

The Saints Federation
Minutes of the Meeting of the Interim Executive Board
held at 1.30pm on 09.07.2024
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 – joined the meeting at 2pm Micky Harcourt-Heath (MHH) – IEB Member Rhiannon Price (RP) – Interim Executive Headteacher – joined meeting 2.30pm Esme Sexton (ES) – Executive Deputy Headteacher for September Helen Bell (HB) – Shadow Governor Penny Sheppard (PS) – Shadow Governor Apologies: Chris Allen (attending DBE meeting) In attendance: Johanne Bolver – Governance Professional</p>	ACTION
<p>1. 1.1 1.2 1.3 1.4</p>	<p>Opening formalities Welcome – KS Opening Prayer – KS Receive Apologies for Absence – Chris Allen (CA) – IEB Member, Diocese Declaration of Pecuniary and Personal Interests - None</p>	
<p>2. 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8</p>	<p>Agree minutes of meeting 06.06.24 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. Actions – Complete or as discussed below. 2.4 ES to speak to PE lead re swimming block booking. ES has secured a 4-week block at Thetford Leisure Centre, with 2 teachers for the whole of KS2. 3.8 The Mess roof - Capital Funding to be used. This was agreed and will be going ahead in autumn term. 4.2 SACRE RE Survey and free courses. 2 courses have been secured, member of staff to attend and will feed back. 6.3 MR to complete monitoring report. Discussed below. 8.5 Action: MR to look at dates with HB for monitoring for autumn term – c/f ongoing. 9.2 Safeguarding training. Training has been booked for all staff. New Senior Teacher has completed DSL training. Deputy Head Teacher and 1 x member of staff have been booked in for their DSL training/updates for September.</p>	<p>MR / HB</p>

2.9	11.1 ES to confirm staff numbers for camping trip. ES confirmed the camping trip has been postponed to next year due to staff ratio.	
2.10	11.2 Ofsted banner is in place. Action: ES to arrange for a photo of the children and banner to go on front page of the Federation website.	ES
2.11	11.3 Information for end of year/letter. Action: KS to complete a draft this week to send to families next week.	KS
2.12	Governor profiles. Action: PS to send a draft profile to KS for uploading on the website by the end of term.	PS / KS
3.	Verbal report regarding key priorities, Teacher recruitment, Staffing, Classes 2024/25, Y6 SATs attainment, SEND provision Pupil numbers	
3.1	Staffing a) Staffing is in place for September. Staff cover will be managed in-house except for Subject Leadership. PPA cover will also be managed in-house. b) This week we are interviewing TA's who wish to become a Thrive practitioner, 3 have shown an interest. c) The budget allows the possibility of recruiting a Pastoral Worker to work with parents and carers. An internal advert will go out in September.	
3.2	Pupil numbers for September HAP – 15, AS - 22, StA - 17. There are no new reception children at HAP or StA, AS have 5. We have had 4 potential families look at sites recently, 2 at AS, 1 at StA and 1 at HAP.	
3.3	Follow-up to Wrap Around Care consultation a) We have received 7 responses across the Federation to the questionnaires. We can look at this again in autumn term. We are going to review clubs and will ask TA's for any interest in running these. b) ES and MHH discussed Nursery provision for StA and AS. The consultation came back although is not a viable option but will be reviewed again in the autumn term. c) Are there any toddler groups in the area and is this something you could offer onsite to get young families involved? Challenge. A parent at StA started a new Stay and Play group and has asked ES to host this once a week in the Mess, which could introduce people to the site. ES is unsure about AS but is willing to look at this.	
3.4	SATs Results a) ES shared highlights with the IEB. Action: ES to put the results on a spreadsheet to be uploaded to Governorhub. b) Reading was strong. Maths – 1 child at HAP was absent which had an impact. Writing and Maths to continue to be a focus. Phonics results were good. 10 children sat the test, 1 was a Year 2 re-sit, 1 was disapplied. All children passed.	ES

	<p>c) When Wensum Hub come in, we will have a new support person who has knowledge of Bug Club. We are entitled to 4 visits a year and are owed 2 visits totalling 6.</p> <p>d) Times tables –Results were good at one site.</p> <p>e) Results to go in children’s reports.</p> <p>3.5 SEND</p> <p>a) ES provided an overview. We are due to be moderated for our INDES but this has been postponed to the autumn term. There has been a reduction in funding, from £24k down to £9.8k.</p> <p>b) 2 x referrals have been submitted for NDS pathway. Last EHCP application has been submitted and assessment is taking place.</p> <p>c) ES to be SENCO in September as no interest has been received from staff. ES to look how she manages this going forward.</p> <p>d) Are you going to be having some admin support? Challenge. ES explained it is quicker to do the administration herself rather than explaining it to someone else.</p> <p>e) PS shared her concern with ES’s wellbeing/workload and asked if there is someone who could be allocated time to do the paperwork for this role. Support.</p> <p>f) Communication and language are the biggest need. Has enough training been received? Challenge. Yes, when Wensum Hub visit, they provide additional support and we still use Speech and Language intervention tool.</p> <p>g) KS queried the SEN report figures for the report as it looked like we had lost some EHCP’s over the year? Challenge. ES explained that there had been a leaver, but she would check the report.</p> <p>h) Linking SEND to the KS2 results – are you happy with how the SEND children did in terms of progress? Challenge. There was nothing that surprised ES and all results were as expected.</p> <p>i) MHH monitoring on EHCP, SENDCo role and SEND. MHH uploaded her report to Governorhub.</p> <p>j) Autism Awareness training for all staff has been completed.</p> <p>k) One Year 6 pupil has now been allocated a place at the desired school.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Academy status / Church School</p> <p>Church School Action Points</p> <p>SIAMS and Collective Worship is clear for all staff coming in and will be included in the INSET days. SIAMS – reflection on the successful year and how CA’s training was beneficial.</p> <p>St Benet’s update</p> <p>MHH discussed joining St Benets.</p> <p>Action: KS to ask for an update.</p>	<p>KS</p>

5.	Thematic Audit	
5.1	None.	
6.	Finance	
6.1	Budget Revision update	
6.2	SEND funding has more than halved - £24k down to less than £10k. We do have a surplus which provides us with a buffer. The budget is in a healthy place and we need to think about how the surplus can be spent.	
6.3	KS asked if there were any items the Federation would benefit from having. Challenge. ES suggested some new iPads to enable Accelerated Reader to work (AS Year 6) and StA may need some too, 10 iPads in total. MHH suggested for the old iPads to be loaned to children who do not have access to iPads at home or if a child is absent for a long period of time.	
6.4	Monitoring – SCERTS – does this need funding? Challenge. This was related to a particular child who is not with us, but may benefit others in the federation. Action: ES to follow up.	ES
6.5	ES asked for decorating quotes to be signed off to take place in the summer. Quotes received and are on Governorhub. The IEB agreed. Support.	
7.	Federation Review -Action Points	
7.1	Teaching & Learning Monitoring - Action: ES to upload record of visit on Governorhub. a) MR visited HAP to follow up on the Ofsted inspection and picked up a line of enquiry about children being given the same task, PHSE delivery and assessment of the wider curriculum. MR looked in books and the classroom where children were given appropriate work to meet their needs. Different learning objectives were visible in lessons and books. MR spoke about the differentiation in tasks made through the success criteria. PHSE evidence was provided. b) Target tracker was discussed, this is still an area of focus. c) Do Subject Leaders need to look at the books? Challenge. Yes and no, it is more about processes and procedures. Action: ES to pick up in September with the new Subject Leads. d) What can we use for this assessment? Challenge. We have Target Tracker and a specific statement sheet for skills and knowledge which links to the internal Target Tracker system and these will be used for each subject. ES to use INSET time for core staff.	ES
7.2	IEB Action Plan update for end summer term Action: ES to update summer version and monitoring, attendance. To put on website.	ES
7.3	IEB Governance additional members/ website updates/ update letter to parents. a) Action: KS to draft an end of year letter and a thanks to staff who are leaving, new governors.	KS

	<p>b) Discussions took place regarding PS becoming Foundation governor at HAP and will discuss again next term. ES to speak to staff.</p> <p>c) KS asked about other governors? Challenge. ES is aware of a couple of parents who may be interested. Action: ES to put notices/information in the parish newsletter.</p>	<p>ES</p> <p>ES</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>Safeguarding</p> <p>Report has been uploaded to Governorhub.</p> <p>KS had updated her DBS.</p> <p>Are there any concerns how the Safeguarding duties will be fulfilled? Challenge. All training has been completed.</p> <p>MR asked the IEB to be aware of lone working for meetings related to staff member.</p> <p>IEB members discussed if any arrangements are in place regarding working alone and that a Safety Plan or Working Alone policy is to be put in place. It was agreed that a Safety Plan is to be drafted. Action: ES to provide some dates to MR.</p> <p>DSL's are in place.</p> <p>Action: New governors were asked to complete Governance and Safeguarding training on Modern Governor.</p>	<p>ES</p> <p>PS / HB</p>
<p>9.</p> <p>9.1</p>	<p>Policies</p> <p>Review, Agree and approve the Accessibility Policy – Agreed.</p>	
<p>10.</p> <p>10.1</p>	<p>Any Other Business - Of sufficient urgency and importance</p> <p>The IEB thanked RP for her exceptional leadership and bringing the Federation to the good position it is in. We have had an excellent succession plan in place with support/training for ES. The IEB wished RP all the best for the future.</p>	
<p>11.</p>	<p>Closing Formalities Date, time, venue of next meeting - On Teams or SA:</p> <ul style="list-style-type: none"> • Mon 9th Sept 9.30 -11.30 • Thurs 10th Oct 9.30-11.30 • Weds 20th Nov 9.30-11.30 • Tues 17th Dec 9.30-11.30 • Tues 28th Jan 13.00-15.00 	

Signed:.....

Date:.....