

**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 3 October 2022 at 5.00 p.m. – held virtually.**

**DRAFT MINUTES**

**Present:** Robert Ling (RL) – Chair, Helen Smith (HS), Anne Vetch (AV)

**Apologies:** Darren Dudman (DD), Sarah Bassitt (SB), Narinder Gill (NG)

**In attendance:**

Karen Butler (KB) – Senior Education Advisor (SEA)  
 Victoria Kirkman (VK) – Joint Interim Executive Headteacher  
 Chris Whitehead (CW) – Joint Interim Executive Headteacher  
 Rachel Richardson (RR) - Bursar  
 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> Darren Dudman, Sarah Bassitt and Narinder Gill had sent their 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>5</b>	<b>To approve the minutes and confidential minutes from the meetings on July 18th and September 5<sup>th</sup>.</b> Both sets of minutes were approved as a true record to be signed by the Chair and filed in school.	
<b>6</b>	<b>Matters arising</b> There were no matters arising from the minutes.  RL informed governors that Elevate had reported that they would not be pursuing conversion. This had not yet been formally notified, however. The IEB would need to	

	consider the impact and what decisions needed to be taken as a matter of urgency later in the meeting.	
<b>PART 'B' – SCHOOL IMPROVEMENT.</b>		
<b>7</b>	<p><b>SEND Update</b> VK informed governors that the SENCo, Rebecca Foy, had been unable to attend the meeting due to a significant incident at Beckwithshaw and this item was therefore deferred. The details were discussed later in the meeting.</p>	
<b>8</b>	<p><b>Finance Update</b> Governors had been provided with the latest monitoring reports (21 September) for each of the schools in advance of the meeting. RR had also provided a summary sheet which set out the key variances, assumptions and risks for each school. RR reported that the administrative function at Beckwithshaw was not working as effectively as it should and that this was having an impact on financial management.</p> <p>Governors were concerned at the financial position at Ripley. RR explained that low pupil numbers and an increasing use of supply teachers were significant factors. In addition, there would now be a need to support the national pay rises for both teaching and non-teaching staff as conversion was not proceeding as planned.</p> <p>RR also expressed concern at the financial position at Kettlesing.</p> <p>Governors agreed that the formal notification of the withdrawal of Elevate was required as soon as possible in order to enable the IEB to address the impact and ongoing challenges across the Federation. Part of this process would be to clarify the financial challenges at each of the schools and identify any gaps. The IEB would also need to consider future funding models which might include a pooled budget.</p> <p>Urgent decisions would also need to be made on staffing and on teacher: pupil ratios to ensure financial sustainability, particularly at Ripley where there were currently 8 pupils only in two of the classes.</p> <p>The IEB agreed that a decision on the future leadership arrangements should be made first and decisions on class structures would follow.</p> <p>Governor questions Q: Will there be any school improvement funding from the LA? A: Yes, but we don't know how much yet.</p> <p>Q: Will the schools be receiving sparsity funding next year? A: Yes.</p> <p>Governors thanked RR for her presentation. RR left the meeting at 5.26pm</p>	
<b>8.</b>	<p><b>Headteacher Report</b> The Executive Headteacher Report had been shared with governors in advance of the meeting.</p> <p>Before talking through the Report, VK informed governors of three incidents that had occurred in the Federation in the previous week, as follows:</p>	

- At Beckwithshaw, the police had been involved in a serious County Lines incident near to the school at around 4.30pm. One pupil had been on site at the time and support had been provide to both pupil and parents.
- A pupil had unexpectedly and very sadly died at Beckwithshaw. Staff, most especially the SENCo, had been providing ongoing support to staff, pupils and parents.

VK confirmed that all relevant actions had been recorded on CPOMs and external agencies involved where appropriate.

Governors thanked all staff for their management of these incidents, in particular the passing of the pupil at Beckwithshaw. RL agreed to support any communications to parents on behalf of the IEB.

CW confirmed that he had secured a new position and would be leaving after the October half term.

Governors thanked CW for all his hard work and support during these challenging times and wished him well in the future.

CW talked through the key points in the Headteacher Report which included:

- Updates on staffing changes
- Updates on CPD undertaken and planned.
- The developments in the SEND provision which were working effectively across the Federation under the guidance of the SENCo (Becky Foy)
- Most actions identified in the recent Health and Safety Report had already been addressed.
- The administrator at Beckwithshaw was leaving at October half-term. VK had sorted a solution to provide more experienced staff in the role.

Governors agreed that there would be a need to review the administrative function across the Federation as part of the wider staffing discussions. The appointment of a School Business Manager would be one option to consider.

Governor question

Q: Are we able to make any decisions now or do we have to wait until a new sponsor is found ?

A: We need to make the decisions that are right for the schools (RL)

CW reported that the staff across the Federation were working more effectively as a team and communication was now more organised and systematic which was supporting this team working. VK confirmed that there was a more supportive environment across the Federation and greater impact from subject leaders was now clearly evidenced.

Whist significant progress had been made in curriculum development there were still challenges in areas such as PHSE and EYFS. Support was being provided by the LA to deliver improvement.

VK confirmed that the data shared in the report would provide the baseline and included some positive outcomes.

Governor question

	<p>Q: What pastoral support is in place to provide bereavement support?  A: Advice has been provided by the LA and we have put in place the full and recommended bereavement package. In addition, all staff will continue to provide support to pupils and parents, and also to each other.</p> <p>KB reported that she had undertaken a visit to review safeguarding at Ripley. The report had been shared with governors. The visit had been positive and KB reported there was a good safeguarding culture at the school. Actions had been taken and support was being provided by the LA Advisor in Early Years. KB confirmed that the appointment of the subject leaders had also been positive.</p> <p>KB confirmed that all three schools would now need a School Improvement Plan and Self Evaluation Framework on the assumption that conversion with Elevate was not progressing.</p> <p><b>Action:</b> KB/VK/CW to discuss the development of the SIPs and SEFs.</p>	
<b>9</b>	<p><b>Governor</b>  All governors confirmed that they had read the 2022 Keeping Children Safe in Education and undertaken the Safeguarding and Prevent training.</p> <p>Governors agreed to undertake the additional Child Protection training.</p>	
<b>10</b>	<p><b>Health and Safety / Safeguarding</b>  There were no incidents to report.</p>	
<b>11</b>	<p><b>Correspondence</b>  There was no correspondence to report.</p>	
<b>12</b>	<p><b>Date of next meeting</b>  Governors agreed to hold future meetings on the second Monday of each month.</p> <p>VK and CW left the meeting at 6.06pm.</p> <p>The next discussion included staffing related matters and has therefore been recorded in a separate confidential minute.</p>	

The meeting closed at 6.45pm

Signed: (Chair)

Date: