

St Joseph's Catholic Primary School, Malmesbury



Minutes Interim Executive Board (IEB) Meeting 12/10/23 18:00 – 20:00hrs

Minutes approved by the board on 15/11/23. 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), Kevin Burchall (KB), Gabriella Tiley (GT), Simon Watkins (SW)
Co-Headteachers:	Paul Bacon (PB),
Meeting Clerk:	Kayla Jolly – KJ Governance Solutions
Non-IEB	Anita Druce (AD)
Apologies:	Karen Bathe (KBa)

	Agenda Item	Actions
2.1	Welcome and opening prayer The Chair welcomed everyone to the meeting. GT led those present in an opening prayer.	
1.2	Apologies Karen Bathe sent apologies for this meeting.	
2.3	Declaration of Interests, Gifts and Donations No declarations were made	
2.4	Minutes and Matters Arising	
2.4.1	Minutes from 21.09.23 were approved and ratified during the meeting as being a true record.	
2.4.2	Actions: 1.3 Governor section on school website to be updated. KM Complete Business Interest Declarations to be completed GT Complete	

	<p>1.4.1 July minutes to be amended to differentiate between Simon Watkins and Sue Woods KM Complete</p> <p>1.4.2 Advertise clerk role KM Complete Check on additional clerking costs AB Complete. These are to be covered by the school.</p> <p>1.4.3 Outstanding DBS applications to be completed All Ongoing <i>Members are to send in existing DBS check to AD</i></p> <p>1.6.1 Wellbeing contact sought AB Complete</p> <p>1.6.2 Hub contact details to be shared (Maths & English) SW Complete - <i>Maths advisor has already been to school</i></p> <p>1.6.6 SEF/SIP to be reviewed and comments fed back to the Chair All Ongoing SEF/SIP feedback to be collated and shared with interim co-headteachers KM Ongoing</p> <p>1.9 Staff Acceptable Use Policy to be and Risk Assessment completed PB/KBa Complete Safeguarding training log and certificates to be kept KM complete</p> <p>1.10.1 Key policies to be updated (change in named contacts/responsibility holders) PB/KBa Ongoing</p> <p>1.10.2 Samuel Partnership to discuss use of HR policies. Feedback KBa Complete. <i>Feedback was provided from the Partnership meeting that schools were going to continue to use their own HR policies at this time.</i></p> <p>1.11 Behaviour principles consultation and adjusting PB/KBa ongoing</p> <p>1.12 Confirm if changes required to Sports Premium report PB Complete. <i>No changes required.</i></p> <p>1.13 Agenda Planning/Policy planner – to come to the IEB for approval KM Ongoing Website Compliance results to be shared with interim co-headteachers KM Complete Check Musts/Shoulds KM Ongoing Monitoring visit dates to be arranged with staff All complete Discuss baptismal/church liturgy with Father Thomas GT ongoing Vision and Values PB/KBa ongoing Publicity and Social Media to be discussed further KB/KM Ongoing Staff Wellbeing Survey to be discussed further JH/PB/KBa 22/23 Staff Wellbeing Survey results to be shared with co-headteachers KM</p> <p>1.15.1 Proposed dates for Term 2 meetings circulated prior to the meeting. KM ongoing</p>	
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2.5	Chair's Report	
2.5.1	<p>The Chair has received correspondence from a parent thanking the IEB for the work it is carrying out and that they are grateful that the IEB is working to support the school. They have some ideas on the next steps and have asked the Chair to meet with them to discuss in more detail.</p> <p>Additionally, a parent has approached with a keen interest in supporting the development of the school's online presence. A former governor has been in contact, and they have lots of ideas that can support the IEB.</p> <p>KB was invited to join KM in forming a small working party working with a small group of parents to move the potential collaborations forward.</p> <p>The Chair would also like to ask parents if any willing photographers can provide services to capture up-to-date images to use in any publicity works. This would be done with all usual safeguarding protocols in place.</p> <p>The Chair has contacted Persimmon Homes, who are the developers at Backbridge Farm housing development about getting some school publicity information shared as part of the information they share with new homeowners. There is a flyer that can be adapted and shared with the developer. It was also suggested some quotes from the Ofsted report would be beneficial to include.</p>	<p>Action:</p> <p>AD to liaise with KM regarding flyers for housing developers.</p>
2.6	Headteachers' update	
2.6.1	<p>An anonymous staff wellbeing survey has been conducted. Due to a short response period the responses had been low. It was resolved that staff would be encouraged to complete the survey to produce a better picture.</p> <p>JH left the meeting.</p> <p>English and maths will be a focus for Terms 1 and 2 rather than the wider areas of the school improvement plan. The coheads will meet with the new school improvement partner and review Mrs Woods's school improvement plan to refine it.</p> <p><i>Some closed matters were also discussed.</i></p>	<p>Action: PB to share the reflection that the IEB wish for more responses</p>
2.7	Confidential Minute	
2.8	Salix Project	
	<p>A meeting was held with PB and two former governors to discuss the decarbonisation project and seek assurances that the air source heat pump would be sufficient to heat the school. Information and a handover was provided. The project is incomplete. Some elements</p>	

	<p>are not fully completed, with the air source heat pump due to be installed in the next two weeks. To obtain the next part of the grant the school will have to show the old boiler has been decommissioned and removed and the new one installed. The solar panels are providing electricity with the surplus being sold to Scottish Power at a low cost although it is the best cost available. The final element of the plan, although this was unfunded, was to have a battery bank to store surplus electricity. It will be necessary to decide whether to proceed with this.</p> <p>As part of the handover, copies of some paper files were handed over and it was agreed electronic documents would also be provided. The school is still awaiting these to be transferred.</p> <p>Part of the project was to move all lighting to LED using a grant from the diocese. The former board had approved the installation of additional solar panels outside the scope of the Salix grant. The summer building work had also included some LED lighting. For that reason during the summer, the Chair, under delegated authority, signed a revised diocesan bid to divert the LED funding to cover the cost of the additional panels.</p> <p>Some additional unfunded costs of £2,100 for the project have been identified, including the removal of asbestos and heating system drainage. The diocese covered the cost of the asbestos removal following another bid signed by the Chair during the summer period.</p> <p>There is potential for further additional costs to be incurred as the project moves forward including replacing old components. These were highlighted in the headteachers' update.</p> <p>It was acknowledged that the project does offer a unique selling point for the school and does offer many positives.</p> <p>Member question: Does the paperwork handed over by the former governors include contracts and warranties? Ans. The warranties and contract should be held by the diocese which took over project management in the summer.</p> <p>The plans for SCA bids for the additional works and LED lighting were noted.</p> <p>Member question: How much capital funding is there available? Ans. All capital funding allocation has been used this year already. The school will receive a new allocation in April. A member queried if the amount would be reduced due to the fall in the number on roll and it was confirmed it would reduce from last year's amount.</p> <p>The board was asked whether they would approve in principle the LED lighting work. A member shared concerns about the impact on the budget and the noted concerns, particularly around the timing of</p>	<p>Action: Quotes for the LED lighting</p>
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	the SCA bid process. It was felt that it would be prudent to get quotes in order to make an informed decision.	project are to be sought
2.9	<p>SCA bid for fascia repair</p> <p>AD was asked to update the IEB on the urgency of the work. It was explained that one side of the school required urgent work and the best option was to have them wrapped. The other side of the school has cast iron facias and the quotes received to complete the work were significant.</p> <p>The board asked that the school find out the costs of the works so that an informed decision can be made about the legitimacy of putting in any bids. It was noted that multiple quotes should be obtained to work within the tendering process.</p>	<p>Action: School to obtain quotes for the fascia board replacements.</p>
2.10	<p>Health and Safety</p> <p>The board received a question regarding the sign-off of the summer building works. It was confirmed that the refurbishment project has still not been signed off as there remain some snagging issues. It is hoped that this will be completed over the half term. The school have not yet paid their contribution as they are awaiting the snagging to be completed.</p> <p>The board received confirmation that the fire safety inspection had taken place and documents will be circulated after the meeting. Actions were shared with the board with all actions either complete or in progress. Key actions include completing the fire extinguisher audit, updating the alarm system to work with the new internet phone system and considerations around the mobile coat hooks which the school have considered but felt were appropriate. New door closures are also required for the library door and they can be installed by the school handyman.</p> <p>PB and AD have completed a health and safety walk and a report will follow.</p>	<p>Action: Fire safety inspection documents are to be circulated to IEB.</p>
2.11	Confidential minute	
2.12	<p>Risk Register</p> <p>The Chair has collated a risk register and this was shared with the IEB for comment. It was noted that there were several high-level risks even with mitigations.</p> <p>The IEB members were comfortable with the Chair's reasoning and rationale regarding the risks.</p> <p>There are gaps around health and safety but it was noted that this is something the headteachers' should review as it is required an operational perspective.</p>	<p>Action: Headteacher's to review H&S risks.</p>

	<p>The IEB adopted the risk register to be the working document. Thanks were noted to the Chair for her work on this.</p>	
2.13	<p>Policies</p> <p>The following policies were shared ahead of the meeting.</p> <p><i>LA Model Policies:</i></p> <p>Whistleblowing</p> <p><i>Romero and Oakford Model Policies</i></p> <p>Data Protection Policy</p> <p>Data Breach</p> <p>GDPR Information and Records Retention</p> <p>Information Asset Management (downgrade to procedure)</p> <p>Information Security (downgrade to procedure)</p> <p>Privacy Notice for Parents</p> <p>Privacy Notice for Pupils</p> <p>Privacy Notice for Staff</p> <p>All policies received minor updates regarding individual names within the policy.</p> <p>It was noted that Romero is now trading as St Joseph's Professional Services. This will need to be confirmed as the school has not been notified. The policies will need to be updated with this information.</p> <p>The policies were adopted with the amendments.</p>	<p>Action: Policy wording to be updated with SJPS name once change is confirmed</p>
2.14	<p>Admissions</p> <p>The school will be hosting a stay and play which is hoped will help and the closing date for applications is not until 15th January.</p> <p>Alongside the identified ways of raising the school profile, the school have also been trying to raise the profile through attendance at local events at the Abbey. The school is mindful of publicity but wants to try to get some positivity out.</p> <p>Staff also have concerns about the number on roll and are taking the initiative to try to boost numbers by inviting people to the school. After half term, parents will be asked to come into the playground to drop off rather than at the gate to make the school more approachable and welcoming.</p> <p>The IEB in their note to parents will be asking for parental ideas around increasing the number on roll. The interim heads also held a parent/carers forum which addressed some of the issues around the</p>	

	SATs results, the issue around TAs teaching classes was addressed noting it was the HLTA teaching. Due to the length of the preceding harvest event the last four slides were not covered which were about how parents could support the school and the increasing numbers were captured in that.	
2.15	Confidential Minute	
2.16	AOB No AOB was raised. <u>Date of Next meeting</u> Wednesday 15 th November @ 1800hrs – via TEAMS	