

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, 17 July 2023 at 5.00 p.m. at Ripley School.

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 Taylor (KT) – FMS officer
 Victoria Kirkman (VK) – Acting Executive Headteacher
 Rebecca Foy (BF)– Co-Exec HT and SENCO
 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 Karen Butler had sent her apologies in advance.	
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 19 June 2023. The minutes were approved by the governors as a true record to be signed by the Chair.	
6	Matters arising None	
PART ‘B’ – SCHOOL IMPROVEMENT.		

7	<p>Kettlesing Nursery Closure Consultation</p> <p>VK confirmed that the consultation had ended and that 5 responses had been received. 1 from another school and 4 from parents.</p> <p>A Q&A event had been organised for parents of all three schools within the Federation and a number of questions were raised by parents at this event. The event had been well attended and parents had raised queries not only about the consultation but also about other issues of concern. Governors had addressed the queries and agreed that the event and feedback had been positive.</p> <p>Governor question Q: When will the temporary closure of the nursery closure be re-assessed? A: The closure will be for two years and will therefore be reviewed in November 2024. If there are sufficient numbers of pupils and an affordable staffing model, re-opening would be considered.</p> <p>Governors approved the temporary closure of the nursery.</p> <p>Action: VK to inform all stakeholders of the decision and to review the impact of the closure in the autumn term.</p>	VK
8	<p>Finance</p> <p>The latest monitoring reports had been shared with governors in advance of the meeting. KT provided an overview of the position at each school, highlighting the key variances. Key points raised included:</p> <p><u>Kettlesing</u> The financial position was less strong. The carry forward to next year was £33k against a forecast of £45k. A key factor had been the late arrival of a number of invoices for supply TA cover. A number of savings had been made on teacher salaries.</p> <p><u>Beckwithshaw</u> Slightly better than budget and the school had benefited from the rise in interest rates on savings. VK reported that there had been a strong uptake in before and after school clubs at Beckwithshaw which would increase income.</p> <p>Governor question Q: Will the £2k allocated to learning resources be spent this year? A: Yes.</p> <p><u>Ripley</u> Whilst there had been further savings there was likely to be a deficit.</p> <p>Governor question Q: Do you subsidize the swimming lessons? A: Yes. The cost is £1500 and the Sports Grant is used. VK confirmed that further savings were being explored at Ripley and there would also be more pupils joining the school in September.</p>	

	<p>Governors agreed that:</p> <ul style="list-style-type: none"> - it was essential to continue to market each of the schools as much as possible which include highlighting the recent Ofsted good judgements. - a Federation marketing plan should be considered. - a new name for the Federation should also be discussed. <p>Governor question Q: Would the teacher pay awards be centrally funded? A: We have not received any confirmation of this at this point.</p> <p><u>Lease</u> HS reported that she had attended the recent meeting with the Trustees at which the current lease arrangements were discussed. The Trustees had agreed to simplify the current arrangements and would meet again in the autumn to ensure everything was in place.</p> <p>HS also reported that the Trustees had provided £5.5k to Ripley. KT confirmed at this had been included in the latest budget.</p> <p>VK explained that there had been delays in completing the updating of the fire alarm system. Once the cost was known the remainder of the capital would be spent as previously agreed.</p> <p>Governor question Q: When will the school no longer need the approval of the Financial Panel for all spends? A: All schools will be reviewed by the LA in the autumn term. This will be a decision for Howard Emmett at the LA. (AN)</p> <p>Q: Could the Federation have a pooled budget? A: This would require further discussion but would not be possible whilst the Academy Orders were still in place. (AN)</p> <p>Governors agreed that it was essential to maximise any economies of scale wherever possible and all options should be explored.</p>	
9	<p>Headteacher's Report The EHT Report had been shared in advance of the meeting.</p> <p>VK confirmed that Ripley would not receive a SIAMS inspection in 2023-24. However, SIAMS remained a priority and Lee Talbot from the Diocese would continue to provide support. A visit had already been arranged on 18 September.</p> <p>VK reported that progress against the School Development Plan in 2022-23 had been good in all three schools. From September the aim would be to drive towards outstanding.</p> <p>Action: VK agreed to share the data headlines from the SATs at the September meeting.</p> <p>VK had undertaken an initial review of the outcomes which were positive overall. All the predications from September had either been hit or exceeded. The results at Beckwithshaw were identified as particularly outstanding.</p>	VK

	<p>There were a number of small concerns which would be addressed in September including: Y1 Phonics (1 pupil), GLD in Early Years at Kettlesing, Greater Depth at Kettlesing in KS2.</p> <p>Governor question Q: Will the finances at the schools be able to support the drive towards outstanding? A: Yes. The driving force will be the staff and we have great practitioners at all our schools.</p> <p>Governors agreed that to deliver outstanding would be a significant achievement but also considered how to measure success in the longer term and in a way which was not necessarily tied to the Ofsted framework.</p>	
10	<p>Communication No correspondence had been received.</p> <p>Governors agreed that, whilst it was the responsibility of the Headteacher to deal issues raised by parents and other stakeholders on a day to day basis, it would be helpful if key issues could be reflected in future HT Reports.</p> <p>Action: VK to include an update on issues raised and the level of concern in future reports to enable governors to identify any trends or to respond when required.</p> <p>Action: Clerk to change item name to include correspondence/ feedback/complaints.</p> <p>Action: VK to undertake a parent, staff and pupil survey in the autumn term. Outcomes to be shared with the IEB.</p>	<p>VK</p> <p>Clerk</p> <p>VK</p>
11	<p>Governor No reports or training to note.</p>	
12	<p>Health and Safety VK informed governors of a health and safety incident at Beckwithshaw. Governors were assured that it had been managed as required.</p> <p>SB left the meeting at 6.pm</p>	
13	<p>Safeguarding VK confirmed that the safeguarding culture across all three school remained strong. There were no issues to report.</p> <p>VK confirmed that she was awaiting confirmation of whether the back entrance to the school (Beckwithshaw) could be utilised.</p>	
14	<p>Correspondence Item 10 refers</p>	
15	<p>Policies Governors approved :</p> <ul style="list-style-type: none"> - Child Protection Policy - SEND Policy - Health and Safety Policy - Staff Code of Conduct. 	

	<p>Subject to the updating of all staff names, and the removal of the NYES logo. Governors agreed that it would be helpful to reference the vision within the Staff Code of Conduct.</p>	
16	<p>Any other urgent business VK informed the IEB that BF had undertaken a SEND handover to the new SENCO.</p> <p>Governor question Q: Do you have the capacity within the Federation to admit any more pupils with an EHCP? A: We will always consider each referral on a case by case basis and admit if we can meet need.</p> <p>Action: BF to share the SEND 'doughnut. (Data presentation).</p> <p>The IEB asked that their thanks and appreciation be passed on to all staff across the Federation for their continued hard work, dedication and professionalism which had resulted in some outstanding outcomes. The IEB also thanked VK and the leadership team for driving forward the significant improvements across the Federation.</p> <p>Action: RL to support the communication for the most recent Ofsted Report.</p> <p><u>Website</u> Governors agreed to proceed with the proposal to set up a Federation website. This would link to the bespoke pages for each of the other three schools. All accessibility protocols would be put in place. Governors agreed that it was essential that the school website would be accessed directly via Google.</p> <p>The websites would contain all statutory information as well as information for parents, video links etc. A short update on the history of each school would also be included.</p>	<p>BF(VK)</p> <p>RL</p>
17	<p>Strategic Discussion Governors had agreed to set aside time to discuss a range of strategic issues.</p> <p>Governors agreed :</p> <ul style="list-style-type: none"> - There needed to be a planned and smooth transition from the IEB to the setting up of the subsequent governing body. - SB and RL had already agreed to continue. HS could not confirm at this point. DD could not continue as a member of the IEB. - A decision would need to be made on the number of governors on the new body. Governors agreed that nine governors would be the optimum and that the current instrument of government should be amended accordingly once confirmed. - To identify ways to utilise economies of scale across the Federation. - To consider a name change and identify next steps. - A skills audit to be undertaken in the autumn term to help inform the recruitment process. - That a comprehensive baseline review needed to be undertaken in the autumn term to identify all key issues across the Federation and including: <ul style="list-style-type: none"> - Risks - Liabilities - Challenges - Capital plans 	

	<ul style="list-style-type: none"> - Building work - assets <p>This review would then be monitored by the IEB/Governing Body.</p> <p>Governor question Q: When will the transition take place? A: The Regional Director would need to be notified. The LA would retain governance responsibility.</p> <p>Action: Karen Butler to send RL the timeline of the next steps.</p>	KB
16	<p>Dates of Future Meetings</p> <p>Dates for 2023-24 were agreed as:</p> <ul style="list-style-type: none"> September 18th October 16th November 13th December 11th January 22nd February 26th March 18th April 22nd May 20th June 17th July 15th 	

The meeting closed at 6.45pm

Signed: (Chair)

Date: