

**Federation of Beckwithshaw and Kettlesing Felliscliffe Primary Schools and Ripley Endowed Church of England Voluntary Controlled Primary School**

**Meeting of the Interim Executive Board held on Monday, 22 January 2024 at 5.00 p.m. via Teams**

**MINUTES**

**Present:** Robert Ling (RL) – Chair, Sarah Bassitt (SB), Helen Smith (HS),

**Apologies:** All Present

**In attendance:**

- Amanda Newbold (AN) – Assistant Director, Skills and Education
- Sue Marshall (SM) – Senior Education Advisor
- Victoria Kirkman (VK) – Executive Headteacher
- Charlotte Holstein (CH) – RE Lead
- Susanna Newsholme (SN) – Science Lead
- Karen Taylor (KT) – Finance Manager (NYC)
- Chris Walker (CW) - Clerk

Governing Body functions:

Ensuring the vision, ethos and strategic direction of the school are clearly defined.

Ensuring that the Head Teacher performs her responsibilities for the educational performance of the school.

Ensuring the sound, proper and efficient use of the school’s financial resources.

|                              |  | <b>Actions</b> |
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| <b>PART ‘A’ - PROCEDURAL</b> |  |                |
| <b>1</b>                     | <p><b>Welcome and Introductions</b><br/>RL welcomed everyone to the meeting. RL informed governors that Darren Dudman had formally resigned from the IEB since the last meeting. Governors thanked DD for his support and wished him well for the future.</p> <p><b>Apologies</b><br/>All present.</p> |                |
| <b>2</b>                     | <p><b>Confidentiality</b><br/>Governors agreed to consider confidentiality as the meeting progressed.</p>  |                |
| <b>3</b>                     | <p><b>Declaration of interests</b><br/>There were no declarations of interest.</p>   |                |
| <b>4</b>                     | <p><b>To approve the minutes from the meeting on 11 December 2023.</b><br/>The minutes were approved by the governors as a true record to be signed by the Chair.</p>  |                |
| <b>5</b>                     | <p><b>Matters arising</b><br/>All actions had been completed or had been included on this agenda.</p>  |                |

## PART 'B' – SCHOOL IMPROVEMENT

### 6 **SIAMS and Collective Worship Update**

The Collective Worship Long Term Plan had been shared with governors in advance of the meeting.

#### SIAMS/RE

CH provided a verbal update. Key points raised included:

- Positive feedback had been received from the October inspection and fed into curriculum planning.
- The non-negotiables were being embedded with staff.
- School trips to different places of worship were being arranged for the pupils.
- Work is ongoing to check the accuracy of assessment and to ensure consistency across all three schools.
- CPD to staff was being provided and reviewed for impact.
- A key focus was the delivery of a practical and engaging curriculum for the pupils.

Governor questions

Q: How are you meeting the faith needs of pupils at Ripley?

A: We are focusing on the 3 core values of Community, Compassion and Courage. The details have been set out in our Long Term Plan. We are looking to move from strength to strength.

Q: What evidence are staff using to make their assessments?

A: We are using guidance provided by NYC. There are different criteria for the judgements of working towards, expected or better. Judgements are teacher assessed. We are working closely with the staff to ensure consistency in assessment.

Q: Are you checking that pupil knowledge is being retained?

A: Yes. We assess pupils at the beginning and end of each topic. This provides an opportunity to recap and consolidate knowledge.

VK reported that subject leaders supported moderation with support from other local schools.

Governors thanked CH for her detailed presentation.

#### Science

A detailed report on science had been shared with governors in advance of the meeting. SN highlighted the key points from the report which included:

- Kapow Science Scheme of Work was now being implemented across the Federation.
- Non-negotiables were being followed by staff.
- Science enrichment activities were being planned outside curriculum time.

Governor questions

Q: Does Kapow provide a guide for staff on how to assess?

A: Yes – it gives pointers to teachers for what to look for to achieve each judgement. (Greater Depth etc)

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|   | <p>Q: Is there consistency around resourcing?<br/> A: Providing the resources for Kapow has been a little tricky. We are having to plan ahead but the modules for Kapow come out in stages. We do not yet know the schemes of work for the summer term for example. We will secure the resources for each unit but the current process makes it harder to plan ahead.</p> <p>Q: There is a common theme around the number of pupils achieving GD across the curriculum, in that there are zero at Ripley. Is this cohort related or does it relate to how the staff assess the pupils ?<br/> A: I am working with the staff at Ripley to explore the moderation and assessment process. As part of this process we will discuss the outcomes for individual pupils. The next data drop is the end of term and this will help to provide evidence for any further discussions. The ongoing moderation and validation will also support this process.</p> <p><b>Action:</b> To revisit the outcomes / assessment process at Ripley following the next data drop at the next IEB meeting.</p> <p>Q: Can you confirm that there are no pupils at GD in Science at the end of KS2?<br/> A: There is no GD in science, assessment is either 'met' nor 'not met'. But the data hasn't changed and this is correct.</p> <p>Governors agreed that it was essential that all pupils, including those at GD, were pushed to achieve their potential.</p> <p>Q: What is the data telling you?<br/> A: Overall we are happy with progress. We will need to focus more on the Pupil Premium and SEND pupils.</p> <p>Governors thanked SN for her presentation.</p> <p>SN and CH left the meeting at 5.29pm</p> | VK |
| 7 | <p><b>Finance update</b><br/> The December monitoring reports had been shared in advance of the meeting.</p> <p>KT explained that there had not been much movement in the budgets of the three schools since the last meeting in December. The cost of supply teachers at Beckwithshaw and Kettlesing continued to be high but had fallen at Ripley.</p> <p>Governor question<br/> Q: A number of staff had now changed school, had this been factored into the budgets?<br/> A: Yes.</p> <p>KT informed governors that government support was expected to help with the rising costs of teacher pensions. It was not known how much support would be provided or when schools would be informed.</p> <p>KT confirmed that the £20k in the Lloyds Bank had now been accessed and transferred over to the correct bank account. This was not additional money and had already been factored into the budgets.</p>   |    |

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|   | <p>Governors agreed that:</p> <ul style="list-style-type: none"> <li>- it would be advisable to move all the remaining school bank accounts away from Lloyds to prevent any similar problems in the future.</li> <li>- There needed to be a clear process in place to ensure that each school always had the correct signatories in place, especially when a key member of staff left.</li> </ul> <p>RL reported that he had been contacted by the Chair at Admiral Long seeking outstanding monies for the support provided by VK in the previous year. RL was working with KT and AN to resolve the issue.</p> <p><u>Lease at Ripley</u></p> <p><b>Action:</b> RL to discuss the ongoing lease arrangement discussions with AN. AN to clarify the role of the Diocese.</p> <p>HS confirmed that the Trustees had had to renew the insurance in December and an invoice for half the amount was now expected.</p> <p><u>Field at Kettlesing</u></p> <p>Further to discussion at the meeting in December, governors agreed that VK should open the field at Kettlesing in line with the advice from the LA (Health and Safety Lead).</p> | RL/AN    |
| 8 | <p><b>Transition arrangements</b></p> <p>Progress on the recruitment of the governors for the new governing body was detailed as:</p> <p>Staff Governor – no applicants to date.<br/> LA – (RL)<br/> Co-Opted (SB) +2<br/> Foundation (HS) +1<br/> Parent – (2) – response to the listening events had been slow.</p> <p>Governors were disappointed with the response to the staff and parent governor positions in the light of the listening events and sharing of information that had been undertaken. Governors agreed to arrange further sessions to try and increase interest in the roles.</p> <p><b>Action:</b> AN/CW/RL to arrange a meeting outside the IEB to discuss the process.</p> <p>The clerk confirmed that the Instrument of Government was awaiting approval from the Diocese before it could then be updated by the LA.</p> <p>AN confirmed that the DfE had not yet provided a formal response to the request for the rescinding of the Academisation Order.</p>   | AN/RL/CW |

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| 9  | <p><b>Headteacher report</b><br/> The Governor Dashboard had been shared in advance of the meeting. VK highlighted the key points which included a confidential discussion recorded in a separate confidential minute.:</p> <p>Governor question<br/> Q: Have you any areas of concern regarding Kettlesing?<br/> A: I have no concerns from a Health and Safety or Quality of Education perspective. There are areas where I am looking for improvement – I would like to improve the environment and will look to develop SEND further for example.</p> <p>Q: Are staff being too generous in their pupil assessments?<br/> A: I have discussed the ongoing moderation progress at Ripley earlier in the meeting. I have reviewed the wider curriculum and there are lots of new schemes of work and packages for staff to get used to. We have had lots of helpful support from the IEB and from the Senior Education Advisor (SM).</p> |  |
| 10 | <p><b>Governor</b><br/> SM's SEA monitoring visits had been shared in advance of the meeting.</p> <p>SB reported that she had attended a number of events over the Christmas period and informed governors of the unity she had seen between the parents, staff and pupils across the three schools of the Federation.</p> <p>SB had arranged a link governor monitoring visit to Beckwithshaw to cover safeguarding and the wider curriculum.<br/> HS had undertaken link governor visits to all three school focusing on mental health and well-being and also SEND at Kettlesing. Written reports would follow.</p>   |  |
| 11 | <p><b>Policies</b><br/> Governors approved the following policies:<br/> Behaviour<br/> Anti Bullying<br/> Attendance<br/> Children with Health Needs<br/> First Aid<br/> School Exclusion<br/> Snow and Ice Clearing Procedure.</p>  |  |
| 12 | <p><b>Safeguarding</b><br/> No concerns to report.<br/> VK confirmed that the Single Central Record at each school had been checked, no concerns to report and any actions completed.</p>  |  |
| 13 | <p><b>Health and Safety</b><br/> VK confirmed that the loose pointing on the roof at Kettlesing had been removed as it presented a health and safety risk.</p> <p>VK had been notified by Menwith Hill that they had been put onto a red alert status.</p> <p>VK confirmed that each of the schools had either undertaken or had planned practice drills.</p>  |  |

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| 14 | <b>Correspondence</b><br>None   |    |
| 15 | <b>AOB</b><br>Mindful that this was the final meeting of the IEB:<br><b>Action:</b> Letters to be sent from the IEB to Anne Vetch and Darren Dudman for their support. (RL)<br><br>RL, on behalf of the IEB, thanked VK and all the staff for their support and dedication over the time of the IEB and for the significant progress that had been made.<br><br>AN thanked VK for her detailed reports and thanked the IEB in supporting the significant progress that had been made. | RL |
| 16 | <b>Dates of Future Meetings</b><br>February 26 <sup>th</sup><br><i>March 18<sup>th</sup></i><br><i>April 22<sup>nd</sup></i><br><i>May 20<sup>th</sup></i><br><i>June 17<sup>th</sup></i><br><i>July 15<sup>th</sup></i><br><br>Future meetings to be agreed by the new governing body.   |    |

The meeting closed at 6.45pm

Signed: (Chair)

Date: