

Meeting of St. Michael's CE Primary School – Interim Executive Board Held on Tuesday 5th July 2016, Room WH2, Westfield House, County Hall, Lewes

The meeting started at 8:30 and finished at 11:09. It was clerked by Jo Saunders.

Present: Penny Gaunt (Chair), Janet Bowen, Keith Cheetham (in attendance), Jan Gough, Sally Laidlaw, Greg Russell and Kevin Tomasseti (in attendance).

Apologies: Cathy Slow

MINUTES:

1. Welcome and Apologies and review of agenda

1.1 Apologies had been received from Cathy.

1.2 Dates for future meetings were confirmed as:

- Monday 12th September 2016
- Tuesday 11th October 2016
- Thursday 17th November 2016
- Tuesday 13th December 2016

1.3 This meeting was the final meeting for Jan as an IEB member. Penny took the opportunity to thank Jan for all her help and support at the school and as an IEB member.

1.4 As Jan is leaving ESCC, the schools adviser has been confirmed as Anne-Marie Bolt. Claire Roberts will be taking Jan's position on the IEB.

2. Declaration of Business Interests

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

3. To receive the minutes of the last meetings – 7th June 2016

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

3.1 Item 5.1.1 to read “....the KS1 **Growth** funding.....”

Subject to the above amendment, the minutes were signed and accepted.

3.2 Item 5.1.3 to read “*Claire Harwood*”

Subject to the above amendment, 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), a copy of a proposed letter to be sent to parents concerning the bus service and the missing information identified by the website audit was circulated with the agenda. A copy of the PE & Sports Grant Statement was circulated at the meeting.

4.1 Matters Arising

4.1.1 3/5/16 – Phillip is still awaiting training for offsite visits from Leanne Bentley. The policy will be reviewed by the members under item 13.

4.1.2 Item 5.1.3 – **Please see confidential minutes (Annex A).**

4.1.3 Item 5.2.2 – The statement was reviewed. The spend allocated within the finance papers for 2016/17 to be added to the PE & Sports Grant statement – this to be done on

an academic year basis – split 5/12ths for 2015/16 and 7/12ths for 2016/17. Also, the details of the areas in which the money was spent to be added for 2015/16– e.g. polo shirts, sports affiliation fees, sports co-ordinator costs. The detail of the spend for 2016/17 needs to be added – e.g. Sports co-ordinator salary to lead and implement sports action plan.

Action: Sally to advise of spend and Kevin and Keith to ensure statement is updated and posted to website.

- 4.1.4 Item 8.1.1 – The pupil premium figures need to be added to the plan before the end of term.

Action: Figures to be added and posted to website. Jan to send new Ofsted template for Pupil Premium statement for 2015/16.

- 4.1.5 Item 9.1.2 – The SEN Information report is due to be updated in September for 2016. The work has started and this will be completed in term 1.

Action: SEN Information report to be approved at October meeting.

- 4.1.6 Summary of Actions (Annex B) was updated in respect of all other actions.

4.2 Bus Service

- 4.2.1 No response has been received from Rachel Doran at ESCC. Some advice had been given during the recent health and safety audit. Keith and Kevin proposed that the letter circulated with the papers be sent to all parents in September. The proposed letter was reviewed by the members. Kevin advised that he had used wording from a government paper concerning travel arrangements to school. The letter was amended to read the following:

As you may be aware, there is a public bus that serves the school from Rye. We wanted to ensure that you are aware that this is not a dedicated school bus and there are members of the public using the service.

It is the parent's responsibility to ensure that children get to school safely. We are aware that there are several young children on the bus unaccompanied and wanted to clarify that this is the parent's decision and the school cannot accept responsibility for the welfare of children whilst on the bus. It is also the parent's responsibility to ensure that the children have the correct money for the bus

At the end of the school day we are not obliged to see children on to the bus, but do so because of the amount of traffic in the lane. If your child is catching the bus at the end of the school day, it is important that you are at the bus stop to collect your child at the end of the journey.

Action: Keith and Kevin to re-contact Rachel Doran and copy in Richard Grant (Head of Legal Department, ESCC). Letter to be sent in September.

4.3 Website Audit

- 4.3.1 The information discussed under items 4.1.3/4 is required to ensure the website is compliant.

Action: Information to be added to website before end of term.

4.4 Letters to Parents

- 4.4.1 The letters, which had been co-ordinated with the other schools involved, had been sent to parents advising them of the leadership arrangements from September 2016.

4.5 Equality Objectives

- 4.5.1 The equality objectives have been updated and posted to the website.

5. Finance

A copy of the Finance Report July 2016, Budget Monitoring Report, CEA and updated Staffing Spreadsheet was circulated with the agenda.

5.1 Finance Report

- 5.1.1 Sally advised that she had input the changes to staffing agreed at the last meeting. The revised budget planner showed the following outturn position:

- 2016/17 - £7,105
- 2017/18 - **-£33,852**
- 2018/19 - **-£87,117**

In response to a question Sally advised that savings could be made in the future – please see confidential minutes (Annex A).

- 5.1.2 The School Fund was discussed. As the school is no longer in contact with the signatories, **the members agreed the following resolution, which will be shared with Santander to allow the account to be closed / amended:**

St. Michaels CE Primary School wishes to close the account 090153 28075604 and withdraw the funds as the school is no longer in contact with any of the current signatories and is therefore unable to obtain their signatures to close or amend the account.

The Interim Executive Board would like to add the following signatories to the account:-

- ***Denise Sheppard (School Secretary)***
- ***Philip Dawson (Teacher)***
- ***Cherane Marshall (Head of School)***

Action: Resolution to be sent to Santander.

- 5.1.3 The expenditure in respect of the Capital fund, PE & Sports Grant, Pupil Premium funding and Public Health Grant was noted.

Action: Plan for Public Health Grant Expenditure to be completed for November meeting.

6. Personnel and Staffing

6.1 Bursar Appointment

- 6.1.1 Please see confidential minutes (Annex A)

6.2 Staff Absence

- 6.2.1.1 No absences to report.

St. Michael's CE Primary School - Interim Executive Board – 5th July 2016

Initials:.....

6.3 Resignations and Recruitment

6.3.1 A TA has resigned.

6.4 Personnel Issues

6.4.1 None

6.5 Update on Staff Restructure

6.5.1 The process for the staffing restructure was discussed – **please see confidential minutes (Annex A).**

7. Headteachers Report

A copy of the Headteachers report dated July 2016, **Headline Data 2015/16, School Improvement Plan priorities 2016/17** were circulated with the agenda.

7.1 Headteachers Report

7.1.1 The Headteachers report was reviewed. In addition to the areas discussed under other agenda items, the members discussed the following:

- Barrier – This was discussed with Rebecca Courtledge on the health & safety audit. No response has been received from Highways department.
- The overall attendance figure for 2015/16 is 94.8%, this term 96-97%.
- **Members noted that the school is in the strongest position it has been for several years in terms of quality of provision, leadership & management and pupil progress.** This will strengthen further in September once the Head of School (HOS) starts.

7.2 School Improvement Plan (SIP) 2016/17

7.2.1 The SIP priorities for 2016/17 were reviewed. The following was discussed:

- **Focus on the quality of what it is these priorities will achieve**
- **Reading and SPAG to be added as a focus**
- **HOS to review and add the monitoring schedules.**

Action: SIP to be reviewed and final version presented at September meeting.

7.3 RAG'd SEF

7.3.1 The SEF RAG to be updated following the end of year results.

Action: Updated SEF to be circulated at September meeting.

7.4 Results

7.4.1 KS1/KS2 SATs

7.4.1.1 The moderated KS1 results were discussed:

	At Age Related Expectations (ARE)
• Reading	80%
• Writing	60%
• Maths	70%

7.4.1.2 In response to a question, Kevin advised that the writing did not have enough evidence of use of exclamation marks. The legacy of teaching issues for the cohort was discussed – the teaching in terms 5 & 6 has been good and this shows a better result compared to initial expectations.

7.4.1.3 The moderation events had proved to be good professional development for the teachers.

St. Michael's CE Primary School - Interim Executive Board – 5th July 2016

Initials:.....

7.4.1.4 The KS2 SAT results were released online during the meeting. Keith and Kevin confirmed that the indicated results were:

	School	National
• Reading	50% (predicted 69%)	66%
• Writing	69% (predicted 69%)	74%
• Maths	63% (predicted 63%)	70%
• Combined	50% (predicted 56%)	53%
• SPAG	38%	72%

Please see confidential minutes (Annex A).

Action: Confirmation of results to be emailed to members.

7.4.1.5 The progress had not been released, however the KS1 results for the Y6 cohort were reviewed:

	L2+	L2B+	L3
• Reading	86.7%	66.7%	26.2%
• Writing	86.7%	66.7%	13.3%
• Maths	80%	73.7%	13.3%

It was accepted that there had been some mobility between those children in KS1 to those in KS2. However, the members asked that the children still in the school from KS1 – KS2 be tracked to see the percentage that made expected progress.

7.4.2 Phonics Results

7.4.2.1 The Phonics check score was 71%, up from 45% last year (NA 77% 2015).

7.4.2.2 100% Of the Y2 children passed the test.

7.4.2.3 **The members noted the significant improvement from last year.** The intervention for next year will need the same focus as this year as it had proved effective.

7.4.3 EYFS

7.4.3.1 The moderated Good Level of Development (GLD) for EYFS was 93% (NA 2015 66.3%)

After reviewing the results the members noted that within the school there remains a legacy of underachievement which is still being tackled. The school which Keith and Kevin took over in November is unrecognisable compared to the school as it is now, having secured a good Ofsted rating and improving results and progress across many areas.

8. Pupil Premium

8.1 Nothing to note.

9. SEN

A copy of the SEN Audit Action Plan and Parental survey had been circulated with the agenda.

9.1 SEN Audit Update

9.1.1 The 3 areas outstanding were discussed:

- **Parent Survey** – the questionnaire has been produced. This needs to be completed and the results collated.
- **Parents have not been met 3 times over the year to review their child's plan** – this needs to be timetabled in with the teachers so the SENCO can oversee this aspect.

St. Michael's CE Primary School - Interim Executive Board – 5th July 2016

Initials:.....

- **Training** – there may be a need for time during an INSET to deliver the training required.

9.1.2 Kevin advised that he has met with the SENCO regarding the weekly timetable for those children with SEN to ensure that the interventions are specific to the needs. **Please see confidential minutes (Annex A).**

9.2 Parent Survey

9.2.1 The survey was reviewed and will be sent to parents before the end of term.

10. Safeguarding

A copy of the Confidential Overview of Child Protection cases was circulated with the agenda.

10.1 RAG'd Safeguarding Action Plan

10.1.1 There had been no further updates to the action plan.

Action: Action plan to be received at September meeting.

10.2 Prevent Action Plan

10.2.1 The SIP has incorporated elements of Prevent within its priorities.

Action: Action plan to be received at September meeting.

10.3 Overview of Child Protection Cases

10.3.1 The confidential report was reviewed – **please see confidential minutes (Annex A).**

11. Health & Safety

A copy of the Health & Safety Audit Report was circulated with the agenda.

11.1 Audit Update

11.1.1 The health and safety audit had been completed by Rebecca Courtledge (ESCC). The audit result was 50%. The following observations were made about the findings:

- Visually the school is a much safer place for children and adults
- The risk assessments identified, which hadn't been signed since March 2015 have now been reviewed and signed.
- Some areas which were the remit of the Site Manager have been reviewed when he was on site (he wasn't at the audit). This showed that some of these actions had been completed, but the file had not been located by the school.
- Fire points – the checking of the fire points is being negotiated with the cleaner to be done in the morning before the children are on site.
- Asbestos is being looked at during the school holidays.
- COSHH training has been completed by the Site Manager
- A risk assessment is needed for working at heights.

It was agreed that the health and safety action plan be updated with the above.

Greg will undertake a visit in the new academic year. The new Bursar will be the school health and safety co-ordinator.

Action: Updated Health & Safety Action plan to be reviewed at September meeting and visit by Greg to be arranged.

11.2 Offsite Visit Audit

11.2.1 This has not yet been completed.

12. Future Leadership Arrangements

12.1 Penny reported no further updates. Greg advised that he has been invited to join the Beckley / Peasmarsh federation as an associate governor.

Action: To be discussed further at September meeting.

13. Policies

A copy of the policies had been circulated with the agenda.

13.1 Policies to approve:

13.1.1 Anti-Bullying Policy – The highlighted sections to be removed. The IEB discussed monitoring of the policy. **It was agreed that Penny would undertake a visit and review the bullying trends and discuss with the children. The policy was approved – Review date 1 year.**

Action: Penny to undertake visit.

13.1.2 Equality Objectives – **It was noted that these had been agreed by Penny on her visit to the school and posted to the website.** However, the references to Pupil premium and Looked After Children need to be removed from the website version.

Action: Equalities statement to be revised and re posted to website.

13.1.3 Marking & Feedback Policy – Keith reported that a new policy had been put in place.

Action: Policy to be approved at September meeting.

13.1.4 Offsite Visit Policy – **The model policy was adopted – Playden information to be added where appropriate. Review date – 3 years.**

Action: Model policy to be updated.

14. Agenda Items for next meeting

14.1 Penny acknowledged that there had been some challenging discussions during the course of the meeting. The school are in the best place that they have been for quite some time. The school has been judged as good by Ofsted – the children have a good attitude to learning, the books show good progress and accelerated progress. The staffing is stable and there is good strong leadership in place. All of these positives outweigh the KS2 reading score. Three months ago the results seen were not imagined. Penny thanked Keith and Kevin for their significant contribution and work at the school.

14.2 Greg added that the recent school events – school fete, which raised £1200 and the sports day, had shown the enthusiasm and how the school had moved on in this respect over the last year.

14.3 The following to be added to the September agenda:

- Pupil Premium Statement
- Terms of Reference – Voluntary Funds

14.4 The items noted for the next meeting would be added to the agenda

Action: Jo to produce agenda and circulate – all reports to be sent to Jo for circulation by 6/9/16.

Next Meeting: Monday 12th September 2016, 8:30am, Room WH6, County Hall, Lewes.

St. Michael's CE Primary School - Interim Executive Board – 5th July 2016

Initials:.....

Summary of Actions

	Action	Actionee	Status
7/6	Interventions to be reviewed for impact against T6 / End of KS test results for September meeting	Keith / Kevin	
7/6	Scheme of Delegation to be amended and approved at September meeting	Sally	
4.1.3 & 4.3.1	PE & Sports Grant statement to be updated and added to website	Sally / Keith / Kevin	
4.1.4 & 4.3.1	Pupil Premium Statement to have figures added on website version	Keith / Kevin	
	New Ofsted template to be sent in order that the statement can drawn up for September meeting	Jan / Keith / Kevin	
4.1.5	SEN Information report to be updated for October meeting	Keith / Kevin	
4.2.1	Letter re bus service to be sent to parents in September	Keith / Kevin	
	Legal situation re bus to be clarified with Rachel Doran	Keith / Kevin	
5.1.2	Resolution re School Fund to be sent to Santander	Sally	
5.1.3	Plan for Public Health Grant to be added to November agenda	Keith / Kevin	
7.2.1	SIP to be circulated for September meeting	Keith / Kevin	
7.3.1	RAG'd SEF to be circulated for September meeting	Keith / Kevin	
7.4.1.4	Confirmation of final KS2 results to be emailed to all members	Keith / Kevin	
10.1.1 & 10.2.1	Updated Safeguarding Audit action plan and Prevent action plan to be circulated for September meeting	Keith / Kevin	
11.1.1	Updated health & safety action plan to be circulated for September meeting	Keith / Kevin	
12.1	Discussion regarding Associate membership at Beckley/Peasmarsh federation at September meeting	Greg	
13.1.1	Penny to undertake a visit re Anti Bullying Policy	Penny	
13.1.2	Equality Objectives – correct version to be posted to website	Keith / Kevin	
13.1.3	Updated Marking & Feedback policy to be circulated for September meeting	Keith / Kevin	
13.1.4	Model Offsite Visit Policy to be Playdenised	Jo	
14.4	Agenda to be drawn up / reports to Jo by 6/9/16	All	

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

St. Michael's CE Primary School - Interim Executive Board – 5th July 2016

Initials:.....