

St Joseph's Catholic Primary School, Malmesbury



Minutes Interim Executive Board (IEB) Meeting

06/07/2023 4pm-5.30pm by Teams

Present:	Kirsty Martin (KM), Jessica Higgins (JH), Kevin Burchall (KB), Gabriella Tiley (GT), Simon Watkins (SW) (from 5.10pm)
Headteacher:	Sue Woods (Head)
Meeting Clerk:	Laurien Carter (LC) – Wiltshire Council Clerking Service
Non-IEB	Andrew Best (AB) - Head of School Effectiveness, Wiltshire Council Mary Cox (MC) – Director of Schools and Colleges, Clifton Diocese Richard Hanks (RH) - Co-Director for Education and Skills, Wiltshire Council
Apologies:	Simon Watkins (until 5.10pm)

	Agenda Item	Actions
1.1	Welcome and introductions Andrew Best (AB) welcomed everyone to the meeting and introductions were made.	
1.2	Roles and Responsibilities	
1.2.1	<u>Clarification of the purpose of the IEB</u> AB explained briefly about the purpose of the IEB.	
1.2.2	<u>Confirmation of Chair and Vice Chair</u> AB nominated Kirsty Martin (KM) to serve as Chair of the IEB. This was approved by the board members. KM took the Chair. She asked for nominations for a Vice Chair. Gabriella Tiley (GT) was willing to take on this position. KM proposed that GT be elected Vice Chair. This was approved by the Board. The IEB were reminded that there would be a lot of scrutiny and they would be transparent in communications while observing appropriate boundaries and confidentiality. The purpose of the IEB had been set out by the Regional Director, Hannah Woodhouse. There had been a breakdown in governance in the school. It was unusual to establish an IEB following a good Ofsted.	

	<p>The timescale to establish a new governing board would be considered in due course. It was recognised that a period of stability was required for both the school and wider community. Converting to an academy would not be considered in the first two terms and there were also other options to consider.</p> <p>Wiltshire Council and Clifton Diocese were supporting the school and the establishment of the IEB following due diligence.</p>	
1.2.3	<p><u>Terms of Reference</u></p> <p>The draft Terms of Reference had been shared. There were no amendments to be made. They will be uploaded to the website.</p> <p>Proposed: JH Seconded: GT All approved.</p>	<p>Action: KM/Head (completed 12/7/23)</p>
1.2.4	<p><u>Appointing a clerk</u></p> <p>It was agreed to contact Wiltshire Governor Services to see if there was capacity within the service; or other availability. The Diocese may also be able to help with this. Should it be necessary an advert would be placed to seek an external clerk.</p>	<p>Action: KM</p>
1.2.5	<p><u>Role of Headteacher</u></p> <p>The IEB was reminded that the headteacher role was different with an IEB in place. The headteacher attends the meeting but is not a member of the board. She attends as an officer to provide information; as a full participant with a different remit.</p>	
1.2.6	<p><u>Role of LA and Diocesan Officers in the IEB</u></p> <p>AB would attend the meetings and other LA officers would be involved as needed – e.g. Grant Davis for financial aspects. In due course Steve Wigley, Wiltshire Council LA Regional Lead for School Effectiveness for the area, may succeed AB. Mary Cox (MC) would not be attending meetings on a regular basis unless needed. Kirsty Martin would update the Diocese as necessary.</p>	
1.2.7	<p><u>Code of Conduct</u></p> <p>The draft Code of Conduct was agreed. All Governors would sign it and it would be put on the website. It set out the requirements for governance and will illustrate to the school community how the board will function.</p>	<p>Action: All</p>
1.3	Priority areas for decisions	
1.3.1	<p><u>School admissions</u></p> <p>The IEB was informed of the current numbers. Four children are coming into Reception in September, 23 are leaving at the end of Year 6 and 18 are</p>	

1.3.2	<p>being removed at the end of term, largely due to recent events and the decision to introduce an IEB. Recruitment and retention of pupils will be a key focus for the board.</p> <p>The IEB would be more visible, than would normally be expected, in supporting the School. KM had already been contacted by a parent unable to attend the open meeting with parents and had arranged a personal meeting to discuss the IEB. She had also met with many of the staff.</p> <p>KM had been involved in the recruitment of a new teacher earlier in the day.</p> <p>Due to the reduction in pupils, the school would restructure and a new class be created with a new name. There would be four classes – the new one for Reception, Year 1 and 2 would be named St Teresa. This was welcomed by the IEB as a re-set.</p> <p>The Assistant Head had tendered her resignation. She was also the SENCo and RE lead. The Head Teacher has covered the SENCo role with a very experienced temporary SENCo who provides support to other schools. She would find a solution for RE.</p> <p>Although income would be down with the numbers falling there would also be savings from the salary of the Assistant Head. There are no plans for any redundancies.</p> <p><u>School budget and staffing for 2023-2024</u></p> <p>Grant Davis from the LA had worked with the school to consider the budget for 2023-2024.</p> <p>They had considered the forecast for the next three years. The impact of the falling roll meant a reduction of £62,000 but savings of £66,000 had been identified. It was noted that the school had a healthy reserve, far higher than most primaries. Budget forecasts were not positive for year three but this is the same for many schools and it is anticipated that school funding will need to increase.</p> <p>The budget template would be sent to the IEB. It was agreed to approve the budget; subject to any comments by IEB members within five days.</p> <p>It was further agreed to sign off the financial report for 2022-2023 which KM had seen.</p>	<p>Action: All (completed – all papers circulated. Budget signed 11/7/23)</p>
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1.3.3	<u>Staffing matters</u> The board considered two requests concerning staffing matters. These were approved.	
1.3.4	<u>Communications</u> It was agreed that it was incumbent upon the IEB to ensure that communications are open and fluid. The IEB considered the matter of some previously unpublished minutes from the former board of governors (unseen by the IEB). As these had not been approved by the then full board and not clerked, it was proposed they should not be published on the website Proposed: KB Seconded: GT All approved.	
1.4	Post Ofsted actions and school improvement priorities It had been a really good Ofsted report, but this had not been celebrated with staff. The two actions were noted. The establishment of the IEB would address the governance concerns. The curriculum action would be addressed. The curriculum programme had only been in place for two years as the school had developed its own. This had been recognised in the phrasing of the requirement 'leaders need to continue to develop the curriculum across all subjects....'. This had already been included in the draft School Development Plan. <u>Other strategic priorities</u> As discussed above the other priority related to the number on roll. It was agreed that a formal letter of congratulations be sent to staff. The board requested that the Section 48, diocesan inspection be deferred. This was agreed by the diocese – until 2024-2025. SW thanked MC and the board for agreeing the pause.	Action – KM (complete – letter sent 7/7/23)
1.5	Parent information session The meeting was scheduled for 13th July at 6.30pm.	

	<p>It was agreed that it would be an opportunity for a reset to move forward and, although old matters would be raised, the focus needed to be on the work of the IEB.</p> <p>KM would be sharing factual information and the strategic role of the IEB going forward. There would be a Q&A session and the offer for parents to speak individually with IEB members. The meeting would be limited to an hour.</p> <p>The IEB were aware of the comments on social media which were damaging to the school. The meeting would be reminded about the inappropriate use of social media.</p> <p>The IEB would be informed of the parent and staff surveys and the exit interview details held by the school. This would provide useful background.</p> <p>It was not possible to stream or record the meeting. Following the meeting, a summary of the key points would be shared with parents and on the website.</p> <p>KM would share with the IEB the details of her proposed presentation for the meeting in advance.</p>																											
1.6	<p>Dates and structure of future meetings</p> <p>The proposed dates were agreed. Meetings would be themed to provide focus although any meeting could consider any matter which needed resolving promptly. The Strategy meetings would be held at 6.30pm in the School and the Resources meeting via Teams at 6pm.</p> <table><tr><th>Dates</th><th>Focus</th></tr><tr><td>Thurs 21st Sept</td><td>Strategy</td></tr><tr><td>Thurs 12th Oct</td><td>Resources</td></tr><tr><td>Thurs 16th Nov</td><td>Resources</td></tr><tr><td>Thurs 7th Dec</td><td>Strategy</td></tr><tr><td>Thurs 18th Jan</td><td>Resources</td></tr><tr><td>Thurs 8th Feb</td><td>Strategy</td></tr><tr><td>Thurs 29th Feb</td><td>Resources</td></tr><tr><td>Thurs 28th March</td><td>Strategy</td></tr><tr><td>Thurs 2nd May</td><td>Resources</td></tr><tr><td>Thurs 23rd May</td><td>Strategy</td></tr><tr><td>Thurs 13th June</td><td>Resources</td></tr><tr><td>Thurs 11th July</td><td>Strategy</td></tr></table>	Dates	Focus	Thurs 21 st Sept	Strategy	Thurs 12 th Oct	Resources	Thurs 16 th Nov	Resources	Thurs 7 th Dec	Strategy	Thurs 18 th Jan	Resources	Thurs 8 th Feb	Strategy	Thurs 29 th Feb	Resources	Thurs 28 th March	Strategy	Thurs 2 nd May	Resources	Thurs 23 rd May	Strategy	Thurs 13 th June	Resources	Thurs 11 th July	Strategy	
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1.7	<p>Other Actions:</p>																											

It was agreed that KM undertake any urgent action during the summer holidays and before the next meeting as necessary. IEB members would have lanyards. Their bios and photos would be added to the website.

The board were invited to attend the end of term Mass on 18 July at 10am. Other diary dates would be shared.

An additional action list had been circulated prior to the meeting

By when	Complete	Who	Action
ASAP	Autumn – interim available	KM/Head/AB	Appoint clerk – see earlier
ASAP	06/07/23	Head	GIAS registration
ASAP	Underway	All	DBS
ASAP	19/07/23	Head	Governor website access
ASAP		Head	Right Choice access
ASAP	06/07/23	IEB	Appoint IEB VC
End T6	06/07/23	KM/AB need IEB delegation	Any urgent matters arising
End T6	07/07/23	KM/Head	Update website with new governor info
End T6	Partial	KM then IEB complete	Business interests - all
End T6	Partial	KM then IEB complete	Code of Conduct - all
End T6	06/07/23	IEB	Appoint Safeguarding link JH
End T6	06/07/23	IEB	Appoint SEND/disadvantage link KM
End T6	06/07/23	IEB	Appoint Finance lead KB
End T6	06/07/23	IEB	Health and Safety link GT
End T6	06/07/23	IEB	Appoint Education link SW
End T6	06/07/23	IEB	Appoint Wellbeing link JH
By T1	06/07/23	KM	Finalised meeting dates – as above

	By T1	Under review	KM/ Head for IEB approval	Agenda planner
	By T1	Under review	KM/Head for IEB approval	Policy planner
	By T1	Under review	KM/ Head for IEB approval	Risk Register
	By T1	Under review	KM/ Head for IEB approval	Scheme of Delegation
	By T1	Summer holiday	KM	Review compliance – website check
	By T1	TBC	KM/ Head	Arrange head/chair fortnightly meetings; probably weekly in first instance
The meeting closed at 5.45pm				

Actions

Item	Action	Who
1.2.3	Upload IEB Terms of Reference to website	KM/Head
1.2.4	Appointing a clerk	KM
1.2.7	Complete Code of Conduct	All
1.3.2	Approve budget	All
1.4	Ofsted congratulations to staff	KM
	Actions from 1.7 unresolved by 1/9/23	
1.7	DBS – arrange DBS approval for St Joseph's. All governors hold current DBS for other settings	All
1.7	Right Choice access	Head
1.7	Complete Business Interests	All
1.7	Agenda planner	KM/Head
1.7	Policy planner	KM/Head
1.7	Risk Register	KM/Head
1.7	Scheme of Delegation	KM/Head
1.7	Review compliance – website check	KM/Head
1.7	Arrange head/chair fortnightly meetings	KM/Head