

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 20 June at 5.30 p.m. – held virtually.**

MINUTES

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

Apologies: Narinder Gill (NG), School Improvement Director, Elevate Academy Trust, Chris Whitehead, Joint Interim Headteacher.

In attendance:

Amanda Newbold (AN) - Assistant Director Education and Skills, NYCC
Karen Butler (KB), Senior Education Advisor, NYCC
Victoria Kirkman (VK) – Joint Interim Headteacher
Chris Walker – Clerk, NYCC

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 Chris Whitehead and Narinder Gill had sent their 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	To approve the minutes and confidential minutes of the meetings on 18 May and 6 June 2022. Both sets of minutes were approved as a true and accurate record to be signed by the Chair and filed in school.	
6	Matters arising. There were no matters arising.	

	<p>Actions had either been addressed or were covered on the agenda for this meeting.</p>	
<p>PART 'B' – SCHOOL IMPROVEMENT</p>		
<p>7</p>	<p>Finance Ripley Nursery VK informed the IEB that she had informed NG of the status of the nursery at Ripley. AN confirmed that before any decisions were taken about its future, a consultation with parents and local stakeholders, organised by the IEB, would need to be undertaken.</p> <p>VK confirmed that the Fixed Term Contract of the one employee at the nursery would be coming to a natural end at the end of this academic year.</p> <p>Action: AV agreed to draft a consultation letter on behalf of the IEB seeking views by 11 July 2022. VK would support the distribution process.</p> <p>Governors thanked AV.</p> <p>Governor question Q: Would losing staff impact on wraparound provision? A: Elevate are currently looking at how best to provide wraparound care.</p> <p>Lloyds Bank RL reported that there had been some progress in accessing the funds in the closed account. It was hoped that all the necessary paperwork from Lloyds Bank had now been completed and that the funds could be accessed from Wednesday 23 June.</p>	
<p>8</p>	<p>Headteacher's Report The Headteacher's Report had been shared with governors in advance of the meeting. VK talked through the report and highlighted the following:</p> <p>Safeguarding</p> <ul style="list-style-type: none"> - significant progress continued to be made to address safeguarding across the three schools. The report detailed the range of actions being implemented. Progress had been hampered by a number of staff sickness absences. - At this point, there was a discussion about staff related issues which have been addressed in a separate confidential minute. <p>Governors approved the following policies:</p> <ul style="list-style-type: none"> - First Aid - Anti-Bullying - Equality - Health and Safety <p>AV reported that she would be undertaking a pupil voice session and a parent questionnaire on safeguarding in July.</p> <p>VK confirmed that a risk assessment had been undertaken for RL as he did not appear to have a current DBS.</p>	

	<p>Action: RL to clarify his DBS status.</p> <p>Curriculum</p> <ul style="list-style-type: none"> - Action plans for Maths, English and Science had been shared with governors in advance of the meeting. VK outlined the key actions and progress made at the meeting. <p>SEND</p> <ul style="list-style-type: none"> - The SENDCo was now able to provide Federation-wide support due to the increased release time. - Interventions had focused on pastoral/SEMH needs and speech and language. - The SEND action plan had been shared with governors in advance of the meeting. <p>Staffing</p> <ul style="list-style-type: none"> - the report detailed staff departures at each of the schools and confirmed that adverts were currently out for 5 teaching positions with a closing date of 17 June 2022. - A confidential discussion at this point has been recorded in the confidential minute. <p>Monitoring</p> <ul style="list-style-type: none"> - Teaching and learning visit reports had been shared with governors in advance of the meeting. - The visit from the Diocese SEA, Janet Tringham, had not been undertaken. - Curriculum planning monitoring report had been shared with governors in advance of the meeting . <p>VK confirmed that all staff vacancies had been submitted to the LA Panel for consideration.</p> <p>Data</p> <ul style="list-style-type: none"> - Governors agreed to defer a discussion on data outcomes to the July meeting when the data would be available. <p>Action: Data to be added to July meeting agenda.</p> <p>Well-being</p> <p>VK reported that both Chris Whitehead's and her own well-being were good.</p> <p>Governor question</p> <p>Q: Have Elevate been involved in the various schemes?</p> <p>A: NG is aware of them. It is essential that we develop a robust evidence base for ourselves.</p> <p>Governors thanked VK and CW for all their hard work and for the progress and impact that they had had in a short space of time.</p>	
9	<p>Statement of Action</p> <p>The latest Statement of Action reports had been shared with governors in advance of the meeting. KB talked through the key points, which included:</p>	

	<ul style="list-style-type: none"> - the curriculum at Ripley and Beckwithshaw had not been implemented effectively. Having experienced subject leaders in post would provide support but there were concerns about having sufficient staff of the right calibre to fill these roles. - Significant progress had been made recently and there was now a coherent curriculum for each subject. This now needed to be embedded consistently across the Federation. - White Rose Maths was still not being implemented consistently across the Federation after two years. - Reading and Phonics was improving quicker than some of the other priority areas and data would be available at the next meeting. - Good progress had been made in SEND provision. VK reported that a culture change was required across the Federation. - Some safeguarding issues had been identified at Beckwithshaw and had been addressed. The aim was to develop Federation systems to avoid duplication at each of the schools. - The current leaders were taking effective action across all priorities. <p>Governors agreed that it was important to focus on the key priorities and realistic achievables. This message needed to be shared with staff to clarify expectations.</p> <p>Governors noted that the vast majority of staff had embraced the changes that had been made and the rapid progress since the arrival of VK and CW.</p> <p>Governors welcomed the impact that VK/CW had had and agreed that it would be helpful if they could continue as a leadership team in the autumn term.</p> <p>A governor asked if the financial details regarding the leadership appointments could be shared with the IEB.</p>	
10	<p>Policies Governors approved the following policies:</p> <ul style="list-style-type: none"> - First Aid - Anti-Bullying - Equality - Health and Safety 	
11	<p>Leadership / Academisation Update RL confirmed that he was in the process of completing the academisation application form.</p>	
12	<p>Governor Action Plan HS had updated the GAP and shared with governors in advance of the meeting. Governors were asked to identify any gaps or amendments and to notify HS in advance of the next meeting.</p> <p>SB left the meeting at 7pm</p>	
PART 'C' -OTHER		
13	Governor	

	<p>No training to note.</p> <p>DD to arrange a health and safety discussion with the LA lead – Chloe Edwards.</p>	
14	<p>Communication</p> <p>An email from a parent had been shared with governors in advance of the meeting. The email sought clarification on staffing and academisation. AV confirmed that a response had already been sent.</p> <p>Governors agreed that parents would be kept informed of new staff appointments as soon as they had been made and that this information would be shared via the monthly newsletter.</p>	
15	<p>Health and Safety/ Safeguarding</p> <p>KB confirmed that Beckwithshaw was not currently safeguarding compliant as a result of some administrative issues. The issues had been identified and were being addressed as a matter of urgency.</p> <p>VK reported that anecdotal feedback from parents, on the changes across the Federation, had been positive.</p>	
16	<p>AOB</p> <p>HS reported that the Ripley Trustees meeting had taken place immediately prior to this meeting. HS reported that the Trustees had been impressed with the impact of the new leadership in a short space of time. The Trustees were considering how best to continue their financial support to Ripley pending progress on conversion. A meeting would be undertaken in the autumn. In the short term, support for SEND resources had been agreed and CW had taken as an action.</p> <p>HS raised the question of the lease status on the buildings at Ripley and whether any complications might arise during conversion that could cause a delay in the process.</p> <p>RL confirmed that the conversion process was still proceeding in line with the expected deadlines.</p> <p>AN confirmed that she had asked the RSC to include all three school on the June agenda for approval on the understanding that they would have received the completed application form in time together with the appropriate set of minutes (which were provided). The agenda would not include Kettleling if the papers had not been received on time. The RSC would only address all three schools at the same time.</p> <p>AN confirmed that conversion was now planned for October 1 2022.</p>	
17	<p>Date of next meeting</p> <p>Governors agreed to hold the meeting on 18 July at 5pm, via Teams.</p> <p>The following meetings were agreed for September:</p>	

	5 th September at 5.00pm - online 26 th September at 5.30pm – in school.	
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The meeting closed at 7.20 pm.

Signed: (Chair)

Date:

