

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, 19 June 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
- Suzanna Newsholme (SN)- Subject Lead- Science
- 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.

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| 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 15 May 2023. The minutes were approved by the governors as a true record to be signed by the Chair. | |
| 6 | Matters arising <ul style="list-style-type: none"> - Since the last meeting, an email had been received from a parent setting out a number of concerns. The email had been shared with governors in advance of the meeting. Governors agreed to discuss the concerns raised later in the meeting. | |

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| | <ul style="list-style-type: none"> - Governors agreed that the IEB needed to use the final meeting of the year to consider a range of strategic issues. These would include: <ul style="list-style-type: none"> (i) How and when to transition from an IEB to a Governing Body (ii) What arrangements, if any, would need to be put in place in September to cover the interim period (e.g. adding capacity, identifying which IEB members would be able to continue) (iii) The composition of the new governing body, based on the original Instrument of Government for the Federation. | |
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PART 'B' – SCHOOL IMPROVEMENT.

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| 7 | <p>Subject Lead Presentation</p> <p>SN provided governors with a verbal update on the Science curriculum across the Federation. Key points raised in the presentation included:</p> <ul style="list-style-type: none"> - A review of the Science curriculum in April 2022 had identified a need for significant improvement. There had been no detailed planning in place and therefore progression in skills and knowledge could not be tracked or evidenced. - A decision had been taken to buy into Developing Experts; a package which provided a library of interactive lessons with embedded experiments and assessments. - This package had enabled significant progress to have been made in delivering a consistent curriculum. - The current focus was on developing the curriculum further as the package was not so engaging for pupils higher up the school. The Federation were currently therefore exploring a package called Kapow on a free trial as there was a much greater emphasis on investigation and practical experiments. - The long term aim was to champion Science across the Federation. <p>Governor questions</p> <p>Q: Do we need to keep buying packages or are we at a point when we could be looking to develop our own bespoke curriculum?</p> <p>A: This is where we want to be and we are moving in this direction. However, we are not that that point yet and our aim at the moment is to support the current curriculum with more investigations as and when needed.</p> <p>Q: Do we have enough resources for a fully investigative curriculum in science?</p> <p>A: No. I will be undertaking an audit across all three schools to assess what resources we have any identify any gaps. We will be ready for September 2023.</p> <p>VK confirmed that the aim was to develop a bespoke curriculum and that the resources were in the process of being reviewed.</p> <p>Q: How do you assess and what outcomes have the assessments shown?</p> <p>A: We use Developing Experts for our assessment, which includes a process of using the same test before and after each unit has been completed. A more formal assessment is also undertaken and this helps to check knowledge retention. We use this data to track progress.</p> <p>Q: Have the assessments picked up any trends or patterns?</p> | |
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| | <p>A: Yes. For example, a recent lesson which focused on sound highlighted the importance and impact of having lessons based around an investigation on pupil learning.</p> <p>Q: Are you confident that the curriculum is accessible to all pupils within the mixed age setting? A: Yes. We plan carefully to ensure that there is no repetition for the pupils as they progress through the school.</p> <p>Q: Do you use mapping to ensure that there is no repetition? A: Yes.</p> <p>VK confirmed that curriculum mapping was a key element to the planning process and that staff were provided with ongoing curriculum training through the CPD training schedule.</p> <p>Governors thanked SN for her presentation. SN left the meeting at 17.25pm</p> | |
| 8 | <p>Finance 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>Beckwithshaw</u> Overall the position was sound with the latest budget showing a position £7k better than forecast.</p> <p>Governor question Q: In terms of capital funding, could you explain why Beckwithshaw had had a carry forward but that there had not a been carry forward at the other two schools? A: Yes. Beckwithshaw had received the £11k but had spent it.</p> <p><u>Ripley</u> The budget was in balance.</p> <p>Governor questions Q: Could you clarify the GTA contracted hours and what's not included? A: The support for the wrap-around care is not included in their contracts.</p> <p>Q: Are you ensuring that staff contracts are consistent across the Federation? A: Yes.</p> <p>VK confirmed that she was continuing to work with the Trustees at Ripley to install the fire alarm system.</p> <p><u>Kettlesing</u> The financial position was less strong. The carry forward to next year was £36k against a forecast of £45k. A key factor had been the late arrival of a number of invoices for supply TA cover.</p> <p>VK confirmed that the staffing structure across the Federation was being reviewed. The TA post at Kettlesing would no longer be required and would not be filled. This would generate a saving in the budget.</p> | |

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| <p>KT explained that the learning resources expenditure had been offset against a number of grants that had been secured at both Ripley and Beckwithshaw.</p> <p>VK confirmed that Ripley had received £6k and Beckwithshaw £3k from the English Hub.</p> <p>VK reported that there were currently three vacancies being recruited to within the Federation. A teacher at Beckwithshaw, a teacher at Kettleing and a TA at Beckwithshaw.</p> <p><u>Contracts Schedule</u> A schedule had been shared with governors in advance of the meeting. KT reported that:</p> <ul style="list-style-type: none"> - assumptions had been made for all energy costs and would be monitored closely. - Software licences had not been included and would be added as and when purchased. <p>VK reported that:</p> <ul style="list-style-type: none"> - all contracts and SLAs had been thoroughly reviewed with the LA to identify savings. This was an ongoing process. - She would obtain three quotes for the development of the website. <p>Governors agreed:</p> <ul style="list-style-type: none"> - It would be helpful to be able to see a list of the software licences: Action KT - That any leverage from being a Federation should be utilised wherever possible in contract negotiations. - That it would be helpful to see all the contracts in one spreadsheet. - Action: RL agreed to help create the spreadsheet. - That VK should be clear on the specification being offered for the IT support to ensure that all the small print was scrutinised. <p><u>Lease Update</u> HS/VK to provide an update following the meeting of the Trustees on 26 June.</p> <p><u>National Tutoring Programme</u> VK confirmed that the amounts had not yet been finalised though the DfE had indicated a figure of around £7k. VK explained that work had already been undertaken to identify the best options to deliver the Programme and that this support would be provided by a member of the teaching staff from Admiral Long Primary School. This would cover the anticipated £7k for the Federation.</p> <p>VK confirmed that this would need approval from the LA Panel before proceeding.</p> <p><u>Nursery Closure</u> VK confirmed that there had only been two responses to the consultation and only one from a parent who had been supportive of the proposal.</p> <p>RL explained that advice had been received from the Early Years' Team within the LA and therefore the closure would be on a temporary basis. If sufficient interest from parents came forward in the future the option to re-open would be available.</p> | <p>KT</p> <p>RL</p> |
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| | <p>Governors thanked KT for her presentation and support. KT left the meeting at 17.51pm</p> | |
| <p>9</p> | <p>Headteacher's Report <u>Website Update</u> VK reported that work was ongoing to develop a Federation website. Quotes had been obtained from NYES, New Era and Vision ICT. The details had been shared with governors in advance of the meeting.</p> <p>Governor questions Q: Have you explored what the costs and options are available with the big national providers who might be able to offer both VFM and something different to the school websites that many schools go for? A: No, and this is something that I will look into.</p> <p>Governors agreed that:</p> <ul style="list-style-type: none"> - the school website was a key priority as it provided the first window into the Federation for many key stakeholders such as parents and Ofsted. - The quote from NYES currently represented the best VFM and specification and also provided the required level of back-up support . The Tier 2 proposal was the preferred option, dependent on how the national quotes panned out. - The website would need to ensure it met all national accessibility standards. <p>Action: A discussion on the website format, look and content would be discussed at the next meeting.</p> <p>Action: VK to discuss previous work undertaken on brand and marketing with the Ripley School Administrator.</p> <p>Action: VK to circulate any updated quotes to governors via IEB for approval in principle. Ratification to be undertaken at the next available meeting.</p> <p><u>Headteacher Report</u> The updated dashboard had been shared with governors in advance of the meeting. VK highlighted the key points which included that attendance had improved overall and the number of persistent absences had fallen.</p> <p>Governor questions Q: There have been no near misses (accidents) since January in your reports. Is this accurate or are there any issues with the reporting process? A: These are the accurate figures. I am confident in the reporting process and that all staff are properly trained to be able to identify and then report any near misses.</p> <p>Q: In your report you identify Kettlesing as a 3 for Overall Effectiveness yet all the other judgements are a 2. Is this accurate? A: The challenge has been in the Early Years' provision.</p> <p>Q: Does the rating for Ripley now need updating to reflect the Ofsted judgement? A: Yes.</p> <p>Further to the parental complaint about the parking outside Kettlesing VK had been in contact with the Highways England. A letter had been received and was read out by VK at the meeting.</p> | <p>VK</p> <p>VK</p> |

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| | <p>Governor question Q: What has actually been promised by Highways England? A: VK reads out the letter.</p> <p>Governors agreed that the letter did not provide assurances about what would be done and by when.</p> <p>Action: VK to seek further clarification.</p> <p>Q: Would it be possible for pupils to be able to walk to school from the Village Hall Car Park using the back route rather than the main road? (At Beckwithshaw) A: AN explained that the school could ask the LA to review this route.</p> <p>Q: If Ofsted were to inspect Beckwithshaw today what would be the likely judgement? A: KB explained that there had been significant improvements at Beckwithshaw specifically in the area of Early Years provision and that she would anticipate a judgement of good. VK agreed with this assessment.</p> <p>Governors agreed that the learning culture at Beckwithshaw had improved markedly in a short space of time.</p> <p>Q: Have there been any further changes to pupil numbers? A: Ripley will be up to 41 in September and more parents are continuing to undertake walk arounds.</p> <p>Action: Governors agreed to review the School Improvement Plan milestones at the next meeting.</p> <p>Action: KB to rag rate and circulate the SPIP.</p> | <p>VK</p> <p>Clerk</p> <p>KB</p> |
| 10 | <p>Communication An email had been received from a parent expressing concerns with the closure of the nursery and the effectiveness of mixed age classes. VK agreed to respond to the parent addressing the points raised.</p> <p>Governors agreed that there needed to be more clarity about how parents and other stakeholders could communicate with the IEB.</p> <p>Action: VK to clarify the communication routes in the next newsletter.</p> <p>Governor question Q: Has there been much of a response to the notification about the change in leadership? A: Not much. A number of parents have asked me questions when dropping off their children.</p> <p>Governors agreed that regular and effective communication to all stakeholders at all three schools was a priority and agreed to consider arranging a meeting with the three schools together with the LA.</p> | <p>VK</p> |

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| 11 | <p>Governor DD had undertaken a Health and Safety link governor monitoring visit on 18 May. His report had been shared with governors in advance of the meeting.</p> <p>Governors agreed to consider how best to utilise the administrative staff to ease the SLT workload. Action: Add to July agenda.</p> <p>VK confirmed that all actions set out in the report had been actioned.</p> <p>KB had undertaken a monitoring visit as Senior Education Advisor. The report had been shared with governors in advance of the meeting. KB highlighted the key points which included the significant improvements in the Early Years provision at Beckwithshaw. KB thanked the leaders and all staff across the Federation for their continued dedication and professionalism.</p> <p>SB confirmed that she had visited Beckwithshaw on the day of this meeting and the improvements had been considerable in a short space of time and with real impact. Progress had also been evidenced at Kettlesing.</p> | Clerk |
| 12 | <p>Policies Governors approved: - the Governors Expenses Form.</p> <p>And noted the Admissions Policy.</p> | |
| 13 | <p>Health and Safety No incidents to report.</p> | |
| 14 | <p>Correspondence Item 10 refers</p> | |
| 15 | <p>Any other urgent business None</p> | |
| 16 | <p>Dates of Future Meetings</p> <p>July 10th at Ripley CE Primary School</p> <p>Dates for 2023-24 were agreed as: September 18th October 16th November 13th December 11th January 22nd February 26th March 18th April 22nd May 20th June 17th July 15th</p> | |

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| 17 | <p>Future Strategic Direction</p> <p>As discussed earlier in the meeting, Governors agreed to use the July meeting to consider a number of strategic issues which would include:</p> <ul style="list-style-type: none"> - how to ensure the Federation was as inclusive as possible - how to attract future governors as part of the transition process - how to maximise the benefits of being a Federation. <p>Governor question Q: What is the status with regard to the Academisation Order at Ripley? A: The IEB need to formally apply to the DfE to have the DAO removed.</p> <p>Action: AN agreed to share the skills audits at the next meeting which could be used to as part of the process of recruit new governors.</p> | AN |
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The meeting closed at 6.45pm

Signed: (Chair)

Date: