

## St Joseph's Catholic Primary School, Malmesbury



### Minutes Interim Executive Board (IEB) Meeting 22/11/23 18:00 – 20:30 hrs

*Minutes approved by the board on 13/12/23. Some minutes are closed others have been redacted due to their confidential nature. These are shown in italics.*

<b>Present:</b>	Kirsty Martin (Chair) (KM), Jessica Higgins (JH), Kevin Burchall (KB), Gabriella Tiley (GT), Simon Watkins (SW)
<b>Co-Headteachers:</b>	Paul Bacon (PB), Karen Bathe (KBa)
<b>Meeting Clerk:</b>	Kayla Jolly – KJ Governance Solutions (clerked via recording)

	Agenda Item	Actions									
<b>3.1</b>	<b>Welcome and opening prayer</b>  The Chair welcomed everyone to the meeting. GT led those present in an opening prayer.										
<b>3.2</b>	<b>Apologies</b>  No apologies were received as all present.										
<b>3.3</b>	<b>Declaration of Interests, Gifts and Donations</b>  No declarations were made										
<b>3.4</b>	<b>Minutes and Matters Arising</b>  Minutes from 12.10.23 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</td></tr><tr><td>1.6.6</td><td>SEF / SIP to be reviewed and comments fed back to the Chair</td><td>Complete</td></tr></table>	Item	Action	Update	1.4.3	Outstanding DBS applications to be completed	Ongoing	1.6.6	SEF / SIP to be reviewed and comments fed back to the Chair	Complete	
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1.4.3	Outstanding DBS applications to be completed	Ongoing									
1.6.6	SEF / SIP to be reviewed and comments fed back to the Chair	Complete									

		SEF / SIP feedback to be collated and shared with interim co-headteachers		
	1.10.1	Key policies to be updated (change in named contacts/responsibility holders)	Complete	
	1.11	Behaviour principles consultation and adjusting	Closed.  Replaced with new action.	
	1.13	<p>Agenda Planning/Policy planner – to come to the IEB for approval</p> <p>Check Musts/Shoulds</p> <p>Discuss baptismal/church liturgy with Father Thomas</p> <p>Vision and Values</p> <p>Publicity and Social Media to be discussed further</p> <p>Staff Wellbeing Survey to be discussed further</p> <p>22/23 Staff Wellbeing Survey results to be shared with co-headteachers Initiate social/semi-formal / informal sessions with staff. To include available IEB members</p>	<p>Ongoing</p> <p>ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete.</p> <p>Complete</p>	
	1.15.1	Proposed dates for Term 2 meetings circulated prior to the meeting.		
	2.5.1	AD to liaise with KM regarding flyers for housing developers.	Complete.  This will be completed when new flyers printed.	
	2.6.2	<p>PB to share the reflection that the IEB wish for more responses.</p> <p>KM to organise a time to meet with staff to provide an update.</p>	Complete	
	2.7	SW to invite a member of the finance department to the modelling working party.	Complete	

		KM, KB, KBa and PB to liaise around modelling working party date.		
	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	
	2.10	Fire safety inspection documents are to be circulated to IEB.	Complete.	
	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.	Ongoing – waiting for an updated clarification.	
<b>3.5</b>	<b>Chair's Report</b>  <p>The chair has met with a variety of members from the community. Cllr Catherine Doody is going to help promote the school through publicity and will work with Tetbury church to extend the publicity to the parish of Tetbury.</p> <p>There has been an informal publicity working party meeting involving KM, KB and two parents who have volunteered to help. There will be a written strategy with the aim of having a gentle approach. The use of social media to promote events will be actioned.</p> <p>An application has been submitted to Malmesbury town council for a £500 grant to help publicise the school. The chair will provide them with specifics of how that will be spent which mainly will be on printing new marketing materials which will be created by a parent who is a graphic designer.</p> <p>An approach is being made to the library to investigate showcasing children's artwork from the Malmesbury art project in the new year. The chair will arrange for the leader of the project and Catherine Doody to discuss the arrangements.</p> <p>The school's involvement in the late-night shopping event was highlighted as well as the Christmas Bazaar.</p> <p>James Dyson has written to a national newspaper to highlight the stalling of the STEM centre he wishes to build at Malmesbury Primary. It is based on the school increasing the number on roll significantly</p>			

	<p>which would have an impact on St Joseph's which the town council is aware of.</p> <p>The chair has made initial contact with Dyson about potential grants. In the meantime, the chair suggested inviting someone from the Dyson Foundation to meet representatives of the school to enable a better understanding of their plans and how they may be able to help the school.</p> <p>The approach to Persimmon Homes has been completed and they will make publicity available to potential buyers. At the publicity working party, it was discussed extending this to estate agents for any potential families moving to the area.</p>	<p><b>New action 3.5: KM to invite Dyson Foundation to school</b></p>
3.6	<p><b>Headteachers' update</b></p> <p>The report was circulated ahead of the meeting. A contextual update is included. There was an update to the number on roll where it has increased to 95.</p> <p><u>Update on actions</u></p> <p>The school policy webpage has been updated. Key policies have been updated with current postholder names where appropriate.</p> <p>The interim heads have discussed the school behaviour policy and a suggestion was put forward to the IEB around looking at the local authority model policy as it reflects the new Keeping Children Safe in Education as well as the behaviour support service principles. It was agreed this would be an item at the next IEB meeting.</p> <p>The informal sessions with staff have taken place which KM and SW attended.</p> <p>An update on the staff well-being survey was shared in the pre-reading. The response rate has increased from 9 to 12.</p> <p>The interim heads will be available as needed in the new year. It was noted that KBa will be reducing her time at St. Joseph as she is needed at her other school. This does mean that the co-heads will no longer have a crossover day moving forwards. A member of the IEB thanked the heads for agreeing to continue.</p> <p>The finance modelling meeting has taken place with LA representatives and the attendees have received an update on the school budget. The heads have some actions that have arisen from the meeting and an update will be provided at the next IEB Resources meeting.</p> <p>The quotes for premises work are either on the list to complete or in progress.</p>	<p><b>New action 3.6: LA model behaviour policy to be discussed at the next meeting.</b></p>

	<p>The fire inspection report was shared and all the actions have been actioned or an update has been provided as to why it has not been actioned.</p> <p>The pay policy was discussed at the pay panel.</p> <p>The health and safety risk register is now updated and complete.</p> <p><u>SALIX</u></p> <p>A timeline has been created to summarise past events which has had additional information added by the heads to update on works since the October half term. The company that was supplying the air source heat pump had gone into liquidation so the timeline also reflects this development.</p> <p>A proposed update to the school community was shared and agreed. This will be shared by the heads in the school newsletter.</p> <p>It was noted there were some concerns as to why the LED project did not go ahead and why the funding was re-purposed. The chronology document shows that more money was spent on the SALIX project than that which was within the capital budget and as a result has left the school in a position where the school can no longer fund from the capital budget the laptop battery replacements and other necessary capital activities. The replacement batteries are needed as tstaff laptops were donated by Dyson and now required battery replacements. The laptops function as they should but they have to remain plugged in.</p> <p>Member question: Is it correct the school had to pay £24,900 towards the Salix decarbonisation project? Ans. Yes. The original contribution was £17K however due to the purchasing of additional solar panels it increased. There is an additional £6K that the school have funded which will be refunded by SALIX when the boilers are decommissioned. The diocese had given funding, by re-purposing the LED grant, to cover the cost of the additional solar panels which the chair signed off using the delegated powers in the summer. The diocese project manager has had further meetings and the school awaits the next update.</p> <p><u>Teacher-directed time</u></p> <p>It has been noted that the children start to arrive at school from 8.30 am however teaching does not start until 8.50 am with the 20-minute gap not being directed teaching time. Teachers are also asked to stay on site until 4 pm. The morning arrival is outdoor play and it is thought that the time could be better used in part for learning activities. In completing the calculations it is noted that the directed time is over the amount of directed teaching time and that does not leave time for other important tasks such as staff meetings. The calculations for all the teachers were shared as pre-reading.</p>	
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	<p>A change for this term is that the school bell will ring at 8.40 and children will do pre-registration tasks until registration at 8.50. This has not changed the school day as registration has remained the same but it makes the time before registration more focused and calmer.</p> <p>The heads have also reintroduced parents being allowed to come into the playground in the morning to complete drop off which removes the historical dropping at the gate.</p> <p>The heads have also met with the HLTA and tightened up on the undirected time in the mornings.</p> <p>The changes will be evaluated at the end of term.</p> <p>Member question: How do staff feel about the changes? Ans. They have not responded negatively and the teachers have commented that they didn't have enough time to do all the things they wanted. The heads did discuss with the staff before implementing to explain the reasoning as well as noting it was a trial.</p> <p>Member question: Are we meeting the non-statutory guidance around the length of the school week which should be 32.5 hours? Ans. The school is meeting that and whether the children start at 8.30 or 8.50 the school is over that recommended time therefore it is useful to look at how that time is being used in school noting the days are long for the children.</p> <p><i>Some elements of this minute have been removed for confidentiality reasons</i></p>	
<b>3.7</b>	<p><b>Budget monitoring.</b></p> <p>The income and expenditure return were discussed for the quarter ending 15<sup>th</sup> November 2023. The total estimated carry forward is £108K.</p> <p>The in-year deficit is predicted to be around £70K at the end of the year. This is not an unusual position for schools in the current climate but the school is mindful that income is going to reduce next year so need to be proactive.</p> <p>The chair will sign the accounts so the return can be completed.</p> <p><i>Some elements of this minute have been removed for confidentiality reasons</i></p>	
<b>3.8</b>	<p><b>Health and Safety Update</b></p> <p>This has been covered under the head teachers' update.</p>	
<b>3.9</b>	<p><b>Staffing Matters</b></p> <p><u>Pay Panel</u></p>	

	<p>The pay panel has met twice. The first meeting was held between KM, JH and SW and they approved the annual pay rises based on the school teachers' pay and conditions document. This was so that the pay run could be completed with the increases.</p> <p>The second meeting took place before the IEB meeting with KM, GT, SW, PB and KBa and they discussed the pay recommendations.</p> <p><u>SENCO Succession Planning</u></p> <p>The temporary SENCO has indicated they would like to finish after Christmas.</p> <p>Member question: Is there any possibility of keeping them for one more half-term? Ans. There could be a conversation but they would likely want an exit strategy.</p> <p>There was a discussion around what options were available including approaching known SENCOs who have capacity. The school is keen to ensure consistency where possible knowing that the options are temporary. It was agreed having a range of options available is the ideal option.</p> <p><u>Staff training</u></p> <p>KBa has attended a RE leads day with the diocese. ECTs and ECT mentors have been on training. The diocesan headteachers conference is taking place next Friday and KBa is attending. Safeguarding supervision is taking place with 2 out of 4 members of the safeguarding team attending. Year 6 moderation for writing has taken place within the Malmesbury cluster and a speech and language teaching assistant has joined the speech and language cluster. Multiplication check training has taken place. ELSA supervision has taken place for the ELSA. KBa is attending Maths Mobius training.</p> <p>All teaching staff have had their appraisals and support staff appraisals are taking place.</p>	
<b>3.10</b>	<p><b>Risk Register</b></p> <p>No additional comments were made.</p>	

3.11	<p><b>Policies</b></p> <p>The following policies were submitted for ratification. The school has chosen to take the LA model policies rather than the diocesan policies.</p> <ul style="list-style-type: none"> <li>• Grievance</li> <li>• Capability</li> <li>• ECT induction</li> <li>• Staff handbook for conduct and safe working practices</li> <li>• Pay policy.</li> </ul> <p>The pay policy was discussed at the pay panel and they recommended the policy to the IEB with some amendments.</p> <p>All policies were approved.</p>	
3.12	<p><b>Admissions</b></p> <p>The diocese has sent out a consultation for an update to the common admissions policy regarding the oversubscription criteria for children of staff. The response needs to be sent to the diocese by February and then if agreed it will need the school to complete the consultation process with stakeholders for the 2026/27 admissions policy. The chair has responded to the consultation.</p>	
3.13	<p><b><i>Confidential Minute</i></b></p>	
2.14	<p><b>AOB</b></p> <p>KBa and JH attending the Samuel Partnership keeping in touch meetings with Mary Cox and Paul Kehoe. There is a new prayer and liturgy out and there were some updates. The diocese has decided not to follow the guidance that only baptised Catholics can partake in Liturgy of the Word so it remains inclusive.</p> <p>At the partnership meeting, there was a lengthy meeting around MAT developments. That discussion included highlighting communication from the diocese had not always been clear and consistent across all the schools. This is something that The Little Way schools also echo and have raised similar concerns about.</p> <p>The plan is The Little Way MAT will officially form in 2024. The Bishop's directive is that all schools will become academies within MATs by 2025 and all schools within The Little Way Partnership and The Samuel Partnership will form one of three Clifton diocese MATs.</p> <p>There has been discussion within The Little Way about a Hub model which would reflect the different working practices that each local authority has.</p> <p>Another topic of discussion at the Partnership meeting was checking governors were covered through the school insurance if they were</p>	



	<p>taken to tribunal as this has happened and governors were not covered.</p> <p>Following inspections regarding RAC it has been identified not all school's asbestos registers are up to date. The action out of that is to ensure the asbestos record is up to date.</p> <p>The school is not participating in the RED pilot so to maintain stability and it does not have to be in place until September 2025. Liturgy of the word will now be known as the celebration of the word.</p> <p>KBa has been asked to sit on the diocesan schools and colleges committee which she has accepted.</p> <p>KM has completed the foundation governor refresher course. There have been some foundation governors identified and communication is taking place to move the interest forward. It was noted that when communication goes out to Tetbury parish regarding admissions it should also include that the school is looking for foundation governors.</p> <p>There have been no applicants for the clerk role but the diocese may have a candidate and communication is continuing around that.</p> <p><u>Date of Next meeting</u></p> <p>Wednesday 13<sup>th</sup> December @ 1800hrs – via TEAMS</p>	
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#### **Actions**

<b>Item</b>	<b>Action</b>	<b>Who</b>
1.4.3	Outstanding DBS applications to be completed	All
1.13	<p>Agenda Planning/Policy planner – to come to the IEB for approval</p> <p>Check Musts/Shoulds</p> <p>Discuss baptismal/church liturgy with Father Thomas</p> <p>Vision and Values</p> <p>Publicity and Social Media to be discussed further</p>	<p>KM</p> <p>KM</p> <p>GT</p> <p>PB / KBa</p> <p>KB / KM</p>
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
2.11	The pay policy to be brought to the IEB at the next meeting for approval.	KM
2.13	Policy wording to be updated with SJPS name.	KM
3.5	KM to invite Dyson Foundation to school	KM

3.6	LA model behaviour policy to be discussed at the next meeting.	ALL
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