

**The Saints Federation**  
**Meeting of Interim Executive Board at 9.30am on 01.05.2024**  
**At All Saints, Winfarthing 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.*

	<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 Helen Bell (HB) – Co-opted governor  <b>In attendance:</b> Johanne Bolver – Governance Professional Penny Shepherd (PS) – New governor as observer	<b>Action</b>
<b>1.</b>	<b>Opening formalities</b>	
<b>1.1</b>	Welcome – KS welcomed Penny Shepherd to the meeting and governors made introductions. <b>Action: Clerk to add PS to Governorhub.</b>	<b>Clerk</b>
<b>1.2</b>	Opening Prayer – CA	
<b>1.3</b>	Receive Apologies for Absence – none.	
<b>1.4</b>	Declaration of Pecuniary and Personal Interests – none.	
<b>2.</b>	<b>Agree minutes of meeting 04.03.24 and actions taken</b>	
<b>2.1</b>	The minutes were agreed as a true and accurate record.	
<b>2.3</b>	Point 4.14. Exec Leaders Network led by the LA and the Diocese take part. CA has made enquiries and has been informed there are new sessions being planned for next year. We have been advised to wait until then for Esme to enrol. <b>Action: ES to contact Gavin Cowley who leads this network or Paul Dunning.</b>	<b>ES</b>
<b>2.4</b>	Point 5.3 KS has written letters to the Parish Councils. There have not yet been expressions of interest for governance. <b>Action: KS has received a further letter to follow up.</b> We will continue to keep them informed in what is going on with the school.	<b>KS</b>
<b>2.5</b>	Point 11.2 <b>Action: Clerk to upload the Instrument of Government onto Governorhub.</b>	<b>Clerk</b>
<b>2.6</b>	<b>Minutes from Finance meeting on 27.3.24</b> The minutes had been circulated on Governorhub. The minutes were agreed as a true and accurate record.	

3.	<b>Interim Executive Headteacher's Report - (ES) regarding key priorities, Staffing, DHT Recruitment, Teacher recruitment, Classes, Pupil Numbers, Lesson Observations, SEND provision &amp; Safeguarding</b>	
3.1	ES had circulated her report on Governorhub prior to the meeting which governors had read.	
3.2	<b>The record of bullying at AS, where the incidents were investigated and found to be mainly friendship related incidents. Have these incidents been resolved? Challenge.</b> Yes, these were friendship issues and not bullying. There have been no issues. Ofsted inspectors have spoken to the pupils.	
3.3	Swimming – provision and PE. KS2 children swim once a week and ability is low across the group. <b>Action: ES will speak with the PE lead regarding Y6 competence and making a block booking for after half term.</b>	ES
3.4	Pupil placement being explored with LA.	
3.5	Subject leaders – improvement in taking account of subjects. One of our key priorities is securing Computing and Science handovers. RP made governors aware that all applicants last week were experienced teachers in all areas.	
3.6	We have bought into Accelerated Reading. Staff had their first training session this week and those staff members who missed the training will have had a video link shared. We will look at how we upload scanning the books onto the computer with a group of books to be uploaded at a time. This is a gradual process and the TAs are helping. RP made new governors aware that one of our Ofsted actions was to develop a love of reading across the Federation.	
3.7	Early Years outside area – Canopies have been measured up for StA. Dates have been planned and ES is checking people will be onsite when fitted.	
3.8	First Aid at work for staff – <b>Action: ES to follow up.</b> The Paediatric part has been completed.	ES
3.9	Workplace coaching has started with 3 people taking this up already. The coaching is good for wellbeing and is a good investment.	
3.10	<b>Action: ES to speak to newly appointed Deputy Head re coming in for a transition in July for a few days.</b> Governors agreed for them to be paid for this transition work. CA agreed to come in and discuss SIAMS etc with them. <b>Action: ES to inform CA of the dates.</b>	ES
3.11	The budget is healthy and we have sustained a Green RAG rating for the next 3 years, showing sufficient funding for all schools. It was agreed at the Finance meeting that we can afford an additional teacher to run interventions or this could be a teacher to release the Deputy Head to focus on teaching and learning and to develop good practice in the classroom. We are still waiting on one colleague who was interviewed and we will be informed by the end of the week. They have requested doing this on a 0.8 fixed role. Deputy covering PPA.	

3.12	<p><b>Were any of the school leavers at StA part of the bullying incidents?</b> <b>Challenge.</b> No.</p>	ES
3.13	<p><b>Do you think the Year 6 outcomes are likely to improve from last year?</b> <b>Challenge.</b> RP made new governors aware of last year's results and that Writing was an issue across the Federation.</p> <p><b>SIDP - Will writing figure heavily in the SIDP next year?</b> <b>Challenge.</b> Yes, it will with spelling and handwriting.</p>	
3.14	<p><b>Is there any moderation on writing from the LA this year?</b> <b>Challenge.</b> Yes, for Year 6. We were all moderated last year and all staff attended moderation training. There has also been staff moderation within teams across the federation.</p>	
3.15	<p>RP is helping on effective transitions and it is proving helpful to have this session/coaching. Thanks and well done were passed to RP.</p>	
3.16	<p>School trip to London went well and was a great experience for the children. The cost of the trip was funded within the budget and we are waiting for the FOSTA funds to transfer over as it was agreed they will pay for one coach cost.</p>	
3.17	<p><b>What is the number of year 1's in each school?</b> <b>Challenge.</b> StA - 2, Hap - 3, and AS 3. There is only 1 year 2 child across the Federation.</p>	
3.18	<p><b>How is phonics looking?</b> <b>Challenge.</b> It is mixed, we have changed sessions and interventions over the next few years. Mock SATs completed at StA and plans for mocks to take place at the other schools.</p>	
3.19	<p><b>With the cohort we have, are these the children who have been affected by the pandemic and have significant speech and language issues and is this the reason why it is mixed?</b> <b>Challenge.</b> Yes, I believe it is, there are a high number of SEND children, some with complex needs and speech problems.</p>	
3.20	<p>The Community and Families partnership come in and have regular meetings with the speech therapist from the Wensum Hub. We have a lot of additional needs within the year group. There are some issues with the scheme from Wensum Hub and we are trying to work with what we have to make it work with the children, including flash cards and Bug Club. St Benets Academy use Little Wandle. MH mentioned linking with an English lead.</p>	
3.21	<p>RP explained for Phonics there are credited schemes schools can choose from. Each scheme has its own books and resources.</p>	
3.21	<p><b>Is there an after-school club or workshop for parents?</b> <b>Challenge.</b> We have held a workshop before although it wasn't well attended. ES plans on holding another one next term. <b>What about holding a Book Club for after school?</b> <b>Challenge.</b> There would be difficulty in staffing this although ES agreed to look at the possibilities. <b>Action.</b></p>	

3.22	Reading – we used the small surplus at end of last year and bought guided reading books, packs of 6 books with teacher guidebook. These have supported teachers and TA's.	
3.23	H&S – lock down procedure to take place this term. Lockdown is where we do the internal stay inside.	
3.24	<b>Are you going to send a letter to parents informing them of secured funding and to reassure families that the school is financially secure?</b> <b>Challenge.</b> We are waiting for the Ofsted report to be sent and this will go to parents with a letter to reassure them. <b>Action: KS to draft letter.</b>	KS
4.	<b>Academy status / Church School Review</b>	
4.1	Church School Action Points – included in HT report.	
4.2	CA is due to complete some monitoring. <b>Action: CA to contact ES for a half day visit re priorities on the SIDP.</b>	CA
4.3	St Benet's update - no update. Process is in place.	
4.4	MHH explained what happens when the IEB comes to an end and when the LA is responsible for creating the new Governing Board. <b>Action: MHH to upload document in Governorhub folder so we have a formal understanding of what needs to happen.</b>	MHH
4.5	We need to think about staff governor, parent governor and community governor for September. In September we will continue as we are with the plans in place building up to an academy. <b>Action: MHH to send new meeting dates for next year.</b>	MHH
5.	<b>Ofsted Review - Action Points</b>	
5.1	RP had shared the letter from Ofsted on Governorhub. Following a robust inspection, our rating is Good. <b>How are you going to market this to encourage school growth? Challenge.</b> Governors discussed and agreed to put this positive news in the local press and radio and to create posters for doctors' surgeries, libraries etc. ES suggested ordering a banner to go outside the school and all agreed.	
5.2	<b>Teaching &amp; Learning Monitoring</b> MR will continue to complete monitoring visits and hold curriculum meetings. RP and MR have liaised re our new focus and will plan some dates.	
5.3	MHH met with the Maths subject leader in March for some triangulation and MHH has uploaded this report on Governorhub.	
5.4	CCTV at StA – <b>Action: RP to circulate policy to governors. Can parents ask for access to CCTV footage? Challenge.</b> RP explained the procedure and all requests are to go through the DPO.	RP
6.	<b>Thematic Audit</b>	
6.1	None.	
6.2		

	<b>Action: RP to check that the minutes of the last meeting were sent to the Finance Officer re the Payroll themed audit.</b>	<b>RP</b>
<b>7.</b>	<b>Finance</b>	
<b>7.1</b>	Minutes of the Finance meeting held on 27 March were agreed as a true and accurate record.	
<b>7.2</b>	Areas required for painting are outdoors at Hapton and toilets at StA.	
<b>7.3</b>	Mess Project – funding is still available.	
<b>7.4</b>	Path at StA required, some quotes received, more to follow. CCTV has been installed at Hapton and installation of canopies at StA is underway.	
<b>8.</b>	<b>Safeguarding</b>	
<b>8.1</b>	Included in the HT Report.	
<b>8.2</b>	RP is booked on bystander training re sexual harassment in schools for next week.	
<b>9.</b>	<b>Policies</b>	
<b>9.1</b>	CCTV as above.	
<b>9.2</b>	Some policies are still to be transferred to website. Ongoing.	
<b>10.</b>	<b>Any Other Business</b>	
<b>10.1</b>	Additional IEB Members – discussed above.	
<b>10.2</b>	Letter sent to RP's inbox. Dealt with under policy.	<b>KS</b>
<b>11.</b>	<b>Closing Formalities</b>	
<b>11.1</b>	Date, time, venue of next meeting: <b>1pm to 3pm on 06/06/24 on Teams/on site - tbc</b>	
<b>11.2</b>	<b>Action: KS to add new dates to next agenda.</b>	<b>KS</b>

Signed:.....KSwann

Date:...6/6/24