

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, 15 May 2023 at 5.00 p.m. – held virtually.

MINUTES

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

Apologies: All present

In attendance:

- Amanda Newbold (AN) - Assistant Director Education and Skills
- Karen Butler (KB) – Senior Education Advisor
- Karen Taylor (KT) – FMS officer
- Victoria Kirkman (VK) – Acting Executive Headteacher
- Rebecca Foy (BF)– Co-Exec HT and SENCO
- Ashleigh Miller (AM) – Teacher for Item 7
- Sophie Lowde (SL) – Teacher for Item 7
- 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.

		Actions
PART 'A' - PROCEDURAL		
1	Welcome and Introductions RL welcomed everyone to the meeting.	
2	Apologies None	
3	Confidentiality Governors agreed to consider confidentiality as the meeting progressed.	
4	Declarations of Interest for any agenda item: No declarations were made.	
5	To approve the minutes and confidential minutes from the meetings on 24 April 2023. The minutes were approved by the governors as a true record to be signed by the Chair.	
6	Matters arising Governors agreed to consider the following two items during the meeting: - To consider how best to utilise the financial support from the Trustees at Ripley	

PART 'B' – SCHOOL IMPROVEMENT.

7	<p>Subject Lead Presentation</p> <p>AM and SL joined the meeting at this point and all present introduced themselves. AM and SL gave a verbal update to governors on developments within the computing curriculum. Key points raised included:</p> <ul style="list-style-type: none">- A focus on improving assessment systems which would include pushing those pupils at Greater Depth to achieve their potential.- The promotion of a greater use of ICT across all curricula.- A new software package was being used to support curriculum development and included lots of helpful guidance for teachers. An ICT audit had been planned to ensure that all devices could use the package.- Significant progress had been made since the autumn term in developing the curriculum which had included a big push on online safety. <p>Governor questions Q: What is being taught within the computing curriculum? A: The curriculum is unit based and covers many different topics including coding, data handling, use of charts use of Microsoft Word. The units ensure that there is a scaffolded approach to pupil learning supported by the new software package (Purple Mash).</p> <p>Governors agreed that</p> <ul style="list-style-type: none">- it was essential that each school had the right number of devices required and that the devices were able to utilise the software being used. Both for staff and pupils.- The IEB should be notified of any gaps in IT devices.- The computer curriculum should support pupils when in their transition to high school. <p>Action: RL agreed to arrange a visit to discuss the IT / Computing provision in greater depth.</p> <p>Governors thanked AM and SL for their detailed presentation. AM and SL left the meeting at 5.18pm</p>	RL
8	<p>Finance</p> <p>The latest monitoring reports and Start Budgets had been circulated to governors in advance of the meeting. KT talked through the variances and assumptions used within the figures. Key points raised included:</p> <ul style="list-style-type: none">- The fall in pupil numbers was identified as a key risk across the Federation.- The proposal to retain at 2.5 class structure at Ripley had resulted in an increasing and recurrent deficit in Years 2 and 3.- The position of the Federation overall in Year 3 would be a balance of £73k <p>Governor questions Q: Were charges for after school clubs being applied consistently across all three schools? A: This year we have ensured that all clubs are paid for across the Federation and we are also actively reclaiming outstanding debts.</p> <p>Q: Why are the figures so much worse at Ripley?</p>	

	<p>A: Essentially its down to low pupil numbers and the cost of a 3 class structure.</p> <p>Governors agreed that it was important to retain wrap-around care as part of the package to attract future parents and not lose existing pupils. But this needed to be monitored closely against the financial cost and potential ongoing losses.</p> <p>Action: SB agreed to share the systems that she had used at her school to improve the efficiency of the current systems.</p> <p>Governors noted the risks around pupil numbers and agreed that increasing pupil numbers was key. The reception numbers for September across the Federation brought some optimism and there was hope that the recent positive Ofsted reports would also attract future parents to the school.</p> <p>Governors approved the Start budgets for each school.</p> <p>Governors agreed that it was essential to utilise any benefits from being a Federation through securing economies of scale where possible. VK confirmed that she had already identified significant savings for the Federation and would look to identify further savings through any economies which might still remain.</p> <p>Action: KT agreed to update governors on the contract schedule at the next meeting.</p> <p><u>Trustee Support</u> HS informed governors that the next meeting of the Ripley Trustees would be taking place before the next IEB meeting. HS had shared a report with governors, in advance of the meeting, which identified where the funding had been spent in previous years and its impact. The report also included details of the proposed bid for support for 2023-4.</p> <p>Governors approved the proposal with the proviso to increase the bid for the number of laptops and to reduce anything which could be provided through capital funding, as there remained some unspent capital.</p> <p>Governor question Q: Do you have enough laptops currently for one per pupil in a full class? A: Yes.</p> <p>Governors agreed that a key a target would be to secure enough laptops for one per pupil across the Federation. This might require some parental support.</p>	<p>SB</p> <p>KT</p>
<p>9</p>	<p>Headteacher's Report The updated dashboard had been shared with governors in advance of the meeting.</p> <p>VK provided an update on a pupil admission which has been recorded in a separate confidential minute.</p> <p>Key points raised from the dashboard included:</p> <ul style="list-style-type: none"> - High staff absence rates: VK detailed the actions put in place and confirmed that all appropriate policies and procedures were being applied where and when required. - An analysis of the high number of accidents at Ripley had revealed that staff had reported lower levels of incidents than at the other two schools. VK was working with the school administrators to ensure a consistent approach. 	

	<ul style="list-style-type: none"> - Ripley was on the SIAMS Inspection timetable for 2023/24. VK was having half termly meetings with the Lee Talbot from the Diocese to support with SIAMS. - KB and DD had visited the schools to ensure all processes were robust regarding the management of the SATs. <p>Governor questions</p> <p>Q: The data indicates that there have been no racial incidents. Was this down to the reporting process or that the pupils were not recognising racial incidents?</p> <p>A: We have robust systems in place and all staff are trained to identify and record any incidents. Perhaps this section should be broadened to any prejudicial incidents ?</p> <p>Q: At Beckwithshaw the Age Related Expectations appear to be lower than at the other schools. Are there any specific barriers or issues to be concerned about?</p> <p>A: We are aware of the ARE for this group of pupils and have done a detailed analysis to identify the reasons and any barriers. Poor attendance has been a key factor. This has been difficult to address as many of these pupils belong to families from the armed forces where travel is often part of their lives.</p> <p>Some of this pupils also have some additional needs which are not sufficient for them to be listed on the SEND Register.</p> <p>Action: Governors agreed to discuss, at a future meeting, which groups of pupils fell within the 'disadvantaged' group.</p> <p>Q: Should the SDP include reference to improving the indoor EYFS provision as well as the outdoor?</p> <p>A: Yes. We are in the process of developing a three year plan.</p> <p><u>Road Safety Concern</u></p> <p>A parent had written to the Chair of Governors, since the last meeting, making him aware of a road safety concern at Kettlesing. RL had shared the correspondence with VK and the other governors.</p> <p>VK confirmed that the issue, which concerned parents parking inappropriately and illegally, near the school, had now been resolved and the parent notified. VK confirmed that she had been aware of the issue for some time and had worked with her staff to address the concerns on a daily basis. The new approach would be monitored for impact and the parent concerned was content with what had been put in place.</p> <p>The parent had been notified that any further concerns should be made through the school's complaint process and not direct to the Chair of Governors.</p> <p>Action: Governors agreed that VK should explore the feasibility of setting up a Federation website as opposed to three separate ones.</p>	<p>Clerk./VK</p> <p>VK</p>
10	<p>Ofsted and Academisation</p> <p>AN confirmed that following the good judgement at Ripley there was now the option to write to the DfE to ask for the Academisation Order to be revoked.</p> <p>Action: Governors agreed that this option should be pursued and that RL should draft the letter on behalf of the IEB with advice from AN. The draft would be shared with the IEB prior to sending.</p>	<p>RL</p>

	Action: Future IEB item to be added to consider when and how the transition from IEB to Full Governing Body would be made.	RL/Clerk
11	Communication Action: VK to check that the Ripley school banner met all accessibility criteria.	VK
12	Governor DD had undertaken two visits on 3rd and 11th May to check the administration of the SATs and also monitor their application in practice. The report had been shared with governors in advance of the meeting. Governors confirmed their approval for the closure of the nursery at Kettlesing to go to consultation as it was no longer financially viable. Governors agreed that a review of the administrative roles across the Federation should be undertaken to ensure consistency, efficiency and deliver savings. Governors were mindful of the role that the admin staff undertook at each school not least as the point of contact for many parental and pupil communications. HR would need to be consulted if any substantial changes were to be considered.	
13	Policies Governors approve: <ul style="list-style-type: none"> - the Supporting Pupils at School with Medical Conditions Policy – subject to the removal of the reference to the Trustees. - And the Business Continuity Plan Action: AN to clarify the emergency telephone number in the Continuity Plan which currently linked to a number which could be diverted.	AN
14	Correspondence Item 9 refers	
15	Any other urgent business None	
16	Future Leadership Arrangements/ Strategic Direction This was a confidential discussion and VK ,BF. AN and KB left the meeting at this point. A separate confidential note has been prepared.	

The meeting closed at 6.02pm

Signed: (Chair)

Date: