

The Saints Federation
Minutes of the Meeting of the Interim Executive Board
held at 1.00pm on 06.06.2024
At St. Andrew's Primary School or Virtual as required

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>Present: Kay Swann (KS) – Chair Michael Roughsedge (MR) – Senior Adviser, Intervention Micky Harcourt-Heath (MHH) – IEB Member Rhiannon Price (RP) – Interim Executive Headteacher Chris Allen (CA) – IEB Member, Diocese Esme Sexton (ES) – Executive Headteacher for September</p> <p>In attendance: Johanne Bolver – Governance Professional Helen Bell – New shadow governor</p>	ACTION
<p>1. 1.1 1.2 1.3 1.4</p>	<p>Opening formalities Welcome – KS Opening Prayer – KS in CA's absence Receive Apologies for Absence – Penny Sheppard (PS) and CA to arrive late. Declaration of Pecuniary and Personal Interests - None</p>	
<p>2. 2.1 2.2 2.3 2.4 2.5</p>	<p>Agree minutes of meeting 01.05.24 and actions taken The minutes of the above meeting were agreed as a true and accurate record of the meeting and were signed by the Chair.</p> <p>Actions – all complete apart from the following: 2.3 ES will be attending the Exec Leaders network meeting next week.</p> <p>2.5 ES to speak to PE lead re swimming block booking. There is no swimming this half term for pupils at StA due the pool they use being repaired. <i>Action: ES is continuing to chase the PE lead.</i></p> <p>ES has spoken to the new Deputy Head and they have been booked to come into school on 15 and 16 July. CA has booked some dates for September to come in and meet.</p>	ES
<p>3. 3.1</p>	<p>Interim Executive Headteacher's Report - EHT report (ES) regarding key priorities, Staffing, DHT Induction, Teacher recruitment, Classes, Pupil Numbers, Lesson Observations, SEND provision & Safeguarding</p> <p>Pupil numbers a) A discussion took place about a leaver and starter at one site. b) A discussion took place around a pupil transfer. c) A discussion took place around an in-year transfer at one site.</p>	ES

<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>3.8</p> <p>3.9</p>	<p>d) Early years – 5 at one site. Potential joiner to look round for start in year 1.</p> <p>Staffing</p> <p>a) Some absence is ongoing. We have regular cover for KS1 and supply for KS2.</p> <p>b) Two members of staff will be leaving at the end of the summer, one due to retirement. Is there an advert out for replacements? Challenge. We have looked at staffing in place and have arranged interviews. Our cover teachers will stay with us in September to provide continuity and they are well liked by parents, pupils and staff. Are you replacing the person who is retiring? Challenge. We have a plan in place.</p> <p>Lesson observations</p> <p>ES has completed 1 this week and has another planned. ECT observations are continuing once a week this half term.</p> <p>SEND</p> <p>a) EHCP application - a request for additional information has been received and this has been sent.</p> <p>b) A pupil has secured a place at special provision and has a transition in place. The parents are thrilled.</p> <p>RP will be out of school from next week for 2 days a week (Mon and Tues) and all cover has been arranged.</p> <p>Wrap Around Care</p> <p>ES has spoken to Emily Holt, LA. A questionnaire has been sent out and has been completed although responses were low. Most people wanted Wrap Around Care until 5pm. ES to meet with the regional Wrap Around Care person. Various options are available. ES will look at clubs for September.</p> <p>Canopies at AS are complete and will be installed at StA on 10 June. CCTV installation at Hapton is complete.</p> <p>Mess roof</p> <p>Sam Whitton has been contacted and a discussion took place around cost. This can commence in autumn term. Governors agreed. A discussion took place around funding the project. Challenge. Action: finance check.</p> <p>Rats</p> <p>On Monday kitchen staff had flagged up that some gnawing had taken place in the mess. Rentokill were called in and rat droppings were subsequently found. Live poison was put down inside the building and the area has been quarantined. All external traps are free from poison. All the greenery surrounding the entry points has been trimmed and debris to be cleared. Contact was made with The LA Health and Safety Team, Environmental Health and Public Health England, all actions were appropriate. A press release was sent to parents. Lunches are being served in the main hall during this time. How are the children, have you told the children not to approach the rats if they see them? Challenge. A discussion took place around an appropriate response with</p>	<p>ES/RP</p> <p>ES</p> <p>ES</p> <p>ES</p> <p>ES</p> <p>ES</p> <p>ES/RP</p> <p>ES/RP</p>
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<p>3.10</p>	<p>the children to ensure safety. What was reaction from parents? Challenge. We did not hear anything back. We have requested that Rentokill put traps down and monitor the area monthly. Will a deep clean take place afterwards? Challenge. Yes, once we have had all clear from Rentokill.</p> <p>Data</p> <p>a) At one site Year 1 is low for phonics – why is this? Challenge. Discussion took place around the numbers and pupils disappled. SEND across the Federation is above national average.</p> <p>b) Maths prediction data – KS queried Year 6 prediction data. Challenge. Action: ES will check.</p> <p>c) Progress for some pupils looks low? Challenge. ES is aware of the reasons for this and confirmed interventions are taking place.</p> <p>d) Overall, the data is looking good. SATs results are due on 9 July and we will look at these at the next meeting. Action: KS to add to agenda.</p>	<p>ES</p> <p>KS</p>
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Leadership Update - verbal</p> <p>Subject leadership 2024/25</p> <p>a) Plan for next year – new action plans prepared. Once staffing is in place, we can decide the subject leader structure going forward.</p> <p>b) MR's overview on subject leadership – MR will pick up in September when we have new faces.</p> <p>Church School Action Points RE/CW training</p> <p>a) CA booked in for September to meet Deputy Head and to spend some time working with the new RE subject leaders.</p> <p>b) ES has completed the SACRE RE survey and there are 4 free courses available. Action: ES to get booked in.</p>	<p>ES</p>
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Governance update</p> <p>St Benet's update</p> <p>a) No further update.</p> <p>b) Religious Dance opportunity has been offered to us (story telling by dance).</p> <p>IEB/ Governors 2024/25</p> <p>a) South Lopham Estates Charity – discussions around a potential governor.</p> <p>b) Winfarthing Parish Council received KS's letter. Governors discussed next steps around communications with the parish council.</p> <p>c) Further governance for September - will parents receive a letter in September re inviting them to become governors? Challenge. RP explained the parent governor election process. MHH explained that when we are ready to convert, we will then need to review the constitution.</p>	
<p>6.</p> <p>6.1</p>	<p>Ofsted Review - Action Points</p> <p>Action Points – new SIDP planning.</p> <p>a) KS pointed out the latest SIDP is not on the website under the Governors tab. RP explained it is the same one.</p>	<p>RP</p>

	b) We are waiting for the SAT's results and for the transition with the Deputy Headteacher.	RP/ES
	c) Writing will continue to remain a focus.	ES
	d) In September we will be inducting a lot of new staff.	ES
6.2	Curriculum Development	
	a) Ongoing.	ES
	b) 'No More Marking' resource – RP has secured a deal, allowing us to moderate nationally with other schools in the programme.	ES
6.3	Teaching & Learning Monitoring	
	Action: MR to complete monitoring report.	MR
7.	Thematic Audit	
7.1	None.	
8.	Finance	
8.1	Capital funding cannot be used on school projects cannot be use for the 10% contribution.	
8.2	Lloyds account waiting on signatories.	
8.3	Nursery invoice was received at school. This is being followed up with previous nursery staff.	
8.4	FOSTA – School have been told there will be a change of committee in September once pupils leave. Some members of FOSTA do not have pupils attending.	
8.5	HB to complete Governor Induction training. KS confirmed we are subscribed to the full training package. MHH advised HB to use Modern Governor for training and HB to shadow MR on a monitoring visit. Action: MR to share some dates with HB.	MR
8.6	Budget setting took place and all on track.	
9.	Safeguarding	
9.1	Included in HT Report Training – Sophie and Hazel to be trained before next year. Action: ES to book.	ES
9.2	Action: KS to complete update safeguarding training for autumn term.	KS
10.	Policies	
10.1	CCTV Policy – Agreed.	
11.	Any Other Business - Of sufficient urgency and importance- Additional IEB	
11.1	Members Discussion around the possibility of an on-site camping experience for leavers. Action: ES to confirm arrangements.	
11.2	The Good Ofsted banner is on the gate at AS. Action: ES to put a photo on website. RP has spoken to The Diss Mercury regarding the news article which was published.	ES
11.3	HB asked how are parents being made aware of her role on the Governing Board? Challenge. Action: KS to put this information in the end of year governor update. Action: HB and PS to complete their governor profiles and send to KS.	ES KS HB / PS
12.	Date of next meeting: 1.30pm 09/07/24 Teams or on site	

Signed:.....

Date:.....