

**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 5 September 2022 at 5.00 p.m. – held virtually.**

**MINUTES**

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

**Apologies:** Anne Vetch (AV)

**In attendance:**

Amanda Newbold (AN) - Assistant Director Education and Skills, NYCC  
 Karen Butler (KB) – Senior Education Advisor (SEA)  
 Victoria Kirkman (VK) – Joint Interim Headteacher  
 Chris Whitehead (CW)– Joint Interim Headteacher  
 Narinder Gill (NG)- School Improvement Director, Elevate Multi Academy Trust  
 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.

		<b>Actions</b>
<b>PART ‘A’ - PROCEDURAL</b>		
<b>1</b>	<b>Welcome and Introductions</b> RL welcomed everyone to the meeting.	
<b>2</b>	<b>Apologies</b> Anne Vetch had sent her apologies in advance of the meeting which were consented to by governors.	
<b>3</b>	<b>Confidentiality</b> Governors agreed to consider confidentiality as the meeting progressed.	
<b>4</b>	<b>Declarations of Interest</b> None were noted.	
<b>PART ‘B’ - SCHOOL IMPROVEMENT</b>		
<b>5</b>	<b>Update on Academisation</b> NG explained that the target for conversion was 1 November 2022 Everything was on track but it would still be a challenge to achieve in this timeframe. Bi-weekly meetings were taking place between RL and Elevate to discuss progress. The aim was to initiate the school improvement transition plans four weeks before conversion.	

	<p><b>Action:</b> RL to share the timeline with the IEB after the meeting.</p> <p>RL confirmed that the aim was to convert on 1 November.</p> <p>Governor questions  Q: How can the four week school improvement transition work be initiated when we don't have a clear date for conversion? At what point will we know 100% the date of conversion?</p> <p>A: RL agreed with the point being made and that this issue had been discussed in the bi-weekly meetings. All sides agreed that a smooth transition was essential and that there might need to be some flexibility. The concern was not to have started any transition work if there was any slippage to the date of conversion.</p> <p>Q: What is causing the hold up?  A: NG confirmed that the DfE had agreed that 1 November was a more realistic date for conversion.</p> <p>AN explained that the key issue was the potential cost for the repair work to the roof at Kettlesing. Elevate had arranged for further surveys to be undertaken which had been shared with the DfE. We were now awaiting clarification of the costs. All parties wanted conversion to take place in November.</p> <p>Governors agreed to defer the date of the next meeting of the IEB to hopefully enable this information to be available at a later date.</p> <p><b>Action:</b> Clerk to arrange new date with IEB after the meeting.</p>	<p>RL</p> <p>Clerk</p>
<p>6</p>	<p><b>Headteacher Report</b></p> <p>VK explained that a discussion about Keeping Children Safe in Education had been undertaken at the recent staff training day. All staff would be required to sign a document to confirm that they had read the latest version.</p> <p>CW explained that the Safeguarding and Child Protection Policy had been updated and had been shared with governors in advance of the meeting. A number of areas needed to be confirmed</p> <p><b>Action:</b> CW to liaise with AV to clarify governor training  <b>Action:</b> RL confirmed that he had completed the Safer Recruiting Training</p> <p>SB, on behalf of the IEB, thanked CW/VK for the speed with which they had produced the updated version of this policy which had required a substantial amount of work in a short space of time.</p> <p>CW confirmed the DSL, DDSL and SENCo roles at each school and that the appropriate training had been undertaken. CW and VK would remain as the DSLs across the Federation with the aim of ensuring there was also a fully trained DDSL at each school.</p> <p>VK confirmed that the class structures had not changed since the last IEB meeting.</p>	<p>CW</p>

<p>VK reported that there were no specific concerns to raise at this stage but to be mindful this was the first day of the new term and was a staff training day. VK informed the IEB that staff were enthusiastic to be back at the training day and looking forward to the new term.</p> <p>VK did report that a number of staff were looking for clarification of when conversion would be taking place and how this might impact on their workloads.</p> <p>VK confirmed that there had been a bullying incident at Beckwithshaw and it had been addressed in line with appropriate policies and procedures. All parties, including parents and carers, were content with the outcome and new systems had now been put in place.</p> <p>A staff CPD schedule was now in place.</p> <p>CW confirmed that lockdown, invacuation/evacuation drills had been arranged for each school in the first three weeks of term.</p> <p>Governor question  Q: What was the mood of staff?  A: Good. All the new staff were warmly welcomed. As mentioned earlier, the concerns were around workloads upon conversion. The key will be how the 4 week transition is managed too.</p> <p><b>Action:</b> NG/RL/Rachel Kershaw to arrange regular communications to staff which were timely and informative. Thought would need to be given to the methods and frequency of communication. It was important to share the message that Elevate were working together with the staff of the Federation.</p> <p>RL underlined the importance of ensuring conversion by 1 November and to proceed on this basis. However, the IEB would need to be mindful of anything that might affect this deadline and respond accordingly. A key to a smooth transition would be effective and timely communication with all staff.</p> <p>Governor questions  Q: The Fire Risk Assessment from July highlighted 7 high priority areas requiring action. Has this work been done?  A: Yes. All have been addressed over the summer. CW confirmed that he would be going through all the actions with the school administrator this week to check on progress. In addition, there were weekly meetings with staff to communicate safeguarding expectations.</p> <p>VK confirmed that all the priority actions set out in the recent Financial Audit and Health and Safety Report had also been completed.</p> <p>Q: Had there been any impact to the change of hours for the school administrator at Ripley – particular in terms of pick up / drop off times? (A governor had received this query from a parent)  A: I am in discussions currently with the administrator to hopefully agree hours that she would find OK. She is highly capable and would be a great loss. We would look to ensure there was no impact at these key times.</p> <p><b>Action:</b> VK/CW to provide current pupil numbers.</p>	<p>NG/RL</p> <p>VK/CW</p>
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	Governors agreed that operational questions from parents should be directed to VK/CW rather than be addressed by governors or the IEB.	
<b>7</b>	<p><b>Governor</b>  <b>Action:</b> All governors to confirm that they have read the latest version of Keeping Children Safe in Education at the next meeting.</p> <p>Governors approved the Safeguarding and Child Protection Policy.</p> <p>The following link governor roles were confirmed:</p> <p>SEND – HS  Safeguarding – AV  Health and Safety – DD</p> <p>VK confirmed that in the autumn term LA officers would be visiting to monitor:</p> <ul style="list-style-type: none"> <li>- Reception provision</li> <li>- Health and Safety (DD to attend if possible)</li> <li>- KB to join autumn planning meetings</li> </ul> <p>Governors agreed to undertake monitoring visits in the autumn term.</p>	<b>ALL</b>
<b>8.</b>	<p><b>Health and Safety / Safeguarding</b>  No concerns to report.</p>	
<b>9.</b>	<p><b>Correspondence</b>  None to report.</p>	
<b>10.</b>	<p><b>AOB</b>  None</p>	
<b>11.</b>	<p><b>Date of next meetings</b>  The meeting on 26<sup>th</sup> September was cancelled and the clerk to liaise with the IEB to agree a later date.</p>	

The meeting closed at 5.32pm

Signed: (Chair)

Date: