

**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 25 April at 5.30 p.m. held at Ripley Primary School.**

**MINUTES**

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

**Apologies:** None

**In attendance:**

Amanda Newbold (AN) - Assistant Director Education and Skills, NYCC  
 Karen Butler (KB) – Senior Education Advisor  
 Victoria Kirkman (VK) – Joint Interim Headteacher  
 Chris Whitehead (CW)– Joint Interim Headteacher  
 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>	<p><b>Welcome and Apologies</b>                      At 4.30pm governors had met with the two new interim headteachers Victoria Kirkman (VK) and Chris Whitehead (CW). This provided an informal opportunity for the IEB to ask any questions to both. The formal IEB meeting started at 5.30pm.</p> <p>RL welcomed everyone. All present introduced themselves. AV attended the meeting via Microsoft Teams.</p>	
<b>2</b>	<p><b>Apologies</b>                      None</p>	
<b>3</b>	<p><b>Confidentiality</b>                      Governors agreed to consider confidentiality as the meeting progressed.</p>	
<b>4</b>	<p><b>Declarations of Interest</b>                      None were noted.</p>	
<b>5</b>	<p><b>To approve the minutes and confidential minutes of the meetings on 7 March 2022 and 31 March 2022.</b>                      All sets of minutes were approved as a true and accurate record and signed by the Chair.</p>	

<p><b>6</b></p>	<p><b>Matters Arising</b>  There were no matters arising from the minutes. Governors agreed that the actions from the minutes had now been superseded by subsequent developments.</p> <p>Governors agreed to defer Item 7, Headteacher Recruitment, to the end of the meeting to enable VK and CW to leave earlier as this would be a confidential item.</p>	
<p><b>7</b></p>	<p><b>Leadership/Academisation Update</b>  AN reported that the academisation was progressing well but that the DfE had expressed a preference for the process to include all three of the schools. Currently Kettlesing-Felliscliffe Primary School was not subject to an Academy Order and therefore a decision was required by the IEB on whether to proceed with a consultation to academise in the same process as the other two schools.</p> <p>The current conversion was expected to be completed by September 2022. Therefore to join this process would require an urgent decision by the IEB to ensure all statutory consultation deadlines were met. The options were to initiate the consultation process in either May or June 2022.</p> <p>AN informed governors that as part of the conversion process the Sponsor Trust could provide up to two governors onto the IEB.</p> <p>Governor questions  Q: Has the current due diligence process been completed?  A: It is ongoing but the current deadlines look viable.</p> <p>Q: How long would the consultation exercise take?  A: The process is usually 4 weeks but can be shorter. This is a decision for the IEB.</p> <p>Q: Can we consult before June?  A: Yes.</p> <p>Q: What support would be provided by the Local Authority (LA)?  A: The LA team would provide support with the consultation process.</p> <p>Q: Who else would we need to consult with other than parents?  A: The Diocese and neighbouring schools and others as you see fit.</p> <p>In discussion, governors agreed:</p> <ul style="list-style-type: none"> <li>- To keep all 3 schools together as part of the same academisation process would be the best option strategically, for the pupils and for the schools themselves.</li> <li>- That an immediate decision was required to begin the consultation in May and to ratify the decision, following consultation, in June. This would support alignment with the ongoing process to aim for a September 2022 conversion.</li> <li>- That a meeting with the parents of pupils from Kettlesing would be arranged as part of the consultation. Parents from the other two schools would also be invited to attend.</li> </ul>	

	<ul style="list-style-type: none"> <li>- To organise an additional IEB meeting between the next two meetings (16<sup>th</sup> May and 20<sup>th</sup> June) to consider the outcomes of the consultation and ratify a decision.</li> </ul> <p>Governors agreed to undertake a four week consultation process as soon as the documentation had been prepared and ideally from the week commencing 2 May 2022.</p> <p><b>Actions:</b> RL to send the LA consultation document templates to AV after the meeting. AV to amend as required and share with the IEB as soon as possible. Once approved by the IEB to be communicated to all key stakeholders.</p> <p><b>Action:</b> HS to confirm the location and date for the consultation and share with the IEB.</p>	<p><b>RL/AV</b></p> <p><b>HS</b></p>
8	<p><b>Statement of Action (SoA) Update</b></p> <p>KB reported that progress was being made against the actions set out in the SoA. The curriculum was identified as a key concern; specific issues included a lack of consistency in Maths and Writing and a lack of focus on the core curriculum. The curriculum had been flagged up as an urgent priority with VK and CW.</p> <p>Whilst VK and CW had only just joined the Federation, VK reported that initial investigations had indicated a lack of monitoring and impact assessment. A meeting had been arranged with James Routh, Curriculum Leader from the Priestley Academy Trust, to discuss the curriculum. VK explained that her initial assessment also suggested that there needed to be greater accountability and challenge for the current teaching staff.</p> <p>Governors recognised that this would be challenging for some staff who it was understood had had little CPD over previous years. KB reported that significant curriculum support had been provided to staff in the Federation in recent years including specific support from an NLE. It would be important to address any performance issues and the Federation would have the support of James Routh until the end of the summer term.</p> <p>Governors agreed that:</p> <ul style="list-style-type: none"> <li>- it was essential that they undertook their link governor monitoring visits as soon as possible to provide evidence of progress and to be able to triangulate their findings with those set out in the SoA and Headteacher Reports.</li> </ul> <p><b>Action:</b> To discuss governor monitoring plans at the next meeting which would allow sufficient time for VK/CW to have impact and for the visits to be sequenced. A focus on fewer priorities would be key.</p> <ul style="list-style-type: none"> <li>- that rather than try and address everything VK/CW should focus on a smaller number of urgent priorities. Reading, writing and Maths would be included as priorities.</li> </ul> <p>VK confirmed that monitoring would be undertaken immediately and that support would be provided by KB (phonics) and through the English Hub.</p>	<p><b>RL/ALL</b></p>

<p>KB reported that a further concern outlined in the SoA was SEND provision. Whilst significant progress had been achieved particularly through the work of the previous Interim Leadership and the SENCo there were still areas of concern. KB had identified a number of issues relating to the provision maps for pupils and it was apparent that a number had not been monitored recently and a number of pupils did not have a provision map at all. The SENCo had not been able to complete this work due to the pressures of other work, particularly having to cover for the absence of other staff off work with covid related sickness. This was an urgent concern as it would impact directly on the support being received by these pupils, who might not be getting the support that they should. KB reported that it was essential that the SENCo was given sufficient protected time to be able to undertake this work.</p> <p>In discussion, governors were concerned at this issue and considered how to be able to provide this time for the SENCo but at a time when there was significant staff absence due to Covid.</p> <p>VK/CW reported that they would be reviewing the current staffing structures as a matter of urgency. This would look to upskill staff and to provide adequate release time where required. Governors agreed that no decisions should be made at this time on any structural changes but that options should be provided by VK/CW at the next IEB meeting. Freeing up protected time for the SENCo was agreed as a key priority.</p> <p><b>Action:</b> VK/CW to provide staffing proposals for the next IEB meeting. Any cost implications to be factored in.</p> <p>An issue concerning an Early Careers Teacher was raised in discussion. KB confirmed that advice from HR was being followed and that the IEB would be updated as required.</p> <p>KB reported that the LA Early Year’s Advisor had visited Ripley and flagged up a number of concerns on issues including safeguarding systems and curriculum development. Further visits would be undertaken and had been included in the Support Plan.</p> <p>VK suggested that freeing up more time for the Early Year’s teachers would help but as a quid pro quo a number of non-negotiable targets would be set. VK also agreed to explore aligning the school day across the three schools.</p> <p><b>Governor Action Plan</b>  HS agreed to draft a Governor Action Plan for the IEB based upon the Federation Governing Body model. This would evidence all the work being undertaken by the IEB in a systematic way.</p> <p><b>Action:</b> HS to action and present at the next IEB.</p> <p>Governors identified the following areas as requiring urgent monitoring:  Safeguarding  Early Years / Early Years’ Reading  SEND</p>	<p><b>VW/CW</b></p> <p><b>HS</b></p>
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	<p><b>Action:</b> All governors to ensure they had completed the statutory safeguarding/ prevent training.</p> <p><b>Action:</b> KB's notes of visits to be shared with the IEB. (Clerk via RL)</p>	<p><b>ALL</b></p> <p><b>Clerk</b></p>
9	<p><b>Before and After School Clubs / Administration Structures</b> Governors had discussed a need to address the provision of the before and after school clubs and also a need to review the current administrative structures across the Federation at previous meetings.</p> <p>VK/CW confirmed that the admin structures would be included as part of their staffing review.</p> <p>Governors agreed that there were other more urgent priorities needing to be addressed and that if conversion proceeded to time there was effectively potentially only one more term left for the IEB. Therefore, the IEB agreed that whilst they would consider proposals at the next meeting no permanent changes should be made as these would be issues that needed to be considered by the Sponsor Trust upon conversion.</p> <p>Governors were additionally mindful that an independent financial audit was being undertaken by Veritau. This might help to inform any future decisions on both these items.</p> <p>RL confirmed that the audit would focus on both finance and information governance. RL agreed to share the audit with VK/CW.</p> <p>A governor raised a potential safeguarding concern, that had been raised by a parent at Ripley, regarding the after school club. VK agreed to investigate the allegation.</p>	
10	<p><b>Correspondence</b> Two letters had been received from parents regarding the effectiveness of communications from the IEB and shared with governors in advance of the meeting. Governors agreed that the issues raised in the correspondence had now been addressed and no further action was required.</p> <p>KB confirmed that she would update VK/CW on an ongoing complaint.</p> <p><b>Grievance</b> A panel of 3 governors (HS/DD/AV) had agreed to form a panel to consider a staff grievance on 3 May 2022. HR would attend to support the panel. Any cost implications would have to be met by the school.</p>	
11	<p><b>Pupil Rewards</b> A governor reported that one of the prizes currently being offered at one of the schools was a voucher for lunch at MacDonalds. The IEB agreed that this was not appropriate, as did VK and CW who agreed to ensure that it was not repeated.</p>	
12	<p><b>Governor</b> As discussed earlier in the meeting, all governors agreed to ensure that they had completed all statutory safeguarding and prevent training.</p>	

	<p>HS reported that she would be undertaking SEND training on 29 April 2022.</p> <p>There were no monitoring reports to note.</p>	
<b>13</b>	<p><b>Health and Safety/ Safeguarding</b></p> <p>VK reported that both health and safety and safeguarding provision was being monitored. This would include a review of site security to establish keyholder responsibilities.</p> <p>Governors agreed that VK/CW should arrange with the LA for all available inspections to be undertaken as soon as possible with regard to health and safety and safeguarding.</p> <p>VK had also identified a number of HR issues to be addressed and agreed to seek HR advice where required.</p> <p>Governors agreed that it was important to identify all concerns as part of the process of being transparent during conversion.</p> <p><b>Action:</b> To discuss any issues arising from the various inspections at the May meeting (VK/CW). To develop a plan based on the findings in discussion with the Sponsor Trust.</p> <p>AN confirmed that the LA officers undertaking these inspections could be invited directly to a future IEB meeting to discuss their findings.</p>	<b>VK/CW</b>
<b>14</b>	<p><b>AOB</b></p> <p>HS reported that the next meeting of the Ripley Trustees would be taking place on 20 June 2022. HS informed the IEB that she had been keeping the Trustees informed of developments.</p> <p>HS informed governors that the income from the Trustees would be around £8k but that they would want to know in advance where this money would be spent.</p> <p><b>Action:</b> Governors agreed to discuss this further at the May meeting and to be added as an agenda item.</p> <p>VK informed the IEB that a Year 5/6 residential visit had been planned for 16-19 May 2022. She had some safeguarding concerns as to whether all the risks had been properly assessed. AN provided the details of the LA officers to be contacted as a matter of urgency to confirm the position.</p> <p>The IEB agreed that if the residential presented a safeguarding concern it must be cancelled and alternatives explored.</p> <p>Governors agreed to undertake the next meeting on 16 May virtually. AV confirmed that she would be away on holiday but would try to attend if possible.</p> <p>VK/CW left the meeting at 6.40pm.</p>	<b>Clerk/HS</b>

	The remainder of the discussion included staffing matters and has therefore been recorded in a separate confidential note.	
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The meeting closed at 7.00 pm.

Signed: (Chair)

Date:

## Actions from the meeting

Item	Action	Lead	Deadline
7	RL to send the LA consultation document templates to AV after the meeting. AV to amend as required and share with the IEB as soon as possible. Once approved by the IEB to be communicated to all key stakeholders.	RL/AV	Post meeting
7	HS to confirm the location and date for the consultation and share with the IEB.	HS	Post meeting
8	To discuss governor monitoring plans at the next meeting.	RL/ALL	Next meeting
8	VK/CW to provide staffing proposals for the next IEB meeting. Any cost implications to be factored in.	VK/CW	Next meeting
8	HS to action and present Governor Action Plan at the next IEB.	HS	Next meeting
8	All governors to ensure they had completed the statutory safeguarding/ prevent training.	ALL	ASAP
8	KB's notes of visits to be shared with the IEB. (Clerk via RL)	Clerk	Post meeting
13	To discuss any issues arising from the various inspections at the May meeting (VK/CW). To develop a plan based on the findings in discussion with the Sponsor Trust.	VK/CW	Next meeting
14	To discuss how to spend £8k Trustee funding	HS	Next meeting