

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, 18 September 2023 at 5.00 p.m. via Teams**

MINUTES

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

Apologies: All present

In attendance:

Sue Marshall (SM) – Senior Education Advisor
Karen Taylor (KT) – FMS officer
Victoria Kirkman (VK) – Executive Headteacher
Eloise Foster (EF)– Deputy Headteacher 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	<p>Welcome and Introductions RL welcomed everyone to the meeting. RL welcomed SM and EF to their first meeting. All present introduced themselves.</p> <p>Apologies All present.</p>	
2	<p>Election of Vice-Chair Governors deferred the election of Vice-Chair to the next meeting as not all governors were present at the start of the meeting.</p>	
3	<p>Confidentiality Governors agreed to consider confidentiality as the meeting progressed.</p> <p>SB joined the meeting at 5.05pm</p>	
4	<p>To approve the minutes from the meeting on 17 July 2023. The minutes were approved by the governors as a true record to be signed by the Chair.</p>	
5	<p>Matters arising None</p>	

PART 'B' – BUSINESS OF THE MEETING

<p>6</p>	<p>Finance Update The August monitoring reports had been shared with governors in advance of the meeting. KT highlighted the key points as follows:</p> <p><u>Kettlesing</u> The c/f position was around £30k worse than plan (£15k v £45k). There had been some positives including national support for the teacher pay rises and an increase in funding received from bank interest. The main impact on the budget had come from nursery costs, meal costs, before and after school costs and the late arrival of an invoice for TA supply cover.</p> <p>VK reported that:</p> <ul style="list-style-type: none">- two TAs had resigned. Only one position would be filled as the other was no longer required and a saving would therefore be made in staffing costs.- The School Administrator had resigned over the summer. The other two administrators in the Federation had stepped up to cover the main duties. Whilst a new Admin would be recruited, the role would not be as before and therefore a further saving would be made on salary.- Work was ongoing to chase parents for any outstanding debt for the wrap-around care. <p>Governor questions Q: Do you expect the Year End position to improve as a result of the TA saving? A: Yes.</p> <p>Q: What were the reasons for the resignations? A: The TAs resigned for personal reasons. The Admin resigned for career development.</p> <p><u>Beckwithshaw</u> The financial position was on track.</p> <p>VK explained that supply costs across the Federation had been significantly reduced as a result of utilising the HLTA in each school to provide cover. Additional cover had also been provided by senior staff including EF.</p> <p>Governor question Q: What is the status of the roof repairs at Kettlesing? A: The roof repair was identified as part of the LA Conditions Survey and will be on their list of works to be done.</p> <p>VK reported that the roof continued to allow rain water to leak into classrooms and was a concern.</p> <p>Action: KT to contact the LA to find out further details as to when the work is likely to be carried out.</p> <p>KT confirmed that none of the building within the Federation would be affected by the recent RAAC issues.</p>	<p>KT</p>
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	<p><u>Ripley</u> The financial position was on track.</p> <p>VK confirmed that she had chased the 3 potential providers for the new fire alarm system and was awaiting detailed quotes.</p> <p>KT confirmed that the revised budget would need to be approved by the end of December.</p> <p>Governors thanked KT for her detailed presentation.</p> <p>KT left the meeting at 5.25pm</p>	
7	<p>Declarations of Interest None for this meeting.</p> <p>Register of Business Interest The Clerk reminded governors to complete the register of business interest form for 2023-24 and email back to him.</p> <p>Hospitality Register The Clerk reminded governors to record any gifts or hospitality received on the Hospitality Register.</p> <p>Disqualification Declaration The Clerk noted that there were no new governors in post and therefore no forms requiring completion.</p>	
8	<p>Standing Orders and Code of Conduct Governors adopted the Standing Orders and NGA Code of Conduct for 2023-24.</p>	
9	<p>Committees Governors agreed to support any ad hoc panels subject to availability, eligibility and experience.</p> <p>The Headteacher Performance Panel would comprise of RL, SB and the external advisor.</p> <p>Governors agreed that VK should explore what options were available to source an external advisor based on VFM.</p> <p>Action: VK to source an external advisor for the HT Performance Management process.</p>	VK
10	<p>Governor Link governor roles were agreed as:</p> <p>Safeguarding: SB SEN: HS Health and Safety: DD Curriculum: SB Mental Health and Well-being: HS Finance: RL</p>	

	The roles to be reviewed once the IEB had transitioned to become an Governing Body.	
11	Governing Body Delegation The Delegation Planner for 2023-24 was adopted.	
12	Governor All governors confirmed that they had read Keeping Children Safe in Education 2022. Governor question Q: Has the Federation made any changes in response to the updated KCSIE document? A: Yes. We have updated our filtering and monitoring arrangements and all related policy documents have been updated. An filtering audit has been arranged and we get weekly alerts of any breaches. Governors agreed to undertake any required safeguarding training and records of governor training would be maintained by the Federation. VK confirmed that all staff had also read KCSIE.	
	PART C – SCHOOL IMPROVEMENT	
13	Headteacher Report The Governor Dashboard had been shared with governors in advance of the meeting. VK highlighted the key points which included: <ul style="list-style-type: none"> - EF was currently reviewing the SEN Register. - Lots of work was ongoing to market all the schools to boost numbers. - Staff well-being and confidence was good. - Safeguarding continued to be a priority and a range of audits were being undertaken including a visit from the SEA. Governor question Q: The report shows that there are no Child Protection in Child in Need cases. Is this because there are none or is this as a result of not being picked up in the reporting process? A: There have been no cases. We have robust processes in place supported by regular training for staff. <ul style="list-style-type: none"> - Feedback from parents to the recent Ofsted Report at Beckwithshaw had been good. Action: RL to chase photo opportunity with the local councillor. Action: VK to invite the parish councillor once a date had been confirmed. Data outcomes A detailed report on the outcomes had been shared with governors in advance of the meeting. VK reported that overall the SAT results had been excellent across each of the schools. The outcomes had also evidenced the accuracy of the predictions. A key priority for 2023-24 would be to increase the number of pupils achieving Greater Depth (GD) and had been included as a priority within the SDP.	RL VK

	<p>Governor questions Q: How do you assess the targets? A: We use a Federation Assessment Tracker which covers both the core and non-core curriculum. The results are reviewed every half term. Staff are given a document which sets out a series of non-negotiables which is used as the baseline.</p> <p>The tracker is very helpful in identifying trends, supporting teacher planning and is forensic in identifying any learning gaps for individual pupils.</p> <p>Q: How do we ensure that the targets are sufficiently ambitious? A: We have to be mindful that the targets have to be tailored to the individual cohorts. Our current Year 5 for example, were one of the years most impacted by Covid and therefore there are bigger learning gaps. We need to set targets which will have the most impact in the shortest time. Lots of training is provided to staff. Targets are set for our pupils on a pupil by pupil basis.</p> <p>Action: VK to share a glossary of acronyms/terms used in the data reports.</p> <p>Q: A number of measures at Ripley were lower this year, can you explain why? A: Yes. There were some issues regarding the accuracy of teacher assessment this year. We will establish accurate baselines for these pupils.</p> <p>Q: Is Ripley on the SIAMS inspection list for this year? A: Yes. We are working with Lee Talbot (Diocese) and Reverend Paul.</p> <p>Action: VK to share Lee Talbot's report at the October meeting.</p>	<p>VK</p> <p>VK</p>
<p>14</p>	<p>Review of SEF, SDP, Pupil Premium and Sports Funding Strategies The SDP priorities had been shared with governors in advance of the meeting. VK explained that she would be discussing them further with the SEA prior to final approval.</p> <p>SM provided a verbal update on her recent visits to each of the three schools. Key points highlighted included:</p> <ul style="list-style-type: none"> - All were operating effectively and there was a consistent atmosphere of calmness and enthusiasm at each of the schools. - All strategic documents were in place. - A number of next steps had been identified following learning walks. - Inaccuracies in the Key Stage 1 teacher assessed judgements had been identified and were being addressed. - There was a strong safeguarding culture. <p>SM thanked VK and her team for all their support.</p> <p>Ofsted Report (Beckwithshaw) The Report had been published on 28 July 2023. The judgement had been good and governors noted many of the positives highlighted in the report which included:</p> <p><i>Leaders have made significant and effective improvements in the school. They have worked strategically with the interim executive board (IEB), and the local authority, to address previous areas of weakness. This has resulted in substantial improvements in</i></p>	

	<p><i>all areas. There is a feeling of positivity in the school, which pupils share. Leaders and staff are ambitious for pupils. They have high expectations for the future.</i></p> <p>Governors agreed that it was essential that these expectations were reflected in the key strategic planning and documentation moving forward.</p> <p>Governors discussed the 5 priorities set out in the SDP and agreed:</p> <ul style="list-style-type: none"> - That the document should be referred to as the Federation Development Plan (not SDP) - The priorities were right and would be underpinned by measurable action plans. The wording to be tightened up where possible. - That the IEB should consider drafting its own strategic plan which would include short and longer term strategic targets. - To review the updated document at the next meeting. <p>Governors approved the Pupil Premium and Sports Funding Strategies and thanked VK for the comprehensive documentation.</p>	
15.	<p>Policies Governors approved the updated Child Protection and SEND Policies.</p> <p>Action: VK to highlight any changes in policies requiring IEB approval. Action: Policy Schedule to be used to stagger policy approval to ensure a balance across all IEB meetings. (Clerk/VK)</p>	VK Clerk/VK
16.	<p>Safeguarding/ Health and Safety No concerns to report</p> <p>VK reported that mobile de-fibrillators had been provided to the Federation and would be available on school trips.</p>	
17.	<p>Correspondence An update on key themes and trends emerging from parental feedback had been shared on the Governor Dash. No concerns to note.</p>	
18.	<p>Any other urgent business Action: Clerk / VK to ensure papers were provided to the IEB in a more timely fashion for future meetings.</p> <p>EF left the meeting at 18.46pm</p>	Clerk/VK
19.	<p>Future Strategic Direction This discussion was confidential and has been recorded in a separate confidential minute.</p>	
20.	<p>Dates of Future Meetings October 16th November 13th December 11th January 22nd February 26th March 18th April 22nd May 20th June 17th</p>	

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The meeting closed at 7pm

Signed: (Chair)

Date: