

**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 18 July 2022 at 5.00 p.m. – held virtually.**

**MINUTES**

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

**Apologies:** None

**In attendance:**

- Amanda Newbold (AN) - Assistant Director Education and Skills, NYCC
- Victoria Kirkman (VK) – Joint Interim Headteacher
- Chris Whitehead (CW)– Joint Interim Headteacher
- Rachel Richardson (RR) – Bursar (NYCC)
- Narinder Gill (NG)- School Improvement Director, Elevate Multi Academy Trust
- Abby Clay (AC) – Headteacher, 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 and introduced NG and AC to the meeting. All present introduced themselves.	
<b>2</b>	<b>Apologies</b> None, all present.	
<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>5</b>	<b>To approve the minutes and confidential minutes of the meeting of 20 June 2022.</b> The minutes were approved as a true record.	
<b>6</b>	<b>Matters Arising</b> All actions had been completed or were covered on the agenda for this meeting.	

## PART 'B' - SCHOOL IMPROVEMENT

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### Finance

The latest monitoring reports (May 2022) for each school had been shared with governors in advance of the meeting.

RR talked through the key variances which had caused some changes to the start budget. Two significant concerns were identified:

- A larger than planned increase in energy cost assumptions based on the latest advice.
- The ongoing cost of supply provision which was currently around £3.5k per week. RR explained that due to the nature of the ongoing absences it was not clear if the absence insurance scheme would cover all these costs.

Governor question

Q: How long are we tied into the current absence insurance scheme?

A: Until September 2022.

The key budget headlines for each school were summarised as follows:

- The position at Beckwithshaw had deteriorated largely due to the impact of the supply provision.
- The position at Ripley had deteriorated due to falling pupil numbers.
- The position at Kettlesing had improved slightly largely as a result of not replacing vacant TA positions.

Governor question

Q: Could you explain what the 10 days of interim leadership payments over the summer represent?

A: These days have been agreed with the LA to enable the interim leaders to undertake necessary work in preparation for 2022-23.

Governors sought clarification on whether any of the recently recruited teachers had been working previously as supply within the Federation. If so, there would be an additional cost to consider to be paid to the supply agency.

VK explained that there was one teacher who had worked for an agency and there were two options. Either:

- They continue on a supply basis for 12 weeks after which they could be offered a Fixed Term contract; or
- They are offered a Fixed Term contract from the start of term and 20% is then paid to the agency.

VK explained that there was another member of staff who the agency might seek a fee. VK clarified that they had not worked in the Federation whilst working for this agency and that she would confirm this with them. Therefore no additional cost would be incurred.

Governors agreed that the cheaper option should be pursued and that HR advice should be sought to clarify the TUPE position upon conversion.

Governors thanked RR for all her support to the IEB.

	RR left the meeting at 5.15pm.	
8	<p><b>Headteacher Report</b></p> <p><b>Staffing</b>  CW confirmed that every class across the Federation would have a teacher in post for September 2022. The support plans had been successfully completed by those staff and one member of staff had rescinded their resignation.</p> <p>Supply cover was currently in place to provide administrative support at Beckwithshaw and had already had a positive impact.</p> <p>Governor question  Q: Are all the new staff on permanent contracts?  A: All are permanent except one who is on a fixed term contract.</p> <p>VK explained that all new staff would undertake the set induction program and be provided with as much support and training as they required. Support plans would continue where required. VK/CW had welcomed the positivity from the staff who had embraced the various changes during some challenging times. Anecdotal feedback from a parent had been positive, particularly with regard to curriculum development.</p> <p><b>Safeguarding</b>  CW confirmed that the Single Central Record at Beckwithshaw was now compliant. A safeguarding questionnaire had been sent to parents/carers, staff and pupils. A key theme arising from the responses was behaviour in school. CW/VK had undertaken drop ins and lesson observations.</p> <p><b>Action:</b> VK agreed to communicate the details of the new staff to parents, which would include mini bios.</p> <p>Governor question  Q: What do you see as the biggest staffing challenge, in advance of September?  A: Ensuring consistency in the systems and processes.</p> <p>Q: Do you have a plan in place to support this?  A: Yes.</p> <p>Q: In the parental surveys there was a concern that parents found it difficult to raise complaints and that if they did they were not dealt with. Is this accurate?  A: There has been some vexatious correspondence and I have discussed this with RL and have since met with the parents. I have been made aware of the wider concerns recently and am trying to get to the root of them. I have put in plans in place and this issue will be addressed as a matter of urgency.</p> <p>RL explained that he had spoken to the correspondent and addressed his concerns.</p> <p>Governors agreed that it was important to provide clearer information to parents/carers on both the planned locations for the interim leadership and of the details of the new staff. This would support greater visibility of all staff and improve access for parents/carers.</p>	VK

	<p>Governor question  Q: In the survey, a number of pupils indicated that they did not feel safe – does this relate to all the schools or just one?  A: Most issues relate to Beckwithshaw but the questionnaire was Federation-wide.</p> <p>NG suggested that communication with the community was one area which would need to be addressed. The community needed clear information on staff, trust needed to be improved and regular updates on the transition to conversion shared.</p> <p>A governor highlighted the fact that a number of parents/ pupils had identified concerns arising from deficiencies in site security – for example damaged fencing. The email communications from parents/carers had also been offensive and personal on occasion and a strategy needed to be considered to address this.</p> <p>KB confirmed that the Pupil and Staff Voice had been undertaken at all three schools. Most concerns had arisen at Beckwithshaw and focused on behaviour and bullying.</p> <p>Governor question  Q: What was staff well-being like currently?  A: Overall staff well-being is good. We have put support systems in place and there has been engagement from the supply staff, in CPD for example, which has been welcomed. Some staff are still wary about the various new systems and we are working with them to provide as much support as possible.</p> <p>Q: Will there be any staff support plans in place in September 2022?  A: No.</p> <p>Governors thanked VK/CW for their update.</p>	
<p><b>9</b></p>	<p><b>Nursery Consultation</b>  The consultation letter to stakeholders together with all written responses had been shared with governors in advance of the meeting.</p> <p>AV explained that 5 written replies had been received and each wanted the pre-school at Ripley to continue.</p> <p>Governor questions  Q: Was the decision to consult on closure based solely on financial reasons? (AC)  A: No. The issue of viability also related to take up numbers which were currently at 2. With the required staffing ratios this would not be a viable option.</p> <p>Governors were mindful that of the financial position at Ripley and of the low take up for the pre-school. The current numbers would not be sustainable and would put additional pressures on an already tight financial budget.</p> <p>Governors therefore approved the decision to close the pre-school at Ripley.</p>	
<p><b>10.</b></p>	<p><b>Elevate – Future Plans</b>  A separate confidential minute has been prepared for this item which included confidential staffing discussions.</p>	

11.	<p><b>Statement of Action Update.</b></p> <p>The Statement of Actions for each school had been shared with governors in advance of the meeting. KB talked through the key points and any subsequent actions as follows:</p> <ul style="list-style-type: none"> <li>- KB had undertaken a follow-up safeguarding visit to Beckwithshaw on 13 July 2022. As part of the visit KB had checked the SCR which was now compliant.</li> <li>- Swift and effective action had been taken to address the actions most of which were now completed.</li> <li>- A training plan for staff was being developed for the autumn term and would include safeguarding.</li> <li>- Some of those actions still being completed included website compliance and the PHSE curriculum development.</li> <li>- Lots of work was being done with regard to staff well-being and a wellbeing survey would be undertaken towards the start of the autumn term.</li> </ul> <p>Governor question  Q: Does this mean that the LA is stating that safeguarding is safe across the Federation?  A: There are new staff joining in September and once on board everything will be reviewed. There are a number of follow up actions further to the pupil and staff voice surveys and a full CPOMs analysis will be undertaken. (KB)</p> <p>VK – Yes, safeguarding is safe across the Federation. As part of the staff training in September we will be covering contextual training.</p> <p>KB explained that most of the June milestones had been completed at Ripley and the aim was for subject leaders to present at future IEB meetings. Assessment and data tracking would be a focus in the autumn term.</p> <p><b>Action:</b> English and SEND leads to present at September IEB meeting.</p> <p>The latest data had been shared with governors in advance of the meeting.</p> <p>Governors were concerned at the accuracy of the data based both on recent monitoring visits and on the capability of some of the previous teachers. Governors agreed that the interim leadership had done an excellent job and that any deficiencies in the data was not a reflection on their impact.</p> <p>VK explained that the data was as accurate as was possible at this point in time and that she expected the outcomes to be higher once a more rigorous assessment of all pupils had been undertaken.</p> <p>NG suggested that staff might benefit from undertaking the Senior Mental Health Training and would send a link to CW.  Action: NG to send link to the CW.</p> <p>NG noted the need to address the PSHE curriculum but without a subject lead this would be more challenging. This would be a priority for the autumn term.</p> <p>Governors thanked KB.</p>	VK/Clerk
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12.	<p><b>Governor Action Plan</b>  HS confirmed that all actions were on track and that the latest monitoring visits would be added.</p>	
13.	<p><b>Governor Training</b>  RL confirmed that he had completed the online safeguarding and prevent training. SB had also completed all the latest safeguarding training.</p> <p>No monitoring visits had taken place since the last meeting.</p>	
14.	<p><b>Policies</b>  Governors approved the Educational Visits Policy</p>	
15.	<p><b>Health and Safety / Safeguarding</b>  The reports from the recent Health and Safety Inspections would be shared at the next meeting.</p> <p>Q: Was anything identified of concern in the report?  A: A lock on the gate at Beckwithshaw would now be put in place. It had not been done previously as this had been identified as a fire exit.</p>	
16.	<p><b>AOB</b>  CW had received an email from one parent on behalf of a number of parents expressing a range of concerns. RL reported that he had spoken directly to this parent to respond to the points raised. VK also reported that both she and CW had met with this parent who had appeared to be re-assured by the answers she received.</p>	
17.	<p><b>Date of next meetings</b>  The next two meetings were confirmed as Monday 5<sup>th</sup> September at 5pm virtually and Monday 26<sup>th</sup> September at 5.30pm in school. NG and SB confirmed that they would not be able to attend the meeting on 26<sup>th</sup> September.</p> <p>Governors thanked VK and CW for all their hard work and commitment over the previous few weeks.</p> <p>The meeting closed at 7.15pm</p>	

Signed:

(Chair)

Date:

