

Meeting of St. Michael's CE Primary School – Interim Executive Board Held on Monday 18th May 2015, Room WH7, Westfield House, County Hall, Lewes

The meeting started at 08:45 and finished at 11:20. It was clerked by Jo Saunders.

Present: Penny Gaunt (Chair), Janet Bowen, Jan Gough, Sally Laidlaw, Jane Midwinter and Cathy Slow.

Apologies: Greg Russell

MINUTES:

1. Welcome and Apologies and review of agenda

1.1 Apologies had been received from Greg. These apologies were accepted.

1.2 The agenda was reviewed. FFTAspire dashboard was added to item 5.

2. Declaration of Business Interests

2.1 Janet declared an interest as a member of ESCC Academy Project Team.

3. To receive the minutes of the last meeting – 17th April 2015

A copy of the minutes and confidential minutes (Annex A) were circulated with the agenda.

3.1 The minutes were signed and accepted.

3.2 The confidential minutes (Annex A) were signed and accepted.

4. Matters arising from those minutes not on this agenda.

A copy of the summary of actions (Annex B) and amended Terms of Reference were circulated with the agenda.

4.1 Matters Arising:

4.1.1 Action from meeting 11/3/15 – Pip and Jane have not yet undertaken the Safer Recruitment training. Sally has completed this and Janet is part way through.
Action: Jane and Pip to complete by the end of May 2015.

4.1.2 Item 4.10 and 6.4.1 – Documents had been added and the word version of policies have been removed. The members commented on the website and how reassuring and positive both this and the newsletters have been.

4.1.3 Item 5.1.2 – Jan had passed on the concerns raised at an all schools meeting. It is regretful that the Lilac Sky booster support was delayed.

4.1.4 Item 5.1.3 – Penny and Jan have discussed the interventions within school and reviewed the writing data, which is positive across all year groups. The overall approach has been reviewed due to staff sickness and the building works. Pre-teaching and response to marking has had impact and the quality first teaching is better.

4.1.5 Item 5.2.1 / Item 5.3.4.1 – The completed SEF (with the exception of the EYFS data) was circulated. The targets have been amended – March's data is recorded in purple. The next set of data will be reviewed at the June meeting.
Action: SEF to be updated with term 5 data, including EYFS.

- 4.1.6 Item 6.4.2 – The member of staff has been advised that the funding will end this academic year. This is a great shame for the school as the provision and extra-curricular clubs will be lost as the member of staff will need to look for alternative employment due to the reduction in hours.
- 4.1.7 Item 8.2 – Penny had met with the Designated Child Protection Teachers (DCPT) on a visit to the school and reported the following:
- **Staff Training Record** had been reviewed. Training has been recorded in SIMs and all outstanding tasks were in hand. 2 members of staff are attending training at Brede School. The 1 other member of staff who requires the training cannot attend due to childcare commitments. **Members discussed the options for arranging the member of staff's attendance – given that she is the SENCO and she will be the only member of staff not trained.**
Action: Jane and Pip to discuss to see if her attendance can be secured by additional payment / payment for childcare.
 - **Training on Early Help Plans** – Paul Startup has given details of who can undertake the training and dates to be arranged.
 - **DBS Factsheet** – This has been completed and is in the staff files following clarification from Paul Startup.
Action: Pip to send a copy to Janet
 - **New Audit and Action Plan** – This will be completed and presented to the members at the June meeting. Pip is also meeting with Clare Day to discuss the audit and other issues. Janet advised that a new audit is likely to be available from September as she is working on the HR aspects of the tool. **In response to this the members requested that Janet feedback that the new areas for review could be identified so that schools don't have to revisit areas undertaken within the current audit, unless necessary.**
Action: Janet to feedback.
- 4.1.8 Item 8.3 – The Child Protection files have been audited and are maintained in line with the guidance issued.
- 4.1.9 Item 9.1.2 – **Please see confidential minute (Annex A)**
- 4.1.10 Item 10.2 – ESCC have visited to review the gate and the school is waiting for a design to address the issues. In the interim risk assessments are being used to manage the risk. Records are being kept and staff are reminded daily in the morning staff briefing. The speed limit was again discussed and **it was agreed that Penny would write to Rupert Club at ESCC on behalf of the IEB with regards to the situation.** In the interim it was requested that a flexible barrier be placed at the bottom of the gate.
Action: Penny to write to Rupert Club – Pip to send the correspondence so far to Penny. Flexible barrier to be added to the gate.
- 4.1.11 Annex B was updated in respect of all actions.

4.2 Head of School / Executive Headteacher Roles

- 4.2.1 Penny reported that she had met with Pip and Jane following the agreements, which had been issued by ESCC, for them to be signed. The agreements hadn't been signed for 2 reasons:
- Both agreements were exactly the same and hadn't been tailor made for the school.

- Discussion around the best use of time for Jane and Pip; Jane's fundamental role is providing strategic direction and ensuring the quality and standards improved. Pip is responsible for the day to day management of the school and ensuring all that needs to be in place is.

4.2.2 Please see confidential minute (Annex A)

4.3 Diocese Service Level Agreement (SLA)

- 4.3.1** Cathy had enquired whether the Diocese would be prepared to provide the SLA free of charge, given the budgetary position of the school. The response had been that this could not be provide free of charge as the income pays for school support, potentially support to the IEB could be withdrawn. **The IEB recognises that Cathy is a supportive member of the IEB, however questions were raised as to what support the school has received in the last year for the £750 paid in the last financial year for the SLA, other than the attendance of Cathy at the IEB meetings, which has been helpful. The members registered their disappointment that there was no flexibility given the budgetary position of the school and asked that if a transition period – fixed at last year's rate – could be agreed.**

Action: Cathy to discuss with the Diocese

5. Headteacher's Report

A copy of the RAG rated School Development Plan (SDP), an Intervention Report for Y6, Self Evaluation (SEF), Ofsted Dashboard for KS1&2 2014, Term 4 Data Collection (primary schools) Return to ESCC been circulated with the agenda. Data for the Early Years Foundation Stage (EYFS) and Phonic Check Information was circulated at the meeting.

5.1 School development Plan (SDP)

- 5.1.1** Jane highlighted the Middle Level Leadership. The area is still rated as amber as a consistency of and embedding of practice need to be seen for the area to be rated green. This rating is consistent with the visit undertaken by Jan as the School Improvement Partner.
- The staff are aware of their responsibilities in this area and are all stepping up.
 - Training has been reviewed at the staff meetings – topic books have been reviewed for English and Maths evidence.
 - Jan has made arrangements to deliver training
 - The Ofsted questions for middle level leaders have been given out / discussed.
 - English has stepped up – the monitoring of writing and reading is being done more proactively.
 - Building works have caused a distraction, however the classroom environments are improving.

Members asked if the plan for the next academic year had been considered. Jane advised that the current plan will be amended and 'roll on'

5.2 Year 6 Interventions

- 5.2.1** The report was reviewed and noted.

5.3 Self-Evaluation Form (SEF)

- 5.3.1** The ratings within the SEF were discussed and agreed as follows:
- **Behaviour and Safety** – It was agreed after discussion that the area was Good. Almost all of the criteria were fully met – Pupils conduct and behaviour is

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improved and the new lunchtime arrangements, which had been observed by Jan, were contributing to this.

- **Leadership & Management** – The criteria are significantly met across all areas and is therefore Good. The Quality of Teaching (QOT) is improving under the leadership of Jane and Pip, and the culture of the school is changing.
- **EYFS** – 88% of children are predicted to achieve a good level of development (which has been moderated) which exceeds the national and ESCC average. The area is rated as Good. **See Confidential Minute (Annex A)**
- **QOT** - The area was assessed as Requires Improvement (RI) with elements of Good- **Please see Confidential Minute (Annex A)**. The areas that may require further focus were discussed:
 - **Homework** – A draft policy is currently being consulted on with the parents.
 - **Marking and Feedback** – a revised policy is required. Jan suggested that Meridian School had a version that could be used.
Action: Jan to undertake a visit on homework on 19/5/15 and review the data for all groups with the SENCO on a visit on 10/6/15.
- **Achievement** – The school has judged this area as RI. Progress is strong from October 2014 – May 2015 in most year groups and for most groups. Predictions for future attainment are improved in EYFS, Y2 and Y6.
- **Overall Effectiveness** – was judged as Requiring Improvement with elements of Good.

5.4 Data Dashboards 2014

- 5.4.1 The Ofsted data dashboards were noted by the members – these did not reveal anything that hadn't previously been identified.

5.5 Data Analysis

- 5.5.1 The Term 4 Data Collection (primary schools) Return to ESCC was noted. The KS1 writing was an area for concern.

5.5.2 EYFS Data

- 5.5.2.1 The EYFS results were very positive.

5.5.3 Y1/2 Phonic Test

- 5.5.3.1 The test was undertaken by Kathy Korpe and 36% of pupils met the pass mark. As Kathy is a stranger it may be that the children will react better to the teacher undertaking the check.

- 5.5.3.2 The test will be undertaken in June. If the actions in place are successful it is anticipated that 70% of children will pass – 8/12 children.

- 5.5.3.3 **Members asked if there are plans in place to involve parents to support their children to pass the test** – resources have been sent home.

5.5.4 FFTAspire Dashboard

- 5.5.4.1 Jan will review the dashboard to see if there are any areas that need closer examination.
Action: Jan to report back at the next meeting.

6. Budget

A copy of the Finance Report, Cumulative Expense Analysis (CEA), 3 Year Budget Plan and Staffing (version 1 &2) was circulated with the agenda.

6.1 Budget Report

6.1.1 The carry forward from 2014/15 was confirmed as £20,306

6.1.2 Please see Confidential Minute (Annex A)

6.1.3 £10,000 is due to be received for the new classrooms as confirmed by Darren Guyett.
Action: Sally to report back at June meeting as to whether monies have been received.

6.2 2015/16 Budget and 3 Year Budget Plan – Including Staffing Structure

6.2.1 Sally advised that a balanced budget could not currently be achieved - **Please see Confidential Minute (Annex A).**

6.2.2 Please see Confidential Minute (Annex A)

6.2.3 Please see Confidential Minute (Annex A)

6.3 Capital Expenditure

6.3.1 DFC Funding was discussed. A total of £12,892 is available. **The members requested that quotes for the perimeter fencing be brought to the June meeting.**
Action: Quotes to be obtained.

7. Pupil Premium

COPEs and 'Lend me your Literacy' information was circulated with the agenda.

7.1 The proposal was included in the budget report. The members reviewed the proposals and further information was requested in relation to the Literacy element as the proposal didn't clearly state how the funds would be used for the cohort of children in receipt of the funding.
Action: Jane and Jan to discuss how the monies can be used for the 8% of children in receipt of the Pupil Premium and proposal to be brought to the June meeting.

7.2 **The members approved a spend of £2520 for COPEs service which would be used for 2 Disadvantaged children.**

8. Safeguarding

A copy of a confidential report on the Child Protection Files was circulated with the agenda. A copy of the Safeguarding audit and action plan was circulated at the meeting.

8.1 Safeguarding Audit and Action Plan

8.1.1 The report to be reviewed at the next meeting along with comments from Clare Day's visit.
Action: To be reviewed at June meeting

8.2 Report from the Chair from meeting with Designated Child Protection Teachers (DCPT)

8.2.1 Penny had given the report under Item 4.1.7

8.3 Report on Child Protection Files

8.3.1 The report was reviewed. **The members asked if there was any child about who that there were concerns about not receiving the appropriate support.** This was answered no.

8.4 Safer Recruitment Training

8.4.1 This was covered under item 4.1.1

9. Personnel and Staffing

A copy of a confidential report in relation to staff absences was circulated with the agenda.

9.1 Staff Absences

9.1.1 The report was reviewed and no further updates were necessary.

9.2 Update

9.2.1 **Please see Confidential Minute – Annex A**

10. Premises and Health & Safety

A copy of the Health & Safety Audit was circulated at the meeting. A report from Greg was discussed.

10.1 The report provided by Greg was discussed along with the Health & Safety Audit.

Members asked which issues remained outstanding. Pip advised the following have been actioned:

- Training arranged for 18/6/15 will close down the training issues.
- Issues relating to management of Asbestos and information to contractors has been addressed, closing down 3 outstanding issues
- The issue identified for Breakfast Club could be closed down as the school doesn't provide cooked food.
- Play Equipment has been condemned – this action is closed down
- Self-Assessment – following advice from Rebecca Courtneidge this should be undertaken in the lead up to the next inspection.
- **The site perimeter remains an issue and the IEB is progressing this.**

10.2 The Bursar is managing the issues as part of her role.

Action: Updated report to be received at the next meeting.

11. Future Leadership Arrangements

11.1 Penny advised that the resolution from the last meeting had been sent to Robert Back at the DfE prior to the election. A meeting is now required between the DfE, Diocese and Penny.

11.2 Another Parents Meeting is set for 4th June 2015 and will be attended by Penny, Cathy and Sally.

12. Policies

A copy of all the policies were circulated with the meeting.

12.1 **The policies were reviewed:**

- Accessibility Plan – Information to be sent to Pip for the SENCO
Action: Jo to send to Pip

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- Admissions Policy – Statement with regards to Accessibility to be amended to reflect the Accessibility Plan is reviewed **3 yearly**.
Action: Jo to amend policy
- E-Safety Policy – **The policy was approved – review date 1 year**
- Induction Policy for Teaching and Support Staff – Policy to be amended from **School Business Manager to Bursar. Subject to the above amendment, the policy was approved – review date 3 years.**
- **Sex and Relationship Education Policy – The policy circulated was approved – to be changed to St. Michael’s headings – review date 3 years.**

13. Agenda items for next meeting

13.1 The items noted for action will be included in the next agenda

13.2 A report on the Assessment framework to be used post September 2015 / Assessment without Levels to be discussed at June Meeting.

Action: Jane and Pip to provide report

13.3 A report from Greg with regards to SEN will be added to the agenda

Action: Jo to produce agenda and circulate – all reports to be sent to Jo for circulation by 10/6/15.

Next Meeting: Wednesday 17th June 2015, Room WH5, Westfield House, County Hall, Lewes.

Summary of Actions

	Action	Actionee	Status
11/3	Anti-Bullying Policy to be reviewed in June	Pip	
17/4	Report of interventions for all year groups (except Y6) for June meeting	Jane	
4.1.1	Safer Recruitment Training to be completed by 31/5/15	Jane / Pip	
4.1.5	SEF to be updated with term 5 data / EYFS	Pip	
4.1.7	Training to be arranged for SENCO	Jane / Pip	
	Feedback re new safeguarding audit	Janet	
4.1.10	Letter to be sent to Rupert Club re the speed limit outside of the school	Penny	
4.3.1	SLA for Diocese – Transition arrangement	Cathy	
5.3.1	Marking and Feedback Policy to be obtained from Meridian School	Jane	
	Review of homework and groups data on visits	Jan	
5.5.4.1	Review of FFTAspire	Jan	
6.1.3	Monies received for new classrooms	Sally	
6.3.1	Quotes to be obtained for Perimeter fence	Pip / Jane	
7.1	Pupil Premium Spend – Statement for June Meeting	Pip / Jane	
8.1.1	Safeguarding Audit and Action plan to be reviewed alongside visit by Clare Day	Pip / Jane	
10.2	Updated Health & Safety Audit report	Pip / Jane	
12	Jo to send Pip Accessibility policy guidance for SENCO to produce plan	Jo / Pip	
13.2	Agenda to be drawn up / reports to Jo by 10/6	All	

Signed:..... Date:.....