

**aaaaaaafFederation 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 16th May at 4.00 p.m..**

**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)  
 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> 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 on 25 April 2022</b> The minutes were approved as a true record and signed by the Chair.	
<b>6</b>	<b>Matters Arising</b> All actions had been completed or had been included on the agenda for today’s meeting.  KB informed governors that she had been contacted by the Chair from the Darley and Summerbridge Primary Federation who had asked if he could	

	<p>attend the parent consultation meeting at Kettlesing to listen. He had informed KB that their Federation would be interested in joining with the school should academisation not proceed.</p> <p>In discussion, governors agreed that this consultation meeting was for parents, carers and staff only. KB agreed to confirm this with the Chair.</p>	KB
	<p><b>PART 'B' – SCHOOL IMPROVEMENT</b></p>	
7	<p><b>Finance</b></p> <p>RR had provided the IEB with the Year End Outturns and CFR data for each of the schools in advance of the meeting. RR talked through the assumptions, variances and flagged up any areas of concern. The key points raised for each school were as follows:</p> <p>Beckwithshaw was in a healthy financial position with an expected outturn of £33k.. Concerns included a need to make a decision on the before and after school provision and the chasing up of staff insurance claims (this was common to all three schools)</p> <p>Kettlesing financial position was fair with an outturn of £10k. No specific concerns to report.</p> <p>Ripley was in the worst financial position of the three schools with an outturn deficit of £44k which was £25k over plan. RR reported that additional funding needed to be included into these figures (including £24k School Improvement Funding) and that the revised figure would be closer to an £18k deficit. RR confirmed that this included income from the Trustees.</p> <p>HS informed governors that the Trustees provided around £6k per annum to Ripley school but requested clarification of how this funding was to be spent first. A further £10-12k of income was also derived through the letting of the flats above the school. A meeting with the Trustees had been arranged for 20 May which would include a tour of the school.</p> <p>Governor question  Q: Is the overall budget of all three schools together ok?  A: There would be a surplus if all budgets were looked as a whole.</p> <p>AN confirmed that each school budget should be considered individually as there was no agreement at the Federation to have a pooled budget. It was possible to consider the overall financial position when considering budgetary decisions but this would not impact on the need to manage each budget individually.</p> <p>RR explained that two of the key issues at Ripley was the need to consider whether to have a three or two class structure and to consider the viability of the nursery.</p> <p>Governor question  Q: The previous start budget had indicated a surplus what had changed?</p>	

	<p>A: The impact of any funding from the nursery was the key factor. To date there had only been 1 inquiry from a parent. The nursery number assumption had been based on the known numbers based on the census. This was zero.</p> <p>HS set out the recent history of the nursery and that an assumption of £25k had been made previously based on an expected 6 children.</p> <p>Governors agreed that there needed to be further discussion on the nursery and that the current figure might change as a result in the future. The discussion would need to consider not only pupil numbers but also any staffing implications for those staff running the nursery.</p> <p><b>Action:</b> AV to meet with VK to discuss a range of staffing issues including nursery provision and update the IEB.</p> <p>Governors agreed to approve the Start Budgets at the meeting on 6 June.</p> <p>VK confirmed that a meeting with Howard Emmett, LA Assistant Director of Finance, had been arranged for 24<sup>th</sup> May to discuss the Federation's financial position.</p> <p><u>Audit Update</u> Veritau had been commissioned to undertake a financial and governance audit at the Federation. The report had not yet been completed but initial feedback set out a range of issues and recommendations. This feedback had been circulated to governors in advance of the meeting. There were no surprises and all could be addressed by ensuring appropriate systems were put in place. VK confirmed that a number had already been addressed.</p> <p>AN confirmed that the report would be analysed by finance colleagues in the LA and discussed with VK/CW about the prioritization of actions.</p> <p>VK confirmed that Veritau would be asked to undertake a further check in the future to check on progress.</p> <p>Governors thanked RR for her presentation.</p> <p>RR left the meeting at 16.50pm</p>	<p>VW/VK</p>
<p>8</p>	<p><b>Headteacher Report</b> Governors had been provided with an Interim Leadership Report of Actions in advance of the meeting.</p> <p>The report set out actions taken by VK/CW in the following areas:</p> <ul style="list-style-type: none"> <li>- Safeguarding</li> <li>- Staffing</li> <li>- CPD</li> <li>- Quality of Education</li> <li>- SEND</li> <li>- Health and Safety</li> <li>- Communications</li> </ul>	

VK confirmed that the aim of the report was to detail what had been achieved to date. There had already been a positive impact on the pupils across the Federation.

VK talked through the key points in the report as follows:

- Staffing details were explained
- HR had provided advice in support of managing an issue relating to the Fire Drill.

Q: Will Elevate need to be part of any staff recruitment exercises?

A: Yes, but any recruitment must be targeted at delivering what is right for the school.

AN confirmed that Howard Emmett would explain the financial protocols going forward at the meeting on 24 May. The meeting would help to inform discussions about recruitment and any potential changes to class structures.

Governors noted that recruitment of high calibre teachers at this time of the year was likely to be challenging but that every avenue should be explored.

#### Safeguarding

VK talked through the range of actions that had already been put in place to improve safeguarding these included the use of a lanyard protocol and staff sign in books.

AN advised VK to seek advice from the LA to clarify the process for managing any potential safeguarding concerns from the tenants of the on-site flats.

Governor question

Q: Are there robust systems in place for the recording of safeguarding incidents?

A: Yes. All three schools are now using CPOMMs.

Q: When was the last check of the Single Central Record undertaken?

A: Autumn 2021.

KB confirmed that a safeguarding check was undertaken in both December 2021 and January 2022 and the SCR was checked on both occasions. KB would also be undertaking a safeguarding visit in the next half term and a quality assurance of the curriculum in the week commencing 23 May.

Q: Who are the Deputy DSLs?

A: Each of the base leaders.

**Action:** AV agreed to attend the safeguarding visit with KB as link governor.

VK confirmed that the new sign-in protocols would be required by all visitors including the IEB. Governors had noted that this had not always been the case previously.

AN reported that the NYCC lanyard did not necessarily mean that that member of staff had been DBS checked and that the wording in the supporting documentation should be amended to reflect this.

#### CPD

A staff schedule and monitoring schedule had been prepared. VK talked through some of the CPD already undertaken which included 1 day per week curriculum support from James Routh from the Priestley Academy Trust. Training had also been provided in Reading and Early Years.

#### SEND

VK informed governors that time had been freed up from the SENCo's timetable to enable her to carry out her role effectively, further to the discussion at the previous IEB meeting. In addition an Action Plan had been developed to support the SENCO to identify the key priorities. Provision maps would be monitored closely and those pupils requiring immediate intervention had been identified and plans put in place.

VK reported that there had been a noticeable culture change with regard to SEND provision at all three schools.

A review of the impact of the various actions put in place would be undertaken towards the end of the summer term.

#### Governor question

Q: Why had you (VK) taken on the role as lead for Reading, would you have the capacity to support this in addition to all your other responsibilities?

A: There was no alternative and it helped to support the timetabling. Part of the role will be to support and upskill staff with a view to passing on the responsibility in the future.

Q: Is there CPD support for the poorer performing teachers?

A: We are currently accessing the quality of teaching across the Federation with the support of KB.

This would form part of the discussion at the meeting between AV and VK.

VK reported that there had been a lot of changes for staff and at a quick pace. It was early days but staff had responded to the challenges.

VK confirmed that poor performance would be addressed robustly and in line with the appropriate procedures.

Governors agreed that it was important to address issues of poor performance but were mindful that this might result in a large number of vacancies at the same time.

#### Health and Safety

VK talked through the actions set out in the report and confirmed that a fire risk assessment had been arranged for each of the schools in June.

	<p><u>Communication</u> The report detailed the range of communication being undertaken across the Federation.</p> <p>Governor question Q: Will you be looking to have the same start and finish time at each of the schools? A: This is something we have been looking at and will discuss at our meeting with Elevate on 19<sup>th</sup> May.</p> <p>Governors noted that anecdotal feedback from parents to the various changes had been positive.</p> <p>Governors thanked VK and CW for all their work to date and for the progress and impact already made.</p>	
9	<p><b>Leadership/ Academisation Update</b> AN confirmed that:</p> <ul style="list-style-type: none"> <li>- the consultation on academisation had now started</li> <li>- and that it would be best to defer any discussion on future leadership arrangements to the next meeting.</li> <li>- Elevate had arranged to speak to staff on 24<sup>th</sup> May.</li> </ul> <p>Governors noted that staff had been provided with the FAQs regarding the consultation and agreed that the IEB should ensure communications to staff were made as soon as decisions were known. As part of this process, governors agreed to meet with staff at each of the three schools on Monday 23 May at Kettlesing. AV agreed to attend on behalf of the IEB together with any other governor who was available.</p>	
10	<p><b>Statement of Action Update</b> KB reported that she had met with CW and James Routh and agreed areas of focus. The Early Years advisor had also visited each of the schools and identified areas requiring improvement, which included the provision, level of challenge and improving dialogue. Training had been provided and further visits had been planned to assess progress. The SoA would be updated to reflect any developments.</p> <p>Governors thanked KB for the notes of visits which had been shared in advance of the meeting.</p>	
11	<p><b>Governor Action Plan (GAP)</b> A draft GAP had been shared with governors in advance of the meeting. HS agreed to update and present at the next meeting.</p>	
12	<p><b>Governor</b> All governors bar RL confirmed that they had undertaken the safeguarding and prevent training.</p> <p><b>Action:</b> RL to complete training.</p>	RL

	<p><b>Monitoring Visits</b> SB had undertaken an Early Years monitoring visit. SB provided a verbal summary at the meeting and reported that she had met with VK to discuss Early Years provision. Actions had been agreed and improvements had already been made. A number of concerns remained which had been detailed in the visit report.</p>	
13	<p><b>Policies</b> Governors adopted the Health and Safety Policy and Educational Visits Policy.</p>	
14	<p><b>Health and Safety/ Safeguarding</b> No concerns to report</p>	
15	<p><b>Correspondence</b> The clerk confirmed that the recent staff grievance case had been completed. A decision had been reached by the Panel and shared with the member of staff and with the school.</p> <p><b>Action:</b> To confirm the agreement of a fee from HR for their support of the panel hearing. (RL/Clerk)</p>	RL
16	<p><b>Date of Next meeting.</b> Governors agreed to hold an extra meeting on 6<sup>th</sup> June at 5pm. The meeting would be held virtually and would consider the outcome of the consultation exercise and the start budgets.</p> <p>HS reported that the Trustees would be meeting on 20<sup>th</sup> June at 4pm and asked that either VK/CW attend if possible.</p> <p>The IEB Meeting on 20<sup>th</sup> June to start at 5.30pm and would be virtual.</p> <p>The meeting closed at 6pm.</p>	

Signed:

(Chair)

Date:

