

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

**Meeting of the Interim Executive Board held on
Monday, 13 November 2023 at 5.00 p.m. via Teams**

MINUTES

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

Apologies: All present

In attendance:

Sue Marshall (SM) – Senior Education Advisor
Karen Taylor (KT) – FMS officer
Victoria Kirkman (VK) – Executive Headteacher
Hannah Lear (HL) – English Lead
Laura Bassitt (LB)– TA - English Lead Support
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. Apologies All present.	
2	Confidentiality Governors agreed to consider confidentiality as the meeting progressed.	
3	Declaration of interests There were no declarations of interest.	
4	To approve the minutes from the meeting on 16th October 2023. The minutes were approved by the governors as a true record to be signed by the Chair.	
5	English and Reading Updates Governors agreed to swap items 5 and 6 to enable LB and HL to leave after their presentation. A written report on the provision of English had been shared with governors in advance of the meeting. HL and LB highlighted the key points in the report including: <ul style="list-style-type: none"> • Actions had already been taken to address the areas for development, which included improving GLD in EYFS at Kettleasing and Greater Depth in KS2 Reading at Ripley. • Training and support had been provided to all staff to ensure the delivery of the ‘non-negotiables’. 	

- The Little Wandle scheme continued to have a positive impact on phonics outcomes.

Governor questions

Q: What support was being provided through the Outwood English Hub?

A: Lots of support is provided which includes improving teaching practice, assessment, resource management and delivering consistency across the Federation. The next support will be a full day coaching session to staff on 13 December.

Q: Do all three schools receive this support?

A: Technically it is support provided to one of the schools but we can share across the Federation in reality.

Q: Do you get funding from the Hub at Kettlesing?

A: Yes. We get around £3k which is used to provide additional resources.

Q: How will we see the impact of this support ?

A: The impact has already been evidenced in the data – for example at Beckwithshaw there had been an improvement from 40% to 80 %. The impact will be shared in my EHT Reports. (VK)

Q: As an IEB, what expectations should we see in the data?

A: Our aim is to strive for 100%. We will continue to track the data on a half termly basis and share with the IEB. We have just finished the latest assessments which are being checked for accuracy. I can tell you that there has been a significant improvement at Kettlesing in the first 8 weeks of term. (VK)

Q: Are you sure that 100% is a realistic expectation?

A: I cannot make any confirmed predictions at this point. I need to see the outcomes from the most recent half termly assessment.

Action: VK to share the predictions for 2023-24 at the next meeting. Progress to then be RAG rated and included in each subsequent EHT Report.

VK

Governors agreed to track the progress of the delivery of the 2023-24 predictions.

LB explained that a key part of the approach was to closely track all pupils. Identify any learning gaps and put in place targeted interventions as and when required. VK reported that the progress of all pupils was also discussed at the termly pupil progress meetings.

Governors noted the need to be mindful of using percentage figures where the numbers in each cohort could be very low.

HL then talked through the key actions in more detail, as set out in the report as:

- Learning walks and observation
- Curriculum and book monitoring
- Assessment
- CPD and staff meetings
- Parent links
- Governor links

	<p>VK confirmed that all pupils now had a library card which had received positive feedback from parents and pupils.</p> <p>VK highlighted the impact of HL in being able to identify any gaps and action promptly as required.</p> <p>Governor question Q: Is there any support that the IEB could provide? A: I will get back to you on that.</p> <p>Governors thanked HL and LB for their report and detailed presentation. Both left the meeting at 5.23pm</p> <p>Governors agreed that it would be helpful if future subject leader reports could focus more on the specifics and details for each subject area. For example, the areas for development should drill down into specific actions being taken to deliver improvement.</p> <p>Action: VK agreed to support subject leaders to address these points in future reports. Future reports to also include national targets to enable governors to more easily benchmark the data.</p> <p>Governors agreed that there was a balance to be struck between ensuring the predictions were both realistic but also aspirational.</p>	VK
6	<p>Matters arising</p> <ul style="list-style-type: none"> • All governors had completed a skills audit which had been analysed by SB. Item 9 refers. • VK had been in contact with another Federation to clarify how to ensure the role of the parent governor supports the Federation. • RL and CW to meet after this meeting to confirm the Instrument of Government. • The anonymised teacher pay rises had been shared with governors in advance of the meeting. 	
PART 'B' – SCHOOL IMPROVEMENT		
7	<p>Finance update The latest (October) monitoring reports had been shared in advance of the meeting.</p> <p><u>Contracts Schedule Review</u> KT confirmed that the Schedule had been reviewed and was in the process of being updated.</p> <p>Action: KT to share the updated Schedule with RL and VK after the meeting.</p> <p>KT reported that:</p> <ul style="list-style-type: none"> • There had been little movement across the budgets of the three schools since the last meeting. A number of staffing options were currently being considered which would need to be factored into the budget, including the proposal to appoint a School Business Manager (SBM) 	KT

- Pupil numbers were increasing across the Federation which was having a positive impact on the budgets.
- The revised budget would be approved at the December meeting.
- The ongoing issues with the Lloyds Bank had now been resolved and the funds released.
- Governors approved the proposal to move the Kettlesing bank account to the Virgin Bank to align with the other schools and as the level of service was good.

Governor questions

Q: Are pupil numbers falling at Kettlesing?

A: There should have been 7 new pupils joining in reception but that number was now 2 due to an administrative error. Numbers of September 2024 are looking strong and I am expecting at least 8 pupils to join in reception.

Q: How many of those pupils are out of catchment?

A: All bar 4.

Lease Update

HS informed governors that the LA had changed its position and had informed the Trustees that it was no longer able to proceed with the new lease until the ongoing academisation process had been completed. This could leave the Federation with an additional cost to cover 50% of the insurance in December.

Governors were concerned that the decision from the LA had taken so long and had taken an unexpected direction.

Action: RL agreed to liaise directly with the LA to clarify the position.

RL

Governor questions

Q: What is the current position regarding the application to rescind the Academisation Orders (AOs)?

A: This has yet to be completed. (RL)

Q: Is the IEB still able to transition to become a governing body whilst the AOs are stills technically current?

A: Yes.

Kettlesing Roof

KT had been advised, by the LA, that the Federation would need to try and address any ongoing roof related issues itself as and when needed. VK confirmed that the roof was causing some problems, such as leaking rainwater. These issues were being addressed. There were longer term condition issues which would also need to be addressed and would be more costly.

School Business Manager

The Business Case had been shared in advance of the meeting. VK highlighted the key points which included the essential need for this more senior position which would have oversight and responsibility across the Trust and that it would be cost neutral.

In discussion, governors

- considered whether this might provide an opportunity to provide additional training to the role which could support the responsibilities currently undertaken

	<p>by the LA bursar. This would impact on the salary for the position but there would be a longer term saving as well as having the in-house expertise.</p> <ul style="list-style-type: none"> • A further option might be to target at the top grade of the administration pay scale. • VK confirmed that full training for the role would be provided, including shadowing the current bursar, KT. <p>Governors agreed that the proposal would impact on the current administrative post holders and therefore the correct HR procedures would need to be followed.</p> <p>In summary, Governors agreed:</p> <ul style="list-style-type: none"> • To proceed with the recruitment to the SBM position • That further work needed to be undertaken regarding the job description and roles. • That HR advice needed to be followed with regard to any potential consultation exercises. • That any potential costs should be identified. <p><u>External Advisor for HT Performance Management</u> RL confirmed that the external advisor would be provided by the LA which gave both VFM and high quality support.</p> <p>Governors thanked KT, who left the meeting at 6.08pm</p>	
8	<p>Transition arrangements RL set out the proposed composition for the new governing body. DD reported that he was in contact with Rev Paul Harford to confirm whether he intended to take up his post as one of the Foundation Governors.</p> <p>Action: RL and VK to discuss the appointment process at their catch-up meeting.</p> <p><u>Skills Audits</u> SB had analysed the skills audits but drawing any clear conclusions was not ideal when there were only three members, excluding the EHT. A number of skill gaps or areas requiring further development had been identified including:</p> <ul style="list-style-type: none"> • How the curriculum meets the needs of the pupils • Strategic Priorities • HT Performance Management • Communities served by the schools • Diversity and Inclusion <p>SB added that future recruitment should aim to address:</p> <ul style="list-style-type: none"> • Strategic management skills (perhaps in education) • Marketing and commercial experience • Local community engagement. <p>Governors agreed</p> <ul style="list-style-type: none"> • with the points raised by SB and to be mindful of diversity when recruiting. • That future potential governors needed to be reminded/informed of the level of commitment required, which would need to include regular school visits. <p>Action: RL and CW to meet to confirm the final Instrument of Government.</p>	<p>RL/VK</p> <p>RL/CW</p>

<p>9</p>	<p>Headteacher report</p> <p>Governors had been provided with the EHT dashboard prior to the meeting. VK highlighted the fact that the meeting had fallen a week after the start of the new half term and therefore there had not been much time to provide this report and all the other paperwork required for the meeting.</p> <p>Governors noted that a communication strategy had not yet been developed and therefore the regular updates on parental and community feedback were useful to understand current issues and concerns.</p> <p>Governors welcomed the positive feedback at each of the schools on issues including the topic days, pupil leadership, the SIAMS Report and the handling of the leak.</p> <p>The outcomes from the parent and pupil questionnaires would be discussed at the December meeting.</p> <p>The anonymised responses to the recent staff questionnaire had been shared in advance of the meeting.</p> <p>Governor questions Q: How many responses? A: 13, 5 staff did not complete the form.</p> <p>Q: What is the % of ECTs? A: 3 of the 13</p> <p>Q: How is the questionnaire sent to staff? A: A Microsoft form is used.</p> <p>RL was concerned that with such a small cohort of staff their responses could identify who they were. This might impact on the openness of their responses. Governors agreed that the current process did technically provide anonymised responses but that this did not detract from the potential to be able to identify individual members of staff.</p> <p>Governors noted that it was unusual for a school to commission an external provider but recognised the potential benefits.</p> <p>Action: VK to explore the cost of undertaking future questionnaires via an external provider.</p> <p>VK reported that overall, the responses in the staff questionnaire were positive. Governors agreed that the outcomes did reflect the positivity that had been observed, by the IEB, when visiting the schools and reflected the reality on the ground.</p> <p>Action: Any issues raised in the questionnaire to be discussed further at the next meeting. (Workload was a key theme and the next meeting to consider what support the IEB might be able to provide) SB and VK to meet and discuss further.</p> <p><u>Published Admission Number (PAN)</u> VK confirmed the current PAN numbers as: Ripley: 13 Beckwithshaw: 14 Kettlesing: 10</p>	<p>VK</p> <p>VK/SB</p>
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	<p><u>School Development Plan</u> VK detailed the range of CPD planned for staff which included external sessions on Mental Health and Well-Being.</p> <p>Governors welcomed and approved the proposal to support the Federation of Sanctuary National Award.</p> <p>Governor questions Q: Was the staff absence insurance now covering the staff currently on longer term sickness absence? A: Yes.</p> <p>Q: Any trends apparent from the accident reporting? A: No trends but we have identified a safeguarding issue - the safety of some steps. This has been addressed.</p> <p>Q: The report mentions that the decision to apply a 1.5 day Fixed Term Exclusion (FTE) to a pupil at Ripley was a last resort, yet the pupil had only joined the school 2.5 days previously. Were there no other actions that could've been taken first? A: The guidance is clear with regard to fixed term exclusions. The nature of the offence meant that the 1.5 day exclusion was required in this case. Work was provided to the pupil whilst away from school and a thorough re-integration process put in place for their return.</p> <p>Governors were concerned to be informed, by VK, that the records relating to this pupil had still not been transferred to the school. Therefore the school had not been given the details of any special needs relating to this pupil. The school was only aware that this pupil had been excluded from another school.</p> <p>Action: RL to liaise with the LA to expedite the resolution of the records transfer. Action: VK to provide RL with all background details.</p> <p><u>Risk Assessment</u> The Risk Assessment Schedule had been shared in advance of the meeting. VK confirmed that all risk assessments would be undertaken as and when required.</p> <p>Action: Fire Risk Assessment to be shared at December meeting.</p>	<p>RL VK</p> <p>VK</p>
9	<p>Governor SB reminded governors to complete any outstanding safeguarding training. HS confirmed that she had completed the Prevent Training and would check on the expiry date for her Safer Recruitment training. SB to update her Safer Recruitment training. DD confirmed that all his training was up to date.</p>	
10	<p>Safeguarding The following documents had been shared in advance of the meeting:</p> <ul style="list-style-type: none"> • Essential safeguarding training • Safeguarding key contacts • Safeguarding training calendar • SB's safeguarding link governor report (November 2023) 	

	<p>VK reported that the only safeguarding concern arising from the LA's report was the potential risk presented by the entrance at Kettlesing.</p> <p>Action: VK to consider whether to risk assess and to work with Joel to explore the best solutions and report back to the IEB.</p>	VK
11	<p>Correspondence</p> <p>RL had received a letter regarding the use of the field at Kettlesing. This had been addressed.</p>	
12	<p>AOB</p> <p>Governors were concerned about VK's wellbeing following recent illness. VK confirmed that she was now well and good.</p> <p>RL confirmed that he had arranged to meet with VK to clarify the process for the recruitment to the new governing body.</p> <p>DD confirmed that he would be unable to attend the meeting on December 11th.</p>	
13	<p>Dates of Future Meetings</p> <p>December 11th January 22nd February 26th March 18th April 22nd May 20th June 17th July 15th</p>	

The meeting closed at 7.20pm

Signed: (Chair)

Date: