Easter, a permanent teacher in September and Deputy Headteacher.</p> <p>New admin role. Staff member resigned last half term. We have cover in the office in the meantime.</p> <p>Lesson observations have taken place by RP for non ECT’s and positive feedback given. Next observations to take place after Easter. Interim appraisals will take place at the end of term/early next term.</p>	

4.5	Pupil numbers remain the same.	
4.6	<b>SEND</b> - All year 6 pupils with EHCPs have placements confirmed and ES is supporting parents. Transition - The Community and Partnership Team are running transition sessions for year 6 children with anxiety. After Easter applications to be put forward. A new EHCP application is almost complete and ES has started on the next EHCP application for another pupil.	
4.7	<b>What High Schools are involved with the transitions? Challenge.</b> Diss High School, Old Buckenham High School, Hethersett Academy and Long Stratton. We have asked staff to review support plans to ensure children are aware of their targets.	
4.8	Since the last IEB meeting, pupils have had an educational visit to the UEA.	
4.9	<b>Assessments</b> – one round of assessments has been completed and information is available on Governorhub. RP is rolling it through with ES and all staff to ensure it is aligned. More training on Target Tracker is required and how to use this as a planning and assessment tool.	
4.10	<b>Training</b> - We have bought into VNET training for TA's. We are offering the workplace profile to all staff and RP to start putting this into place.	
4.11	<b>How is the transition from RP to ES going? Challenge.</b> ES received her first Ofsted phone call last week. Transition is going well and ES/RP are working alongside each other, learning as going along in what feels like a seamless transition.	
4.12	<b>The IEB asked if there was anything else ES/RP needed to help the process? Challenge.</b> They thanked the IEB and feel they have everything they need.	
4.13	<b>The IEB suggested RP and ES have a look at other Federations as it would be interesting to see how they operate. Challenge.</b> Action: IEB to come back with options.	IEB
4.14	CA made RP and ES aware of an Exec Leaders Network run by Diocese on a termly basis. Action: CA to find out more.	CA
4.15	RP confirmed we have access to the VNET Small Schools Network.	
5.	<b>Academy status / Church School Review</b>	
5.1	<b>Church School Action Points - StA</b> School improvement plan – IEB discussed Christian Distinctiveness/ Support and challenge document for September and this is to be an ongoing agenda item.	
5.2	<b>St Benet's update</b> a) We are still in the loop for academisation and there has not been any progress yet. b) The DfE have finally given us the TSI offer for Hapton – release of funding for schools to support Subject Leadership and will focus on KS1. c) There were some difficulties in registering the ECT's with the DfE and RP has chased. We registered a new ECT in September and are still waiting for the DfE to approve the application/waiting for training to take place. This has also been a problem with another school. RP confirmed this will not affect the delay in CPD.	

5.3	<p><b>Governance</b></p> <p>a) The IEB continues to approach other people to join the Governing Board for September. KS received an email from Paul Dunning who had been approached by the Secretary of the South Lopham Estates Charity (Keely Chapman) regarding her interest in becoming a Trustee Foundation governor. CA suggested we invite her to the meeting in May. <b>Action: KS to invite to meeting to shadow.</b></p> <p>b) The IEB agreed that any new governors need to be a new representative.</p> <p>c) New governor – Helen Bell has attended this meeting as observer.</p> <p>d) The SIAMs report is on the website with a holding statement re academisation and that we are looking for a Governing Board in the interim from September.</p>	KS
6. 6.1	<p><b>Ofsted Review - Action Points</b></p> <p><b>Curriculum Development</b></p> <p><b>How are teachers resourced and how is teaching going in all schools? Challenge.</b></p> <p>MR feels his visits to school would suggest it is an improved picture, although there is work to do. MR was pleased with the maths visit, there is still work to do but it is being addressed. There is work to be done in wider curriculum areas. A positive meeting was held regarding ECT support. Formal CPD and inhouse CPD is taking place with support from ES and MR is satisfied ECT's are supported well. MR is pleased with how the IEB is working and where it has identified areas that needs to be improved further. Feedback from Ofsted was they needed more evidence of monitoring from Curriculum leaders and this is where it needs to be more robust. MR is happy work with them.</p>	
6.2	<p><b>Teaching &amp; Learning Monitoring - Feedback from Ofsted update - CONFIDENTIAL</b></p>	
7. 7.1	<p><b>Thematic Audit</b></p> <p><b>Payroll at Schools - MI sheet 173/2</b></p> <p>Governors discussed the recommendations reflected by MHH and RP. MHH is reassured all systems are in place.</p>	
8. 8.1  8.2  8.3	<p><b>Finance</b></p> <p><b>Budget Revision 3 &amp; finance updates</b></p> <p>This was agreed by email - note attached on Governorhub. Once the Budget Setting meeting has taken place, MHH will email the relevant documents to KS ahead of the Finance meeting.</p> <p><b>Contracts update</b></p> <p>a) Service Level Agreement - lots of quotes coming in.</p> <p>b) RP proposed the biggest change is to the sickness insurance – Day 1 cover. RP suggested we go for similar with support staff – Day 1, keeping in the phased return. RP believes this is value for money. Cost would be an additional £6k. IEB agreed this would be value added as ES would benefit greatly, reducing any anxiety. There is money available in the budget. The IEB agreed.</p> <p>c) <b>Why is HRA so much less? Challenge.</b> We have a reducing roll; it is based on pupil numbers.</p> <p>d) Cost of school meals is increasing from £2.30 to £2.58 from 1 April. Governors discussed whether to charge £2.58 or £2.60. The IEB agreed the cost of school meals to be £2.60.</p> <p><b>New website by Creative Corner</b></p> <p>We have experienced a few problems with the handover from the administration side. RP has followed this up and has requested it is resolved ASAP. The website is much more user friendly and once it is up and running, RP will inform parents/carers.</p>	

<p><b>9.</b> <b>9.1</b></p>	<p><b>Safeguarding - Updates on training and issues</b> RP has training booked for Friday.</p> <p>Attendance - AS 97.5%, HAP 95.8% and StA 96.39% – all above national. <b>Is persistent absence of any concern? Challenge.</b> Only with 2 children and this has been dealt with.</p>	
<p><b>10.</b> <b>10.1</b></p>	<p><b>Policies - Review, Agree and approve The Saints Federation Policies on website.</b> All approved and to be uploaded to new website.</p>	
<p><b>11.</b> <b>11.1</b>          <b>11.2</b> <b>11.3</b></p>	<p><b>Any Other Business Of sufficient urgency and importance</b> The IEB has been in place for 2 years. We need to clarify a new format for September. MHH confirmed that when the academisation process has taken place, automatically the governance is handed over. It was agreed the IEB will turn into a standard Governing Board and we need to be clear that IEB steps away. MHH will stay in place as a handover governor. The IEB will review the Instrument of Government.</p> <p><b>Action: Clerk to upload on Governorhub for next meeting.</b></p> <p><b>Action: KS to contact Hannah Monk, who deals with all VA appointments.</b></p>	<p><b>Clerk</b> <b>KS</b></p>
<p><b>12.</b></p>	<p><b>Closing Formalities - Date, time, venue of next meeting</b></p> <ul style="list-style-type: none"> <li>• 9.00am 27/03/24 Finance &amp; DHT Shortlisting (no clerk required)</li> <li>• 18/04/24 DHT Interview</li> <li>• 1.00pm 06/06/24 IEB Teams or SA</li> </ul>	

Signed:.....KSwann.....Date:...1/5/24