

Federation of Beckwithshaw and Kettleasing Felliscliffe Primary Schools and Ripley Endowed Church of England Voluntary Controlled Primary School

**Meeting of the Interim Executive Board held on
Monday 14 February at 1.00 p.m. held virtually via Teams.**

MINUTES

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

Apologies: Darren Dudman (DD)

In attendance:

Mathew Atkinson (MA) – Acting Executive Headteacher
 Holly Whyte (HW)- Acting Headteacher
 Amanda Newbold (AN) - Assistant Director Education and Skills, NYCC
 Karen Butler (KB) – Senior Education Advisor
 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 Apologies RL welcomed everyone to the first meeting of the IEB. All present introduced themselves.	
2	Apologies Darren Dudman had sent his apologies in advance of the meeting which were consented to by the IEB.	
3	Confidentiality Governors agreed to consider confidentiality as the meeting progressed.	
4	Declarations of Interest None were noted.	
5	Background and Governance AN confirmed that appointment letters had been sent to all member of the IEB. AN presented a series of slides on the governance and background to the IEB. The slides would be circulated to governors after the meeting and questions were invited by AN during the presentation. Key points covered included: - The statutory establishment of the IEB - The role and duties of the IEB	

	<ul style="list-style-type: none"> - Membership details which included confirmation that the Sponsor Trust could choose to provide an additional two governors at a future date. School leaders did not have an ex-officio position as with a normal governing body. - The LA would provide representation at every meeting which would include an update on the school's progress against the Statement of Action (SoA) - The IEBs financial responsibilities which would include the financial monitoring of each of the three schools. - The five SoA Priorities were detailed as: <ul style="list-style-type: none"> • Leadership and Management • Curriculum • Reading and Phonics • SEND • Academy Conversion - Milestones were attached to each priority to enable governors to evaluate progress. - The LA to provide monthly academy sponsorship updates and to provide specialist professional support as and when required. <p>Action: Governors to approve the code of conduct at its next full meeting.</p> <p>At this point there was a confidential discussion which has been recorded in a separate minute.</p>	Clerk
6	<p>Academisation Update This was addressed at item 6.</p>	
7	<p>Headteacher Report RL reported that he had undertaken a visit to all three schools prior to the meeting and thanked MA and HW for their time. MA and HW provided a verbal update with an understanding that a written report would be provided at future meetings.</p> <p>MA provided governors with background on the three schools including the origins of the involvement of the Priestley Academy Trust. Since October 2021, the LA had agreed a specific remit which focused their support on safeguarding and evaluation. The recent Ofsted inspections had judged that safeguarding was now effective across each of the three schools.</p> <p>There remained a number of significant challenges within the Federation both operational and structural, including staffing, budgets and health and safety issues.</p> <p>A lot of work had been undertaken to revamp the curriculum which had previously used the same model across all three schools.</p> <p>Currently the support provided by Priestley included 1.5 days per week for MA and 2.5 days per week for HW. Additional support was provided for the curriculum.</p> <p>MA/HW were currently developing action plans with the support of KB. These would be shared with governors at the next meeting.</p>	

<p>Action: Add Action Plans to agenda of next meeting.</p> <p>HW reported that a key focus was on phonics. The Federation was using Little Wandle which was having a positive impact.</p> <p>The behaviour of pupils had been identified as an issue, particularly at Beckwithshaw. This was being addressed, for example through increased training for staff.</p> <p>The Health and Safety Audits for each school had been completed in December 2021. MA confirmed that most actions had now been completed and that those that remained were minor. The absence of a caretaker had delayed the process.</p> <p>Governor questions Q: When you took over were the evaluation documents in place? A: There was some documentation but some of it was not complete.</p> <p>Q: Are you planning to have the same curriculum across the three schools? A: There will be a core curriculum across the schools but it will be tailored to meet the individual needs of each school's pupils.</p> <p>Q: Are there subject leads within the Federation? A: Yes but work needs to be undertaken to evaluate the effectiveness of the current structures.</p> <p>Staff well-being continued to be a key priority across the Federation. A staff survey had been undertaken in October and again in January. A well-being change team had been set up to identify ways to improve staff well-being. Staff morale varied from school to school. Morale at Beckwithshaw was currently very low largely as a result of the increased workloads arising from covid related staff absences. Staff were being asked to provide support at lunchtimes and also for the after-school clubs.</p> <p>Q: Are any staff currently on performance management processes? A: No</p> <p>HS explained that the staffing provision for the after school clubs had been discussed in detail at the previous governing body. There were budgetary issues, take up issues and local competition to consider. A proposal had been agreed but had not been implemented.</p>	<p>MA/HW</p>
<p>Action: MA/HW to provide further detail on any health and safety concerns at the next meeting.</p> <p>MA/HW both confirmed that their own well-being was good and that it was helpful to be part of a team. They suggested that a single Executive Headteacher across the three schools would most likely find the role challenging.</p> <p>Q: Do you have base leaders? A: Yes though it might be helpful to evaluate the impact of the current staffing structure as a whole.</p>	<p>MA/HW</p>

	<p>Q: Do you have a school business manager? A: No.</p> <p>Governors noted that the variability of the administrative support had significantly impacted on the capacity across the Federation. Key functions, specifically in financial procedures, had not been actioned and the time of senior leaders had been diverted away from key tasks.</p> <p>Q: What is your view on teaching and learning across the Federation? A: When we arrived staff had not properly invested in the curriculum as it stood. We have provided targeted CPD for staff and provided specific support to develop the curriculum. This has been well-received by staff and we can see that this engagement has impacted on outcomes. We will continue to monitor and develop the quality of education across the Federation.</p> <p>The issue of teacher performance is complex. The staff had not been properly supported previously and whilst unacceptable levels of performance do need to be addressed, the full context should be considered as part of the assessment.</p> <p>Parent event at Ripley Governors discussed the parent event at Ripley which was due to take place at 6pm on 14 February, after this meeting. Governors had been provided with a series of slides to be used as part of the presentation of the key issues to parents.</p> <p>The meeting was to provide feedback on the Ofsted Report but to also update parents on the current challenges and to answer any questions.</p> <p>AN confirmed that the Diocese would be represented by Richard Noake, Director of Education.</p> <p>Q: Have any pupils left Ripley following the Ofsted Report? A: No</p> <p>AN informed governors that the LA would be supporting the IEB and would continue to undertake all the required actions in the background and update the IEB as and when required.</p> <p>The IEB agreed to arrange dates to meet the parents of the two other schools.</p>	
8	<p>To appoint link governors</p> <p>Link governors were assigned as follows:</p> <p>Teaching and Learning / Curriculum: SB Leadership and Management: AV Finance: RL SEND/ Pupil Premium: HS Health and Safety/ Premises: DD Safeguarding: SB/AV</p>	

	<p>Governors unanimously voted for AV to become the Vice-Chair.</p> <p>Governors agreed to arrange monitoring visits via the schools and to ensure monitoring was linked to the Statement of Action.</p>	
9	<p>Meeting Schedule</p> <p>Governors agreed to undertake meetings both virtually and face to face ensuring that at least once meeting was held at each school. A provisional schedule had been circulated in advance of the meeting and the dates were agreed. The April date to be agreed at a future meeting.</p> <p>MA and HW left the meeting at 2.05pm</p>	
10	<p>Leadership</p> <p>At this point in the meeting governors held a confidential discussion on leadership. A separate minute has been prepared for this item.</p>	
11	<p>Correspondence</p> <p>The Clerk had shared an email from a Beckwithshaw parent with governors in advance of the meeting. Governors considered the issues raised and asked the Clerk to confirm that a parent event would be arranged at the school in the next few weeks and would provide an opportunity to raise any concerns that they might have.</p> <p>Action: Clerk to reply to Beckwithshaw parent.</p>	
12	<p>Health and Safety / Safeguarding</p> <p>No safeguarding concerns to report</p>	
13	<p>AOB</p> <p>None</p>	

The meeting closed at 2.30 pm.

Signed: (Chair)

Date:

Actions from the meeting

Item	Action	Lead	Deadline
5	Approve code of conduct	Clerk	Next meeting
7	Provide action plans to IEB	MA/HW	Next meeting
7	Provide details of health and safety concerns	MA/HW	Next meeting
11	To reply to Beckwithshaw parent	Clerk	Post meeting
Confidential Minutes	To inform MA of decision from the confidential meeting.	KB	Post meeting