

**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, 11 December 2023 at 5.00 p.m. via Teams**

**MINUTES**

**Present:** Sarah Bassitt (SB) – Acting Chair, Helen Smith (HS),

**Apologies:** Robert Ling (RL), Darren Dudman (DD)

**In attendance:**

Sue Marshall (SM) – Senior Education Advisor  
Victoria Kirkman (VK) – Executive Headteacher  
Emma Sidley (ES)– EYFS Lead  
Laura Bassitt (LB)– TA - EYFS 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.

		<b>Actions</b>
<b>PART ‘A’ - PROCEDURAL</b>		
<b>1</b>	<p><b>Welcome and Introductions</b> Robert Ling, the Chair, had sent his apologies in advance of the meeting. SB agreed to Chair the meeting. The Clerk noted that as only two governors were present the meeting was not quorate. Any urgent decisions would therefore need to be deferred.</p> <p><b>Apologies</b> Apologies had been received from Robert Ling and Darren Dudman in advance of the meeting and were consented to.</p>	
<b>2</b>	<p><b>Confidentiality</b> Governors agreed to consider confidentiality as the meeting progressed.</p>	
<b>3</b>	<p><b>Declaration of interests</b> There were no declarations of interest.</p>	
<b>4</b>	<p><b>To approve the minutes from the meeting on 13<sup>th</sup> November 2023.</b> The minutes were approved by the governors as a true record to be signed by the Chair.</p>	
<b>5</b>	<p><b>Matters arising</b> All actions had been completed bar:</p> <ul style="list-style-type: none"> <li>• RL to liaise with the LA to clarify the lease position at Ripley</li> </ul> <p>VK reported that:</p> <ul style="list-style-type: none"> <li>• the Federation would no longer be using JP as the IT provider and would be switching to the LA service.</li> <li>• The new website would be launched on 31 December.</li> </ul>	

	<ul style="list-style-type: none"> <li>The recruitment process for the new governing body had started. SB and RL had met with staff to discuss the role. Feedback had been positive.</li> </ul> <p><b>Action:</b> RL to share the powerpoint presentation with VK and HS.</p> <ul style="list-style-type: none"> <li>Feedback from the staff questionnaire had been positive and detailed some of the actions taken in response to staff concerns. SB had met with VK to discuss the concerns.</li> <li>The Enterprise Day had raised £400.</li> </ul> <p>Governors welcomed the extra curricular support being provided by staff but noted the need to be mindful of staff well-being and the importance of their PPA time in particular.</p> <ul style="list-style-type: none"> <li>The school had now received the pupil records for the pupil recently transferred to Ripley. VK confirmed that a plan of action had been put in place and was having a positive impact.</li> <li>Plans had been put in place to alter the layout of the entrance area at Kettlesing. The school administrator would now be located in this area which would provide additional safeguarding as well as improve communications with parents and pupils.</li> <li>This has also enabled improvements to the library provision.</li> </ul>	CW/RL
6	<p><b>EYFS Update</b></p> <p>ES and LB highlighted the key points from the report shared with governors in advance of the meeting. These included:</p> <ul style="list-style-type: none"> <li>The implementation of the non-negotiables in all three schools</li> <li>The continued impact and success of the Little Wandles scheme</li> <li>The implementation of clear provision areas in classrooms which are enhanced to link to current topics.</li> <li>Implementation of home learning and regular communication with parents.</li> <li>Timetables and planning consistent across the Federation.</li> <li>The use of Seesaw to evidence learning.</li> <li>Progress being tracked and RAG rated.</li> <li>Learning walks undertaken to monitor progress.</li> <li>Areas for development included to ensure all pupils at Kettlesing achieve GLD and that phonics was taught consistently by all staff.</li> <li>Assessment identified any gaps which would then be addressed.</li> <li>Staff were being provided with ongoing CPD.</li> </ul> <p>Governor questions</p> <p>Q: Was there anything specific the IEB could do to support the delivery of the areas for development ?</p> <p>A: There are some resources which would help. We are currently making a list of the things we need.</p> <p>Q: Is the key to ensure consolidation and enhancement?</p> <p>A: Yes – to ensure that real learning is happening everywhere.</p> <p>Q: How can you be assured that the TAs are providing the high quality delivery of phonics?</p>	

	<p>A: We work very closely with the TAs to provide support, training and coaching. We also rotate the TAs. We also observe the support staff as part of our learning walk monitoring.</p> <p>VK reported that ES and LB were given time to provide this support to the TAs as part of the drive to deliver consistency across the Federation.</p> <p>Q: Are the pupils on track to achieve their targets by the end of the year? A: Yes.</p> <p>VK reported that two pupils were currently out of their year groups. Advice had been taken from the DfE and the regular meetings would continue.</p> <p>Governors thanked ES and LB for their detailed report and presentation. ES and LB left the meeting at 5.20pm</p>	
<b>PART 'B' – SCHOOL IMPROVEMENT</b>		
7	<p><b>Finance update</b> The latest monitoring reports had been shared in advance of the meeting.</p> <p>VK confirmed that a meeting had taken place with RL and Karen Taylor, the bursar, to discuss and approve the revised budget. Governors confirmed that they were content with this process and also to approve the revised budget.</p> <p>VK reported that she had checked the accounts for the PTAs at each of the school and assured governors of their accuracy. The current balances were noted as: Kettlesing: £9k Ripley £2.7k Beckwithshaw £2.1k</p> <p>Governor question Q: Why was the balance at Kettlesing so high? A: VK reported that the PTA had asked previous leaders for suggestions on how best to spend the money but had not received a response. VK had now identified some specific areas for spend including two new smartboards and improved fencing.</p>	
8	<p><b>Transition arrangements</b> Governors agreed that, in order to ensure all the various deadlines were met, it was essential to provide parents with a communication regarding the parent election process, before the end of the calendar year. An information evening would then be arranged early in January for those parents interested in joining the new governing body.</p> <p><b>Action:</b> To confirm this arrangement and the communication with RL.</p> <p>Governors agreed that the meeting schedule for the new governing body should be an agenda item at its first meeting.</p> <p><b>Action:</b> Clerk to add to agenda.</p>	<p>CW/RL</p> <p>Clerk</p>

9	<p><b>Headteacher report</b></p> <p>The Governor Dashboard had been shared in advance of the meeting. VK highlighted the key points which included:</p> <ul style="list-style-type: none"> <li>• The appointment of a new administrator at Kettlesing.</li> <li>• Staff attendance continued to be strong. Two staff members were on long term sick – all appropriate policies and support continued to be applied.</li> <li>• Staff health and well-being was good.</li> </ul> <p>Governor question  Q: Overall things seems to be positive – is this accurate?  A: Yes. Some of the external reports identified a number of recommendations – which we have addressed.</p>	
10	<p><b>Governor</b></p> <p>SB confirmed that all governors had completed their statutory safeguarding training.</p> <p>Governors agreed to consider whether to extend the current SLA with the LA to include governance as well as clerking. The training from other sources, such as the Diocese, would also need to be considered from a VFM and quality perspective.</p> <p><b>Action:</b> VK to share the costs to the Federation of the LA extended package.</p> <p><b>Action:</b> VK to share updates from the Safeguarding Board to all governors.</p> <p>SB had undertaken a link governor monitoring visits on 22 November focusing on Look at the Road Safety Focus of the week and General curriculum check including children’s books. The report had been shared in advance of the meeting.</p>	<p>VK</p> <p>VK</p>
11	<p><b>Policies</b></p> <p>Governors approved, in principle, the following policies:  Parental Leave  Health and Safety  Educational Visits  Infectious Diseases</p> <p>VK confirmed that the LA Health and Safety and HR Advisors had confirmed that they were content with all related policies and risk assessments as part of their visits. This had included a review of each of the Single Central Records.</p>	
12	<p><b>Safeguarding</b></p> <p>VK provided governors with details of a safeguarding incident that had recently taken place at Ripley. Governors were assured by the effective, timely and appropriate actions that had been taken by the staff on a day when the senior leaders were elsewhere.</p> <p>Governor question  Q: Is the school resourced sufficiently to be able to deal with complex situations which can have a significant impact?  A: The appropriate level of support is in place for this particular pupil. But we also make sure that all our staff our regularly trained on safeguarding.</p>	

	VK informed governors that the filtering and monitoring checks were undertaken weekly. SB confirmed that this was the case as part of her monitoring visit.	
<b>13</b>	<p><b>Health and Safety</b></p> <p>VK reported that advice had been sought from the LA to find out what steps would be required to re-open the field at Kettlesing. Confirmation was given that a risk assessment was needed, this had been completed and approved. The field now needed to be cleared, fencing put up and clear signage put in place. Any usage of the field would also need to align with the lettings policy where appropriate.</p> <p><b>Action:</b> Governors to approve the proposed signage at the next meeting.</p>	ALL/CW
<b>14</b>	<p><b>Correspondence</b></p> <p>None</p>	
<b>15</b>	<p><b>AOB</b></p> <p>Governors asked if there had been any response from the DfE re the Academization Order.</p> <p><b>Action:</b> RL to share the final letter with governors.</p>	RL
<b>16</b>	<p><b>Dates of Future Meetings</b></p> <p>January 22<sup>nd</sup> at Ripley.  February 26<sup>th</sup>  March 18<sup>th</sup>  April 22<sup>nd</sup>  May 20<sup>th</sup>  June 17<sup>th</sup>  July 15<sup>th</sup></p> <p>VK thanked the IEB on behalf of staff for their support.</p> <p>SB thanked VK and all the staff for their continued hard work and professionalism and wished everyone a very Happy Christmas and New Year.</p>	

The meeting closed at 6.30pm

Signed: (Chair)

Date: