

St Joseph's Catholic Primary School, Malmesbury



Minutes Interim Executive Board (IEB) Meeting 18/01/24 18:00 – 20:00 hrs

Minutes approved by the board on 08/02/24. 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), Simon Watkins (SW), Kevin Burchall (KB),
Guests:	Mary Cox (MC), Andrew Best (AB)
Co-Headteachers:	Paul Bacon (PB), Karen Bathe (KBa)
Meeting Clerk:	Kayla Jolly – KJ Governance Solutions

	Agenda Item	Actions						
5.1	Welcome and opening prayer The Chair welcomed everyone to the meeting. PB led the opening prayer.							
5.2	Apologies No Apologies were received as all were present.							
5.3	Declaration of Interests, Gifts and Donations No declarations were made.							
5.4	Minutes and Matters Arising Minutes from 13 th December 2023 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 been completed.</td></tr></table>	Item	Action	Update	1.4.3	Outstanding DBS applications to be completed	Ongoing Most DBS checks have been completed.	
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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.	
	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	
	4.6	SW to follow up with LA regarding the multiplication check results	Complete. It was confirmed no school had received them.	
	4.10	2024-25 term dates to be agreed upon at the next IEB meeting.	Complete.	
5.5	Confidential Minute			
5.6	Chair's Report <u>Publicity update</u> A report from the PfA on what they have been doing will be going into The Jackdaw, a local publication. Members of the IEB will continue to work on publicity with the support of a local councillor. <u>Christmas Lunch and Nativity</u> The chair attended the Christmas lunch and Nativity and it was a lovely experience. <u>The Dyson Foundation</u> A grant has been secured from the Dyson Foundation to cover the cost of replacing the laptop batteries. <u>STEM Centre at Malmesbury Primary</u>			

	<p>The consultation is taking place with Baroness Barran leading it. The diocese and LA have had a meeting as part of the consultation. There is concern around the impact it would have on the St Joseph's.</p> <p>St Josephs recognises its unique selling point of being a small setting and there is potential to benefit from the STEM centre.</p> <p>There was discussion around the MAT directive and whether in the future this may offer some safety to the school.</p>	
5.6	<p>Headteachers' Report</p> <p>The headteacher report was circulated before the meeting.</p> <p><u>Pupil Progress update (T2)</u></p> <p>Pupil progress meetings have taken place using term 2 data. It was noted that the school use Fisher Family Trust to collate data which the interim heads are not familiar with so the heads are not able to present progress. The heads made a recommendation to be reviewed in the future. The data presented looked at whether a child was on track for the time of year rather than end-of-year outcomes.</p> <p>The progress meeting process conducted was different to previous meetings and it opened discussions. One thing that was identified was around SEND pupil and their provision noting that 56% of disadvantaged learners are SEND. The outgoing SENCO has completed a lot of work around this for the new SENCO to continue with.</p> <p>The chair invited the heads to share any specific concerns and areas to celebrate. Year 6 is working hard. There are year groups where there is a high proportion of SEND within a small group.</p> <p>The school are working with the Mobius maths hub with CPD for staff being offered. Further work in writing is needed.</p> <p>Member question: Noting the high proportion of students with SEND who are disadvantaged, are there any attendance issues that add additional challenges? Ans. It is not something seen at the school. Attendance at the school overall is good and the school are writing to any families where a child's attendance has fallen below 90% KBa is leading on this to put systems in place including contacting families to offer support.</p> <p>Member question: Are you confident that the teacher assessments are accurate? Ans. Yes in general with some small steps put in place to support where a need has been identified. Standardised systems are in place to support teacher assessment with reading and writing being areas where teachers are strong and some further development opportunities being identified in maths.</p> <p>It was noted that maths data appears strong but on reflection, the progress from last academic year was not as strong as it might have been and it is also something some parents feel is not as strong. There were concerns that the</p>	

	<p>scheme may not be fit for purpose but the Mobius hub audit has identified it is, but work around the fidelity is needed.</p> <p>Through discussions with staff, the impact of marking is being looked at to make sure that it is meaningful for the children and that they can act upon it.</p> <p>GLD will likely be lower this year due to cohort needs and being a very small cohort. The school are looking at 71% passing the phonics check. The school currently anticipate that 77% of year two will meet the expected standard in reading, writing and maths. For children not currently anticipated to reach the expected levels in reception, phonics or year 2 the school are continuing to work with them to give them the best chance of reaching the expected standard.</p> <p>The interim headteachers will report back on the actions at the next curriculum meeting.</p> <p><u>Gifted and Able</u></p> <p>Children working towards greater depth were highlighted in pupil progress meetings to look at the provision for them. Areas of provision were noted in the sport and music provision with work with other schools.</p> <p><u>School Improvement Plan</u></p> <p>Maths and English subject leads have been given additional time to work on their subjects. They have also led the whole school CPD.</p> <p>The wider curriculum was a secondary focus and was subject to the interims staying in post for an extended period. As the heads are remaining in post this term this will be worked on with recommendations for 3 focus areas food technology, geography and science with curriculum intent being the starting point for this work.</p> <p>It has been identified that the School Improvement Plan needs to have a focus on curriculum progression reflecting a dynamic school structure. PB is working with subject leaders. The IEB received reassurance that there is a curriculum in place which covers the curriculum areas but it needs to reflect the changing dynamics.</p> <p><u>Staffing</u></p> <p>The school have been able to appoint an experienced SENCO and their background was shared with the IEB. KM was involved in the appointment process.</p> <p><u>Governor Monitoring</u></p> <p>Governor dates have been scheduled for RE and Safeguarding.</p>	
5.7	<p>Term dates</p> <p>The school have looked to change previous patterns of school holidays and would like to move away from having three inset days in October making two</p>	

	<p>full weeks in October half term and having the inset sessions as twilights. After looking at other local schools and agreeing that the twilight sessions are not the best use of the time the school propose having the October half-term the same as Wiltshire and no additional days at half term.</p> <p>This has been discussed with staff and they understood the rationale.</p> <p>The term dates were agreed with the two inset days and three remaining to be confirmed in due course.</p> <p>KBa proposed a 1.30 pm finish on the 30th March in recognition of Maundy Thursday,</p> <p>Member question: Will that have any impact on the statutory hours of education provision that should be made? Ans. No, it would not.</p> <p>This was approved</p>	
5.8	<p>Policies</p> <p>It has been identified that there were some inconsistencies within the complaints policy which was taken from the DfE model policy which relates to where concerns are reported about different staffing groups. The policy has been revised. The IEB approved the policy.</p> <p>It has been noted that there are other policies in need of review to ensure complete clarity again around who to report to. These include whistle blowing and staff wellbeing. The local authority is reviewing the model policies.</p>	
5.9	<p>IEB Action Plan</p> <p>The IEB action plan was circulated and noted for information.</p>	
5.10	<p>AOB</p> <p>Advertising was noted and members shared their experiences including using the school website. This is something for the future to discuss further.</p>	
	<p>Date of the next meeting</p> <p>8th February 2024 6-8 pm</p>	

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	KM
	Check Musts/Shoulds	KM
	Discuss baptismal/church liturgy with Father Thomas	GT

	Vision and Values Publicity and Social Media to be discussed further	PB / KBa KB / KM
1.15.1	Proposed dates for Term 2 meetings circulated prior to the meeting.	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
3.6	LA model behaviour policy will be discussed at the next meeting.	ALL
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 the next IEB meeting.	KBa/PB