

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, 27 March 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:

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
 Chris Walker – 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. RL confirmed that Anne Vetch had stepped down from the IEB for personal reasons. Governors thanked Anne for all her hard work in support of the IEB and the Federation.	
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. The Clerk asked governors to complete the Register of Business Interests form as soon as possible and to return to the Clerk.	ALL
5	To approve the minutes and confidential minutes from the meetings on 27 February 2023. The minutes were approved by the governors as a true record to be signed by the Chair.	
6	Matters arising None.	

7.	<p>To approve the Standing Orders for 2023-24 and to adopt the NGA Code of Conduct. The Standing Orders were approved and the Code of Conduct adopted.</p>	
<p>PART 'B' – SCHOOL IMPROVEMENT.</p>		
7	<p>Finance KT provided a verbal update on any financial developments since the previous meeting. Key points raised included:</p> <ul style="list-style-type: none"> - Clarification from the LA had not yet been given on whether funding for the Federation leadership would be provided as part of the Schools Causing Concern arrangement. - KT agreed to add a provision into the budget for the £400 per day cost for VK. If this funding was to be provided by the Federation it would need to go to Panel. <p>RL informed governors that both VK and himself had met with the Assistant Director of Finance at the LA, Howard Emmett to discuss the Federation finances. A request for support to help fund the roof at Kettlesing had been requested as part of the discussions.</p> <ul style="list-style-type: none"> - BF confirmed that clarity on the rent arrangements at Ripley should be confirmed by the end of the week. - There were small variances to each of the budgets within the Federation. KT reported that she was investigating the costs of the before and after school clubs at Beckwithshaw. <p>Governors thanked KT for her update and for supporting the improvement in the financial position of the Federation.</p> <p>Governors agreed that it would be helpful to explore how best to utilise any economies of scale benefits from being a Federation.</p> <p><u>Class Structures</u> Governors discussed class structure options at Ripley and Kettlesing. This discussion has been recorded in a separate confidential minute.</p> <p><u>Capital Spends</u> Governors were provided with a list of proposed capital spends at the meeting. VK talked through each proposal.</p> <p><u>Governor questions</u> Q: Would the fire alarms at Ripley also cover the flats - if so, should we look to secure a contribution from the Trustees? A: Yes and I will ask the Trustees. (Action VK)</p> <p>Governors approved the proposals and agreed that addressing the Fire Alarms at Ripley should be the priority.</p> <p>Q: Is there a planned approach to buying IT equipment – i.e. to ensure a phased introduction of upto date equipment? A: Yes – we receive additional funding from the Trustees which goes towards IT equipment as part of our rolling program.</p>	<p>VK</p>

	<p>Q: Did the schools receive any central Eco Grant funding? A: Yes, each school received £11-12k which will be used to help support these capital spend plans.</p> <p>Governors approved the SFVS for each school.</p> <p>KT left the meeting at 6pm.</p> <p>Governors approved the following spends:</p> <ul style="list-style-type: none"> - Sports School (£1k) - Edukey (£3k) - Seesaw (£600) <p>VK confirmed that all could be addressed within the budget.</p>	
8	<p>Policies Governors approved the following policies: Feedback and Marking Online Safety Governor Visits to School Volunteer Helpers Data Protection Acceptable use of internet and digital technologies Emergency Out of Hours Procedures Events Procedure Secure Keeping of Test Materials</p> <p>Governor question Q: What process do you have in place to ensure that staff are reading and implementing policies ? A: We have a robust process in place. All new/updated policies are discussed with all staff straight away and copies emailed to staff. All staff are required to sign and date once read. Our admin staff chase up staff to ensure this is completed.</p>	
9	<p>Health and Safety / Safeguarding VK confirmed that there were no incidents to report.</p> <p>Governors approved the Safeguarding Audits for each school.</p>	
10	<p>Subject Lead Reports JF and EP joined the meeting at 5.45pm</p> <p>Jack Farrimond provided a verbal update on the PE curriculum development. Key points raised included:</p> <ul style="list-style-type: none"> - The organisation of a Netball competition across the 3 schools in the Federation together with Admiral Long and Birstwith. Feedback had been positive. - An external agency provided excellent support which included staff training. - Weekly swimming lessons were ongoing as well as the Forest School. - Sporting Influence had been impressed with the range of competitions being organised within the Federation and had also provided useful advice on how best to assess PE. - Lots of work had been done to evaluate the current curriculum with the aim of improving consistency. 	

	<p>Governor questions</p> <p>Q: Are the external providers aware of your curriculum when they come into school to support? A: Yes.</p> <p>Q: How do you ensure that PE lessons are accessible to all? A: We ensure that all pupils get involved in every lesson.</p> <p>Governors thanked JF for his presentation.</p> <p>Emma Povey provided a verbal update on the History and Geography curricula across the Federation. Key points raised included:</p> <ul style="list-style-type: none"> - The last Ofsted report had stated that progression and knowledge was not strong in these areas. EP had therefore worked to create an action plan to address these points and to ensure cohesive links were made in the curriculum. - The recent Inspection had acknowledged the progress that had been made which should clear links and skills. - a scheme of work had been developed and was being used across the Federation. <p>Governor question</p> <p>Q: Did you buy a package? A: Yes – this scheme has been useful and will serve as a starting point. It has been useful to raise teacher confidence and provided many of the tools that they will need, saving them any additional work.</p> <p>Q: Is the disciplinary knowledge included / balanced ? A: Yes – the disciplinary knowledge is included throughout the topics being studied and alongside the National Curriculum. We have created posters for the classrooms to show this and will tick actions off once completed.</p> <p>Q: Is local knowledge included? A: Yes – we are utilizing the locality which provides lots of enrichment opportunities.</p> <p>Q: Are you using the correct vocabulary? A: Yes, this is something we are aware of.</p> <p>Governors thanked EP for her presentation. EP and JF left the meeting at 6.20pm</p> <p>SB informed governors that she had organised the annual multi school charity concert at the Harrogate Festival Hall in the previous week and the inclusive nature of the Federation was clearly evident.</p>	
11	<p>Headteacher's Report</p> <p>Governors had been provided with the Spring 2 dashboard in advance of the meeting. VK reported that there had been significant changes since the last meeting.</p> <p>Governor questions</p> <p>Q: Why is persistent absence at Kettlesing higher than at the other schools? A: This is largely down to a small number of families with more than one sibling where there has been some illness. There has been an unauthorised absence due to a holiday, a bereavement and one case relates to persistent lateness. We will continue to track and follow up on all absences where required.</p>	

	<p>Q: What support is being targeted towards the more able pupils? A: We track the progress of the more able pupils to ensure that they are stretched and provide any support necessary, through targeted interventions for example.</p>	
12	<p>School Partnership Improvement Plan (SPIP) The SPIP had been shared with governors in advance of the meeting. KB informed governors that the Key Performance Indicators (KPIs) had been agreed in September and then reviewed in the Spring Term.</p> <p>KPI 3 (SEND provision) and KPI 6 (Curriculum Implementation) had both been assessed as ‘amber’ due to the consistency of the implementation. KPI7 (Early Years) and KPI 8 (Reading and Phonics) had also been assessed as amber. All would be reviewed again in both the Spring and Summer terms.</p> <p>KB reported that whilst there were a number of areas assessed as amber this did not mean that good progress had not been made.</p> <p>KB confirmed that she had undertaken a monitoring visit to Kettlesing with VK since the monitoring visit undertaken by SB. Progress had been identified which included evidence of effective lesson modelling and improved learning behaviours. Greater consistency was still required.</p> <p>SB had identified a number of actions in her monitoring report which had all now been addressed.</p> <p>Governor question Q: There appears to be a trend of inconsistency – is this endemic or in one or two classes? A: This relates to specific teachers in some areas of their practice. This is not a Federation wide issue. Regular monitoring and support is being provided where required to identify inconsistencies and address them.</p> <p>Governors agreed that:</p> <ul style="list-style-type: none"> - much of the recent focus of the IEB had been on the other two schools and that it was essential to ensure that Kettlesing received equal attention. - it was essential to ensure that all subject leads were having a positive impact across the Federation. Regular monitoring and support would keep track of progress. - Governor monitoring visits needed to include all three schools. - Overall progress had been good. - 	
13	<p>Communication Governors agreed that it was essential to ensure a consistent communication strategy and therefore that all external communications should be approved by the IEB before being shared wider.</p>	
14	<p>Governor Governors agreed to the following link roles:</p> <p>Teaching and Learning / Curriculum: SB Leadership and Management: SB (Interim) Finance: RL SEND/ Pupil Premium: HS</p>	

	<p>Health and Safety/ Premises: DD Safeguarding: SB</p> <p>All governors confirmed that they had read the 2022 Keeping Children Safe in Education.</p>	
15	<p>Correspondence An email had been received from a parent concerned about a lack of clarity around communication. RL had responded directly and clarified the position.</p>	
16	<p>Any other urgent business <u>Leases at Ripley</u> HS reported that she had contacted both the LA and Diocese to clarify the lease arrangements at Ripley. There had been no further progress since the last meeting. Action: HS to speak to the Trustees to clarify their understanding of the position and how best to proceed.</p> <p>Governors thanked VK and BF for all their continued hard work and dedication and for the hard work and dedication of all the staff and asked that this message be passed on to the staff. Action: VK</p>	VK
17	<p>Future Leadership Arrangements/ Strategic Direction This was a confidential discussion and both VK and BF left the meeting at this point.</p>	

The meeting closed at 7.06 pm

Signed: (Chair)

Date: