

**Meeting of St. Michael's CE Primary School – Interim Executive Board
Held on Wednesday 17th June 2015,
Room WH11, Westfield House, County Hall, Lewes**

The meeting started at 08:30 and finished at 11:10. It was clerked by Jo Saunders.

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

Apologies: Cathy Slow.

MINUTES:

1. Welcome and Apologies and review of agenda

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

1.2 The agenda was reviewed. The following items were added:

- Item 5 – Admission numbers for September 2015
- Item 9 – Overtime Payments
- Item 9 – Pay Committee
- Item 14 – Future meeting dates

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 – 18th May 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) were circulated with the agenda.

4.1 Matters Arising:

4.1.1 Item 4.1.7 – Janet advised that she had discussed the new safeguarding audit tool with Paul Startup and Clare Day. Discussion is underway as to how the new / amended areas of the audit will be highlighted to the schools. Janet had also discussed the letter of 26th March 2015 and circulated to all schools, regarding that the completion of the safeguarding audit wasn't required – this was denied by Clare Day. The letter stated: ***“Although we would advise that it is best practice to complete this audit every year, we do not have the expectation that you should return an updated audit for this academic year. However, we do expect you to update your action plan in response to the audit and return this by the end of Term 5 2015.”***

The members expressed concern that the letter led schools to the conclusion that the audit was not required.

Action: Janet to raise with Clare Day / Jo to send a copy of the letter.

4.1.2 Item 4.1.10 – 2 responses have been received from Rupert Club in connection with the speed limits – the matter is still being looked into. Pip advised that a further issue is of

the school lane being used as a cut through, due to road works on the main road, for 7-10 days. This will increase the traffic on the road. Pip has been in contact with the Highways Department.

Action: Pip to contact Highways Department again and complete an additional Risk Assessment to cover the period of time that the main road is closed.

4.1.3 Item 4.2.2 – Please see confidential minute (Annex A).

4.1.4 Item 5.3.1 – The marking and feedback policy had been drawn up in school and has been reviewed by Jan. The Homework Policy was rewritten in October 2014 and the school is following this – some tweaks are needed. Homework was discussed at the parents meeting and a statement has gone out in the newsletter. A homework questionnaire has also been completed. Jane reported that the marking in the homework books is better than in some of the other schools she has worked with.

Action: Homework Policy to be added to the website.

4.1.5 Item 5.5.4.1 – FFTAspire commentary to be added to July meeting.

Action: Jan to complete

4.1.6 Item 6.1.3 - £11,000 has been received for the furniture for the new classrooms.

Action: Sally to produce a breakdown of the spend in this area for the July meeting.

4.1.7 Item 6.3.1 – 3 quotes are needed for the perimeter fence – the Bursar is dealing with this. It is hoped the work could be completed in the summer holidays.

Action: Pip to send quotes to Sally and Penny for a decision.

4.1.8 Item 7.1 – The proposed Pupil Premium spend had been discussed, with the majority having been allocated to staffing (£6000) and COPES (£2000). A balance of approximately £2000 remains. Jane discussed using this for staff training and the PLR reading programme and associated resources. Members discussed the strategy for the spend, given the small numbers of pupils in the school eligible for Pupil Premium. Recent guidelines are suggesting that spending the funds on ensuring quality first teaching was a valid spend of the monies. The Learning Support Assistants (LSA) have been having impact within the intervention groups – further training and resources would help further, but could also be used for the rest of the school. **The members agreed that the spend could be used for:**

- LSA Staffing for intervention groups £6000
- COPES £2000
- It was agreed in principle that the balance of £2000 could be allocated for proposed training for the LSA to run intervention groups and PLR resources (additional literacy resources) to support the children.

Action: Full written pupil premium statement for 2015/16 to be produced for the July meeting.

4.1.9 Annex B was updated in respect of all actions.

4.2 Safer Recruitment Training

4.2.1 Pip, Jane and Janet have all started the training. Jane will complete by 19/6/15 and Pip by 22/6/15. Janet will complete by the next meeting.

Action: Confirmation of completion to be given at the next meeting.

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4.3 SENCO Training

4.3.1 The SENCO will attend the next available Child Protection Training in September 2015.

4.4 Diocese Service Level Agreement (SLA)

4.4.1 As Cathy was absent, there was no further update.

Action: Cathy to provide update at next meeting.

5. Finance

A copy of a confidential Finance Report, Budgets – Versions 1,2 and 3 – with associated staffing costs were circulated with the agenda.

5.1 Budget Report

5.1.1 Sally advised that the Bursar has resigned and the post is being advertised. In the interim Rachel Bryant from Westfield Primary School has offered to support the school 1 day per week. Members asked about the recruitment process for a new Bursar and Sally advised that she would sit on a panel. Also, the options had been explored to see if there was another local Bursar willing to take on the role – there is nobody locally with the skills and availability.

5.1.2 Currently, there is no information on the current position of the budget and financial management aspects of the school.

Action: Sally to visit school with Rachel and ascertain the current position for the next meeting.

5.2 2015/16 Budget Report – Including Staffing Structure

5.2.1 Sally had met with Penny, Pip and Jane and looked at the budget for 2015/16. **Please see confidential minute (Annex A).**

5.2.2 **Please see attached confidential minute (Annex A)**

5.2.3 **Please see attached confidential minute (Annex A)**

5.2.4 **Please see attached confidential minute (Annex A)**

5.2.5 **The members agreed the budget in the sum of £496,574.** Sally will check if the budget plan is an accurate reflection of all areas and no further savings can be made. Once this has been completed, Fiona Wright will be contacted.

Action: Sally to review and contact Fiona Wright.

5.3 3 Year Budget Plan

5.3.1 This was discussed under item 5.2

5.4 Capital Expenditure

5.4.1 This was discussed under item 4.1.7

5.5 Bid for Funds

5.5.1 Jan had proposed a bid for funds for £4,500 for the provision of My Maths and Bug Club to support home learning. Funds have been set aside for the school (£5-6k) should the school need to draw on these. Sally confirmed that these had not been included in the budget. The members discussed the bid – whilst these resources would support the

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children's learnings – it was felt that given the other bids being made for support of the budget, this could not be requested until the full budget position was known.

Action: Sally to review the Curriculum resources spend as it is not currently committed. £5-£6k to be drawn down and allocated within budget.

5.6 Pupil Numbers for September 2015

5.6.1 Pip advised that there are 15 pupils starting in September. The LA have contacted Pip to advise that there are 2 appeals which would take the school above their Planned Admissions Numbers (PAN) of 15. Pip advised that she would like to take these additional children as after completing a forward projection the school could accommodate these children without exceeding statutory class size limits. **The members agreed that these 2 children could be offered places and could also take 1 other should the need arise.**

5.6.2 The members discussed the future admissions policy, with a view to amending the PAN to 18 for alternate years.

Action: Admissions Policy to be reviewed in October 2015.7

6. Pupil Premium

6.1 This had been discussed under item 4.1.8

7. Headteacher's Report

A copy of the Updated School Development Plan (SDP) and Self Evaluation (SEF), Annual Progress Table been circulated with the agenda.

7.1 School development Plan (SDP)

7.1.1 Jane advised that the SDP had been reviewed by herself and Pip, as well as the SENCO, Lead Teacher and Middle Leaders. The RAG rating for monitoring was still needed and would be completed by the Middle Leaders.

7.1.2 The comments within the document were useful for the members – however, in future both the practice indicators and actions should be RAG'd.

Action: Practice indicators and actions to be RAG'd.

7.1.3 The external support being received at the school was discussed. Jane clarified that the following support was in place:

- Support from the EIP (Pauline) who has been delivering booster sessions and working with KS2 teachers
- School Improvement Partner (Sue Senior) who is supporting the teaching and learning in KS2
- Support from Northiam School (Kathy Korpe) who is supporting KS1 Teaching and Learning, Phonics and talk for writing across the school.
- Support from Jackie Cross for Science Middle Leadership.

The members discussed how this was being managed and ensuring that all were aware of the other various responsibilities. Jane has the strategic overview and the daily management has been delegated to the DHT. **It was agreed that a weekly meeting was set up, with the DHT leading and Pip in attendance, in order that the external support could be made aware of the work of the other partners and also ensure that their recommendations were in line with the schools practice and policy.**

Action: Minutes of meetings to be drawn up and circulated to all parties and copies to Jan.

7.1.4 The SDP for 2015/16 was discussed. The priorities will be drawn from the RAG rated SDP and any further actions needed. Whole school self-evaluation is scheduled for this term and all staff are being consulted. The initial priorities have been shared and they are the correct ones. Pip and Jane will attend the ESCC SDP surgery on 6/7/15.

7.2 Self-Evaluation Form (SEF)

7.2.1 The SEF was discussed and the following actions agreed:

- Needs to be updated at the end of the year
- Completion of the Behaviour and Safety impact – which will also serve to demonstrate the leadership of the school.
- Any impact is evidenced e.g. *as demonstrated by*
- In the achievement section date update the actions
- Add the impact of the next steps
- 1 page SEF (Czone) may be useful for staff

Action: Pip and Penny to review on Penny's next visit. Jan to support completion on her next visit.

7.3 Data Analysis

7.3.1 The Term 5 data was reviewed and the following observed:

- There has been an overall improvement in reading
- Writing performance is mixed – Y1, Y3, Y4 and Y5 attainment in writing is a concern
- Y3 were discussed – Age Related Expectations (ARE) are closer to target, however progress had dropped off.
- Y2/3 progress for maths and Y5 attainment is a concern. The members discussed again the provision of My Maths at a cost of £2,000. **It was agreed in principle to purchase My Maths, following Sally's visit confirming the budget position.**

Action: Sally to review and My Maths to be purchased.

- Overall Y5 ARE are a concern and progress needs to be further accelerated - the progress is good, but has not yet tackled the legacy of under achievement. Jane reported that booster groups are in place for the Y5 children. Members asked that as this is a Y5/6 class, is the learning continuing at a pace, given that the SAT testing has finished. Jane advised that the SENCO is undertaking pre-teaching and early learning with the Y5 pupils twice per week. The TA is taking Y6 for art, DT etc. so that the teacher is concentrating on the Y5 children. Also, Pip has contacted Rye College to see if there are any teachers interested in running a holiday school for the children. A homework club is being considered from September – holiday home leaning packs will be distributed.
- SEN and Pupil Premium – due to pupil numbers, it was agreed that the data be aggregated across the school to give a more accurate view of the SEND and Pupil Premium position.

Action: SEN and Pupil Premium term 6 / end of year to be presented in this format.

- Attendance – the current attendance figure is 94.7% (95.2% without Reception) against a target of 96%. Pip discussed the process for managing absence.

Action: Full report at the next meeting – analysis to include the number of children, persistent absence and what action is being taken.

7.3.2 Report of Interventions in place

7.3.2.1 Members requested that a full written report be presented at the July meeting, following the Pupil Progress Meetings next week.

7.3.3 Assessment without Levels – September 2015

7.3.3.1 Pip and Jane are attending the EIP training next week – the uptake of the EIP's suggestion will be significant across the local partner schools to allow for cross moderation.

7.3.3.2 The Edison curriculum will continue to be used and 2 meetings are planned to develop this for September.

7.3.4 FFTAspire Dashboard

7.3.4.1 Discussed under item 4.1.5

8. Safeguarding

A copy of the Safeguarding audit and action plan was circulated with the agenda.

8.1 Safeguarding Audit and Action Plan

8.1.1 The audit has been completed. The actions arising relate to the PHSE curriculum incorporating parts of the audit and also that the appraisal of the Headteacher needs to include targets for safeguarding.

8.1.2 Penny will review the audit on her next visit – comments/evidence need to be added for a number of areas – mainly relating to the Single Central Record, which has been reviewed by Clare Day and rated as 'green' – this visit can be used as evidence.

Action: Penny to review with Pip

8.1.3 The action plan needs to include timescales and name of person responsible for action.

Action: Action plan to be amended.

8.1.4 Pip advised that she is chasing 'Termtime Teachers' for confirmation of the dates of safeguarding training, which hasn't yet been provided.

Action: Update at next meeting

9. Personnel and Staffing

9.1 Pip reported that the HR aspect of the Bursars role was being managed by Denise. Whilst Denise is new to the role, she has a good attitude to these new aspects.

9.2 Janet advised Pip and Jane on the communication regarding overtime payments.

9.3 The Pay Committee meeting was scheduled for 23rd September 2015 at 10:15.

9.4 Staff Absences

9.4.1 No further absences to report.

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10. Premises and Health & Safety

10.1 Health & Safety Audit and Action Plan.

10.1.1 Greg reported that the audit had moved from 5/45 areas complete to 25/45. All other outstanding areas relate to staff training, which cannot be actioned until the new Caretaker and Bursar are appointed.

Action: RAG rated H&S audit to be brought to the next meeting.

10.1.2 Greg and Pip are due to attend their training on 11/7/15 and 18/6/15.

10.2 Speed Limit outside of school

10.2.1 This had been discussed under item 4.1.2.

11. SEN

11.1 SEN Self-Assessment Framework

11.1.1 Greg reported he had attended the ESCC training for SEN Governors. From this he has agreed with Jane and Pip that he will audit the provision using a combination of the documents given at the training. The audit will comprise of 10 key questions and evidence will be gathered for these. Greg is scheduled to undertake this during the 2nd week of July. Actions will feed into the SDP for 2015/16.

Action: Questions and Success Criteria to be circulated for next meeting and completed audit to be added to September agenda.

12. Future Leadership Arrangements

12.1 Please see confidential minute (Annex A)

12.2 Please see confidential minute (Annex A)

12.3 Please see confidential minute (Annex A)

13. Policies

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

13.1 The policies were reviewed:

- Accessibility Plan – **The policy was approved – review date 3 years**
- Model Code of Conduct & Conflicts of Interest Policy – **The policy was approved – review date 3 years.**
- Marking & Feedback Policy – **The policy was approved – review date 1 year**
- Anti-Bullying Policy – The policy was discussed. It needs to be reviewed alongside the PHSE curriculum and reflect the child friendly anti-bullying leaflet, which has had positive feedback from the parents.

Action: Policy to be revised for July meeting.

14. Agenda Items for next meeting

14.1 A report of the child protection training undertaken by the staff over the past year to be included on the agenda.

Action: Jo to produce agenda and circulate – all reports to be sent to Jo for circulation by 3/7/15.

14.2 The meeting dates for the autumn meetings were confirmed as: 15/9/15, 13/10/15, 17/11/15 and 15/12/15 – all at 11:30am.

Next Meeting: Friday 10th July 2015, Room WH5, Westfield House, County Hall, Lewes.

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Summary of Actions

	Action	Actionee	Status
4.1.1	Janet to discuss letter of 26/3/15 re safeguarding audit with Clare Day	Janet	
4.1.2	Contact Highways / additional risk assessment covering the diversion of main road traffic past the school	Pip	
4.1.4	Homework Policy to be added to the website	Jane / Pip	
4.1.5	FFTAspire Dashboard commentary for next meeting	Jan	
4.1.6	Breakdown of £11000 for new classroom expenditure for next meeting	Sally	
4.1.7	Perimeter fence quotes to be sent to Penny / Sally for authorisation	Pip	
4.1.8	2015/16 Pupil Premium Spend statement to be produced for next meeting	Jane / Pip	
4.2.1	Safer Recruitment Training to be completed within deadlines set	Jane / Pip / Janet	
4.4.1	Diocese SLA – Update	Cathy	
5.1.2	Current budget position to be ascertained	Sally	
5.2.5 5.2.2 5.5.1	Fiona Wright to be contacted with regards to bids to support school budget	Sally	
5.6.2	Admissions Policy / PAN to be reviewed in October 2015	Pip / Jo	
7.1.2	SDP Practice Indicators and Actions to be RAG'd	Jane / Pip	
7.1.3	Minutes to be circulated of meetings with External support / advisers	Jane	
7.2.1	SEF actions to be completed	Pip / Penny / Jan	
7.3.1	Purchase of My Maths Amalgamation of SEN and Pupil Premium data	Sally Pip	
8.1.2 8.1.3	Safeguarding audit and action plan to be updated	Penny / Pip	
8.1.4	Response from Termtime Teachers	Pip	
10.1.1	RAG Health & Safety Audit for next meeting	Greg / Pip	
11.1.1	SEN questions and success criteria to be circulated for next meeting	Greg	
13.1	Anti-Bullying policy to be amended	Jane	
14.1	Agenda to be drawn up / reports to Jo by 3/7	All	

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

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