

St Joseph's Catholic Primary School, Malmesbury



Minutes Interim Executive Board (IEB) Meeting 13/12/23 18:00 – 20:00 hrs

Minutes approved by the board on 18/01/24. Some minutes are closed others have been redacted due to their confidential nature. These are shown in italics.

Present:	Kirsty Martin (Chair) (KM), Jessica Higgins (JH), Gabriella Tiley (GT) (joined late), Simon Watkins (SW) Mary Cox (MC)
Co-Headteachers:	Paul Bacon (PB), Karen Bathe (KBa)
Meeting Clerk:	Kayla Jolly – KJ Governance Solutions (clerked via recording)

	Agenda Item	Actions						
4.1	Welcome and opening prayer The Chair welcomed everyone to the meeting. MC led those present in an opening prayer.							
4.2	Apologies Apologies were received from Kevin Burchall and Gabriella Tiley will join late.							
4.3	Declaration of Interests, Gifts and Donations No declarations were made							
4.4	Minutes and Matters Arising Minutes from 16.11.23 were approved and ratified during the meeting as being a true record. <table><tr><th>Item</th><th>Action</th><th>Update</th></tr><tr><td>1.4.3</td><td>Outstanding DBS applications to be completed</td><td>Ongoing Most DBS checks have</td></tr></table>	Item	Action	Update	1.4.3	Outstanding DBS applications to be completed	Ongoing Most DBS checks have	
Item	Action	Update						
1.4.3	Outstanding DBS applications to be completed	Ongoing Most DBS checks have						

			been completed.	
	1.13	Agenda Planning/Policy planner – to come to the IEB for approval Check Musts/Shoulds Discuss baptismal/church liturgy with Father Thomas Vision and Values Publicity and Social Media to be discussed further	Ongoing Ongoing Ongoing Ongoing Ongoing	
	1.15.1	Proposed dates for Term 2 meetings circulated prior to the meeting.	Ongoing	
	2.8	Quotes for LED lighting project to be collated and shared with the working party as part of their financial modelling.	Ongoing	
	2.9	School to obtain quotes for the fascia board replacements.	Ongoing	
	2.11	The pay policy to be brought to the IEB at the next meeting for approval.	Complete	
	2.13	Policy wording to be updated with SJPS name.	Complete	
	3.5	KM to invite Dyson Foundation to school	Complete	
	3.6	LA model behaviour policy to be discussed at the next meeting.	Ongoing	
4.5	Chair's Report <u>IEB to GB progression</u> Two potential governors have been identified and KM and KBa have met with them and will continue to work on this. The GB transition will be a slow process being mindful at each step towards the transition. The chair is waiting for the Regional Director to respond regarding the proposals. <u>Soft promotion of the school</u> The school have been given a £500 grant from the council for promotion. A leaflet is being designed. The school have been given a person to link with to support in communications and they have experience in managing these types of situations. That will be offered for free.			

	<p>The school have been attending events which have been promoted in local newspapers.</p> <p><u>The land</u></p> <p>Meetings have taken place and there are discussions around the plans for the land. Further action will take place in the new year.</p> <p><u>The Dyson Foundation</u></p> <p>The Dyson Foundation has been in school to look at what they could support the school with. They were given a tour of the school. The Dyson Foundation encouraged the school to submit bids for capital projects such as laptop battery replacements and the land. Those bids will take some time.</p> <p>The current plans for expansion at another local school are going for debate with government ministers. KM has contacted the local school to discuss the plans and the impact on other local schools.</p> <p><i>Some of this minute has been removed as it is confidential</i></p>	
4.6	<p>Headteachers' update</p> <p>The headteacher report was circulated before the meeting.</p> <p>The SENCO role and Clerk to Governors roles are being advertised. The current SENCO arrangement ends at the end of the term and the current advert is for a 2-day-a-week fixed-term contract. There has been some interest. PB will cover the SENCO role in the interim until an appointment is made. A hand over will take place.</p> <p>The twilights this week have been postponed this week until January to support wellbeing.</p> <p>An initial meeting with Grant Davies took place on the 15th of November to look at the budget. The next meeting will take place on the 1st of February with various scenarios being reviewed at this meeting.</p> <p>The property services update was circulated to IEB for information. The chair has fed back to the diocese around the wording to ensure clarity around leading projects.</p> <p>There has been a GDPR breach which was dealt with swiftly and reported to the data protection officer and no further action is required.</p> <p>All teachers have had appraisals and support staff appraisals are the focus for term 3.</p> <p>A RE report was also shared. The chaplaincy team is in place. Catholic social teaching will be happening from January. Staff have taken part in a variety of training opportunities with external support.</p> <p>The monitoring and moderation of RE will be a target for early in term 3. The first staff meeting of the new term will focus on RE.</p>	

	<p>There have been Masses and celebrations of the word and Father Thomas has been involved and provides a good link between the school and the parish.</p> <p>Dates were shared with the IEB of future events.</p> <p>The support of Debbie Cambray-Smith has been invaluable and has supported the school in engaging with local events and supporting local charities. The Christmas Bazaar was well attended.</p> <p>The school are looking at working with Father Maria to build links with the parish of Tetbury. They are supporting the PFA.</p> <p>The IEB positively commented on the chaplaincy plan.</p> <p>The SEND report was circulated giving an overview of SEND in the school. The school are looking to apply for a small number of EHCPs. The school is building on the use of external services to support children.</p> <p>The importance of having consistency was noted and ensuring that there is some level of visibility of leaders for the school community.</p> <p>The safeguarding context of the school was highlighted as reported in the safeguarding report noting the number of cases, what support is in place and any external reporting the school has received.</p> <p>The school has an ELSA who provides support 3 afternoons a week and the school buys in a Parent support assistant from Malmesbury Primary for 2.5 hours a week.</p> <p>There is a plan to review the CPOMs categories as it does not help with reporting although this is likely to not take place in term 3 due to capacity.</p> <p>Sarah Turner has been appointed for external auditing and advice for this academic year. This will be beneficial to support new deputy designated safeguard leads (DDSL). Training is booked for the new DDSL as well as level 3 update training for KBa. KB attended the Sarah Turner update training for governors. Twilight safeguarding training took place for staff on the 26th of September. All staff have read all policies as required and the single central record was last checked in November. The safeguarding link governor will check the monitoring has been completed.</p> <p>The Samuel Partnership met on the 6th of December and KBa updated that she is now sitting on the Schools and Colleges Committee at the Diocese.</p> <p>Karen Austin has visited the school several times as the school improvement advisor and she has worked with subject leaders as a focus area. Monitoring has taken place, moderation with the Malmesbury cluster and there have been governor link visits taking place. Internal writing moderation has taken place.</p> <p>KBa reflected that writing at the school should be celebrated as a strength. A member responded that the SATS results were low and this is acknowledged but recent reviews of the children do indicate they are working on target.</p>	
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	<p>Leaders have set aspirational targets for the school. End-of-term assessment data will be analysed and will be filtered into pupil progress meetings at the end of January. Members felt the progress once evidenced should be celebrated.</p> <p>Work continues to take place to support Maths with continuing work taking place with the Mobius Hub to support the development. The note of visit from the hub has been shared and it is felt that gaining consistency is the key next step as there is good practice taking place. Time has been timetabled to support the development. Maths moderation has taken place.</p> <p>There was a discussion around the year 4 multiplication check results for the last academic year which do not appear available. SW will contact the assessment advisor at the LA to investigate why the results are not available and will feed back to PB.</p> <p><i>Some of this minute has been removed as it is confidential</i></p>	Action: SW to follow up with LA
4.7	<i>Confidential Minute.</i>	
4.8	<p>Admissions</p> <p>The chair has started to review numbers and it builds on the school projection information. This does show that places available in all schools across Malmesbury are above the number of children.</p> <p>The school have given leaflets to a new development in time for the open days but it is anticipated that the new housing estates will not bring in sufficient children to fill the vacancies. This is why it is important to try to link with the Tetbury parish.</p>	
4.9	<p>Pupil Premium</p> <p>GT joined the meeting.</p> <p>The pupil premium strategy has been updated to reflect the school context, funding and expenditure. There was some unassigned money from the last academic year that has carried forward. The statement of intent has also been updated as well as the challenges which have 2 new challenges added around staff absence leadership insecurity and wider needs impacting wider opportunities.</p> <p>Member question: If the strategy is published in December why is reviewed in September? Ans. It is because you want the strategy in place for the start of the academic year.</p> <p>Member question: What is the school planning to support the most vulnerable children in the school noting that there is a significant overlap between PPG and SEND? Ans. This is captured in the strategy at the end of the analysis. An audit of need has taken place across the school for all children and collated into one document with teachers having access.to</p>	

	<p>understand the school. That is the document that will become key to giving leaders insight into what they need to look at as well as supporting financial decision-making.</p> <p>The ongoing strategies are highlighted identifying the new additional strategies. These were highlighted to the IEB noting the importance of the Education Endowment Fund research on the strategies.</p> <p>There is a review of outcomes from last year which contains data based on the PPG students. It links back to trends. The actions identified around reading have had a good impact where maths and writing seem to have levelled off. An action has been given to subject leaders as to why that is.</p> <p>It was highlighted that further investigation of the wider offers there are to support mental health as part of the wider strategies is a target for the next year.</p>	
4.10	<p>Term dates for 2024-25</p> <p>It was suggested that this be carried over following feedback from staff regarding the October half term. It was agreed for the interim heads to do further investigation and it will be reviewed at the next meeting</p>	
4.11	<p>Policies</p> <p>The following policies were submitted for ratification.</p> <ul style="list-style-type: none"> • Attendance Attendance was written in line with local authority guidance. Parents have been contacted if their attendance drops below 90% and there has been some pushback as expected. • Behaviour The local authority model policy has been used to ensure that external support aligns with school expectations. It has been shared with staff. The stepped approach has been tightened up in some areas as well as adding some flexibility to make them age and stage-specific. Staff were not opposed to the policy. The IEB suggested that the word prosocial be replaced with positive to be more explicit in its meaning. • Children's Anti-bullying policy This was written in conjunction with the school council. A suggestion was to add pictures to make it more accessible <p>All policies were approved.</p>	
4.12	<p>School fund</p> <p>The school fund has been audited and is looking healthy. The LA conducted the audit and it was accepted.</p>	

4.13	Link governor monitoring SW talked through their visit report. Key points noted were that behaviour continues to be of a high standard, phonics and writing strength of the school which was evidenced and the subject leader is working collaboratively. Follow-up questions captured were shared. The chair asked SW to write a small paragraph to go into the school newsletter.	
4.14	Action Plan The IEB is ahead in some areas and behind in others but overall the IEB is moving positively. The safeguarding link governor was invited to attend the Safeguarding audit meeting.	
4.15	AOB There was no AOB	
	Date of the next meeting 18 th January 2024 – time TBC	

Actions

Item	Action	Who
1.4.3	Outstanding DBS applications to be completed	All
1.13	Agenda Planning/Policy planner – to come to the IEB for approval Check Musts/Shoulds Discuss baptismal/church liturgy with Father Thomas Vision and Values Publicity and Social Media to be discussed further	KM KM GT PB / KBa KB / KM
2.8	Quotes for LED lighting project to be collated and shared with the working party as part of their financial modelling.	AD/KM
2.9	School to obtain quotes for the fascia board replacements.	AD/KM
4.6	SW to follow up with LA regarding the multiplication check results	SW
4.10	2024-25 term dates to be agreed upon at next IEB meeting.	KBa/PB