

**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, 12 December 2022 at 5.00 p.m. – held virtually.**

**MINUTES**

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

**Apologies:** All present

**In attendance:**

Karen Butler (KB) – Senior Education Advisor (SEA)  
Chris Walker – Clerk  
Karen Taylor (KT) – FMS officer  
Victoria Kirkman (VK) – Acting Executive Headteacher  
Rebecca Foy (BF)– Co-exec HT and SENCO  
Amanda Newbold (AN) – Assistant Director Education and Skills

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 KT who was the new bursar for the Federation.	
<b>2</b>	<b>Apologies</b> All present.	
<b>3</b>	<b>Confidentiality</b> Governors agreed to consider confidentiality as the meeting progressed.	
<b>4</b>	<b>Declarations of Interest for any agenda item:</b> No declarations were made.	
<b>5</b>	<b>To approve the minutes and confidential minutes from the meetings on 14 November 2022.</b> The minutes were approved by the governors subject to one amendment at Item 9 to reflect that that governors had welcomed the increased presence of the EHT at each of the schools.	
<b>6</b>	<b>Matters arising</b> None.	

## PART 'B' – BUSINESS OF THE MEETING.

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### Finance

The November monitoring reports for each of the schools had been shared with governors in advance of the meeting. KT talked through the variances and assumptions that had been made in each report. Key points raised:

#### Ripley

The current figures were based on a three class structure. Pupil numbers would not support this structure going forward ( i.e. 2 classes of 8 in KS2) and the IEB would need to consider how to address this challenge.

KT explained that there would be additional national funding but details were not yet known. Once all the details were known it would be essential to consider how to ensure a sustainable financial position.

#### Governor questions

Q: How has the position at Ripley improved from a c/f of -£44k in the previous year to -£6k for next year?

A: The main reason is that none of the schools have had to cover the cost of a salary for a Headteacher as this is has been met by the LA as part of School Improvement support. This is the same for each of the schools.

Q: Could any savings be made through the creative use of existing teaching resources? for example through the use of the Sports Funding to support some teaching costs

A: Some small savings might be possible but it is essential that decisions are made as soon as possible as if the current position continues for a further two terms the longer impact could be significant.

VK informed the IEB that a meeting with KT had been arranged for 13 January 2023 to analyse the financial position at each of the schools and to consider class structures and staffing options going forward.

**Action:** AV agreed to join this meeting on behalf of the IEB.

#### Governor question

Q: Could you confirm how long this work will take?

A: It will be completed by the end of January and will be used to inform the Start budgets for next year.

#### Beckwithshaw

KT reported that the financial position at Beckwithshaw was more secure and that pupil numbers were stable.

#### Kettlesing

KT reported that whilst the financial position at Kettlesing was also more secure there was a declining trend in pupil numbers to be aware of.

#### Governor questions

Q: Have the teacher and support staff pay rises been included in the budgets?

A: Yes – all based on the advice we have been given.

	<p>Q: Have the increased costs of LA Traded Services been included within the figures? A: Yes. The TA review has not yet been completed. Any additional costs would be factored into the Start Budget.</p> <p>Q: Have the sharp increases in energy costs been factored into the budgets? A: Yes – based on guidance we have been given. We will continue to monitor the position closely.</p> <p>VK confirmed that the Bank Mandate to close the Lloyds Bank Account had now been processed. A separate minute had been approved by the IEB to confirm approval.</p> <p>VK informed the IEB that a significant amount of work had also been undertaken to identify any savings across each of the school budgets. VK thanked KT and Sarah Worthington for their support in completing this work which had resulted in some significant savings including £3.2k of refunds and discounts of £3.5k. All SLAs had been reviewed as well as the introduction of a more efficient overtime management system.</p> <p>VK confirmed that work was still ongoing to complete the SLA with NYES Digital. RL noted a conflict of interest as this fell within his professional area of responsibility within the LA.</p> <p>VK thanked HS for her support in working with the Trustees at Ripley to continue to secure funding for the school.</p> <p>The IEB additionally wanted to thank VK and KT for all their work in addressing the financial challenges.</p> <p>Governors approved the revised budgets for each of the schools</p>	
8	<p><b>Update on academisation and future leadership:</b> The IEB had undertaken a listening event for the parents of all three schools on 5 December. Governors agreed that the event had been positive and well-received. There had been some comments regarding the effectiveness of communication from the IEB which the IEB agreed to address by increasing the frequency of communication but including less information.</p> <p>VK confirmed that any actions raised at the meeting had already been addressed. The monthly newsletter would continue and parents had been provided with a leadership timetable setting out which leaders would be on site each day.</p> <p><b>Action:</b> KT/VK/HS agreed to arrange a meeting to discuss how to address an invoice that had been received from the Ripley Educational Foundation.</p> <p>Governors agreed to defer the recruitment of a new governor until the new year. Governors agreed to undertake a skills audit and recruitment would aim to complement any missing skills.</p> <p>Action: AV to circulate a skills audit to governors.</p> <p>KT left the meeting at 17.47pm</p>	

<p>9</p>	<p><b>Headteacher's Report</b></p> <p>The Interim EHT's Report had been shared with governors in advance of the meeting. VK highlighted the key points in each section and invited questions.</p> <p>Governor questions  Q: Is the provisional number of pupils for 2022-23 a minimum?  A: It's a movable picture as numbers are likely to go up and down.</p> <p>VK informed governors that catering costs had risen and proposed a price increase of 20p per meal to cover these costs.</p> <p>The IEB were concerned that this appeared to be a proportionately high increase and could impact the number of pupils being able to access a school meal during the day. The IEB also agreed that it was essential to ensure that the schools were able to cover the costs of the meals that were being provided.</p> <p><b>Action:</b> VK to clarify meal cost and price details for further discussion at the January meeting.</p> <p><b>Action:</b> VK to circulate the most recent SIAMS Report after meeting.</p> <p>VK confirmed that the Statement of Action would be replaced by a School Improvement Plan for each school. These would be available for the January meeting.</p> <p>Governor question  Q: Are you still ensuring that there is a focus on the KS2 pupils at Ripley?  A: Yes. We have done a full gap analysis, established baselines and used an assessment tracker for each of the KS2 pupils. Regular pupil progress meetings are in place and support / interventions put in place as and when required. As these are small cohorts are aim is to achieve rapid accelerated progress.</p> <p>Governors thanked VK for the detailed and comprehensive report and were content with the format with one addition:</p> <p><b>Action:</b> VK to include her own self evaluation of progress against each of the areas identified by Ofsted in future reports.</p> <p><b>Action:</b> VK to provide a written report for each meeting with one full report each term. The data should highlight where numbers have moved to help the IEB identify changes from previous reports.</p> <p><b>Action:</b> Sports Premium reports to be deferred to the January meeting.</p>	
<p>10</p>	<p><b>Statement of Action</b></p> <p>The updated SoAs for Beckwithshaw and Ripley had been shared with governors in advance of the meeting. KB highlighted the key points in each report. Overall, excellent progress had been made across each of the priorities at Ripley and at Beckwithshaw. The key was now to embed the progress that had been made.</p> <p>VK informed the IEB that:</p> <ul style="list-style-type: none"> <li>- a questionnaire would be sent to parents/carers/pupils and staff in January and the results shared with the IEB.</li> </ul>	

	<ul style="list-style-type: none"> <li>- There had been significant improvement in the quality and consistency of teaching across the Federation. Teachers had embraced the changes that had been made and this had reinvigorated their passion to teach.</li> <li>- If Ofsted were to inspect tomorrow there was clear evidence of effective swift action on all those areas requiring improvement.</li> </ul> <p>Action: AV agreed to write to staff, on behalf of the IEB, to thank them for all their hard work, to identify the key highlights and progress that had been made.</p> <p>VK thanked SB for the support that had been provided by Killinghall CofE Primary School</p>	
<b>11</b>	<p><b>Governor</b></p> <p><u>Monitoring visits</u></p> <p>DD had undertaken a Health and Safety monitoring visits on 5.12.2022. The report had been shared with governors. No concerns to report.</p> <p>AV had undertaken a safeguarding visit on 2.12.2022. A number of actions and questions had been raised in the subsequent report. VK confirmed that all had been addressed.</p> <p>VK had shared a monitoring form for governor to use which included a safeguarding box for all visits.</p> <p><b>Action:</b> Governors to ensure that confirmation of safeguarding and prevent training be sent to VK if not already completed.</p>	
<b>12</b>	<p><b>Policies</b></p> <p>Governors approved the E-Safety Policy.</p> <p>VK confirmed that the Single Central Record had been checked by herself.</p>	
<b>13</b>	<p><b>Health and Safety/ Safeguarding</b></p> <p>There were no concerns to report.</p>	
<b>14</b>	<p><b>Correspondence</b></p> <p>None</p>	
<b>15</b>	<p><b>Any other urgent business</b></p> <p>AN thanked the IEB, on behalf of the LA, for their continued hard work and support to the Federation.</p>	
<b>16</b>	<p><b>Date of next meetings</b></p> <p><b>Action:</b> Clerk to organise a revised date for February 2022.</p>	

The meeting closed at 6.45 pm

Signed: (Chair)

Date: