

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 6 June 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)
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.

		Actions
PART ‘A’ - PROCEDURAL		
1	Welcome and Introductions RL welcomed everyone to the meeting.	
2	Apologies None, all present.	
3	Confidentiality Governors agreed to consider confidentiality as the meeting progressed.	
4	Declarations of Interest None were noted.	
PART ‘B’ – BUSINESS OF THE MEETING		
5	Staffing Governors agreed to discuss item 7 at the start of the meeting. The discussion included confidential staffing issues and has been recorded in a separate confidential minute.	

<p>6</p>	<p>Finance RR had provided the IEB with the Start Budgets for each of the schools in advance of the meeting.</p> <p>AN joined the meeting at 5.23pm</p> <p>RR talked through the key points which can be summarised as follows:</p> <p>Kettleasing In a reasonable financial position overall. The main concern was uncertainty over nursery numbers.</p> <p>Governor question Q: The current staffing structure would indicate that one class would only receive teaching, from the unqualified teacher, for four mornings per week. This does not seem right – could you please clarify? A: This is something we have discussed in detail. We had to make a decision as to how to free up more time for the SENCo, as discussed at previous IEB meetings, and this was the best option. The work of the SENCO will impact on all pupils whereas to lose one morning a week for one class will impact on far less pupils. In addition, the unqualified teacher is in fact very capable.</p> <p>Beckwithshaw In a healthy financial position with good pupil numbers anticipated from September.</p> <p>Ripley The start budget had been based on a 3 class structure even though only 43 pupils would be on roll.</p> <p>VK proposed that the nursery should be closed as the nominal pupil numbers made it financial unviable.</p> <p>AN suggested that the IEB should not consider the future of the nursery until the statutory position had been confirmed. When considering the future of the nursery there would be a need to be mindful of any staffing issues and of any obligations to those pupils who had already indicated they would like to attend, for example. Currently two pupils had expressed an interest.</p> <p>Governors agreed to await further information from AN before making any decisions.</p> <p>Action: AN to clarify the position regarding the nursery at Ripley.</p> <p>Governor question Q: Could you explain the staffing increase set out in Y2 and Y3 at Kettleasing and Ripley? A: This will be accounted for by the 0.33 Headteacher for each school from September.</p> <p>Governors noted that there was a significant underspend at Beckwithshaw which was increasing year on year and were concerned that this funding should be spent on pupil learning. RR agreed although suggested that it</p>	<p>AN</p>
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	<p>would be prudent to make any spending decisions until more details were known in October, specifically pupil numbers, nursery numbers and any potential staffing costs.</p> <p>Governors thanked RR for her presentation and support and approved the start budgets for each school.</p> <p>RR left the meeting at 17.45pm</p> <p>Lloyds Bank Account Authorisation RR informed governors that £20k of funding from last year remained in the school's Lloyd's Bank Account and could not be accessed currently. The Bank had asked for confirmation of a named authority from the IEB.</p> <p>The IEB agreed that Robert Ling, as Chair of Governors, had the authority to act on behalf of the school, in the absence of any current bank signatories being employed by the school, to close the Lloyds account and transfer the balance into the Virgin Money current account.</p> <p>The account details are as follows:</p> <p>Bank Account to Close</p> <p>Lloyds Bank: NYCC Ripley Endowed School Sort Code: 30 93 91 Account: 022 21 798</p> <p>Proceeds to transfer into:</p> <p>Virgin Money: NYCC Ripley Endowed School Sort Code: 05 04 54 Account: 166 88 680</p>	
7	<p>Consultation The consultation on whether or not to proceed with the academisation process for Kettlelesing had now formally ended. VK/CW confirmed that:</p> <ul style="list-style-type: none"> - There had been one response from another school (Darley and Summerbridge Federation) - there had been no further formal responses from parents - there had been no further formal response from staff. <p>Anecdotal feedback from both staff and parents had been positive.</p> <p>An email from the Headteacher at Darley and Summerbridge Federation had been received on 25 May 2022 and shared with governors in advance of the meeting. The email raised a number of concerns specifically, that parents and staff had not been informed about their offer for Kettlelesing to join with their Federation and therefore believed that academisation was the only route open to them.</p>	

	<p>Governors had discussed this matter previously and agreed, as before, that it was in the best interests of all three schools, staff and pupils, that they remained together as a Federation. Both Ripley and Beckwithshaw had no choice due to the Academisation Orders. Governors did discuss what the best options would be for Kettlesing and had concluded that academisation as a three school Federation was the preferred option.</p> <p>The consultation was therefore seeking the view of the parents at Kettlesing on whether or not to proceed with academisation. It was not a consultation to explore a range of options. If Kettlesing was to leave the Federation the full process of defederating would need to be undertaken which is a separate process altogether.</p> <p>Governors agreed to initiate the academisation process for Kettlesing.</p> <p>Communication Governors agreed that:</p> <ul style="list-style-type: none"> - parents and staff needed to be informed of the decision as soon as possible and for the process to be clarified. - That parents needed to be informed of the resignations that had been received from staff with a note of thanks. <p>Action: AV agreed to draft a letter, on behalf of RL, to go to all parents confirming the decision to be sent as soon as possible.</p> <p>Action: VK/CW to detail the resignations in the next newsletter.</p> <p>Academisation Next Steps Action: RL to complete the online application form as soon as possible. Action: RL to speak to Nigel Ashley (CEO, Elevate) to inform him of the decision.</p> <p>AN reported that the application would be managed by the DfE who would consider it at either their June or July meeting dependent on when the application was received.</p>	<p>AV/RL</p> <p>VK/CW</p> <p>RL RL</p>
8	<p>Policies Governors adopted the following policies: Recruitment and Retention Policy Capability Policy Developing Performance Policy</p> <p>Governors were concerned that following the various changes in leadership a number of policies could be out of date. Governors agreed to adopt, in principle, any statutory and non-statutory policies provided by the Local Authority.</p> <p>Action: VK/CW to circulate any statutory policies as soon as possible for review and for formal approval at the next meeting.</p> <p>Action: HS/Clerk to check policies approved in the last 12 months at previous meetings.</p>	<p>VK/CW</p> <p>HS/Clerk</p>
9	<p>AOB Governors agreed to add pupil outcomes to the agenda for the next meeting.</p>	

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The meeting closed at 6.20 pm.

Signed: (Chair)

Date:

