MINUTES OF THE MEETING OF INTERIM EXECUTIVE BOARD OF RADDLEBARN PRIMARY SCHOOL HELD AT THE SCHOOL AT 2:30 PM ON MONDAY 10 FEBRUARY 2025

PRESENT	Justine Baker		
	Alex French		
	Catherine Griffin		
	Angela Lowry		Headteacher
	Charlotte Stubbs		Chair
IN ATTENDANCE	Alison Hicks		
	David Wheildon	-	Assistant Headteacher

THE MEETING WAS DECLARED QUORATE

0066 **ASSESSMENT PRESENTATION**

A copy of the 2023/24 three-year trend national comparison had been circulated in advance of the meeting (Paper 1). Attention was drawn to the following salient points:

- The number of pupils achieving a GLD is declining. There is a new assessment system in place to track attainment. Gaps in learning are identified regularly.
- In December 2023 in EYFS an experienced member of staff was employed as a teacher. There was another experienced nursery teacher and in September 2024 the SLT allocated an additional EYFS teacher and leader into the other reception class.
- Phonics in Year 1 – outcomes have improved over three years. Phonics in Year 2 more pupils are reaching the expected standard at the end of year 2. Phonics outcomes at the end of Year 1 and Year 2 are above national.
- At the end of Key Stage One more pupils attained greater depth in reading and mathematics. The number of pupils attaining the expected standard in writing has improved. The Maths mastery curriculum is having an impact on attainment in KS 1.
- Attainment in the Year 4 Multiplication Test continues to improve. The school was above national.
- Writing CPD had been arranged for April 2025.
- In KS2 attainment in reading, writing and maths combined has improved.
- An assessment tool used by teachers highlights the areas that pupils needed additional intervention in.
- Data was provided for significant groups: boys, girls, FSM, EAL and SEN.
- The attainment of significant groups was highlighted
- In reception there was a significant gap between pupils with English as an Additional Language and those whose first language was English

- In reception SEND pupils achieving GLD was higher than pupils nationally.
- 100% of FSM pupils in Y1 achieved the phonics screening check.
- Staff reported feeling empowered with the new system, the new assessment grid system allowed a much greater degree of accuracy. Key groups were easily identifiable.
- The current Y6 reading data was shared. Predicted attainment indicates positive outcomes.

The Chair thanked the Assistant Headteacher for his presentation. **A Member considered that it was positive to see the breakdown of groups. Was the school moderated for Writing at the end of Y6 if not, when.** The Headteacher advised that the school had last been moderated in 2023.

A Member asked how frequently the report was produced and who it was shared with. The Assistant Headteacher advised that the report was produced annually, class trackers were produced on a termly basis. **The Member asked if there was a way to cross reference the data and the quality of teaching.** The Assistant Headteacher advised that he cross referenced pupil progress with class teachers.

The Chair asked what the information meant in terms of school improvement priorities. The Assistant Headteacher advised that the school looked at how the children were performing and analysed what they could do for each group. **The Chair considered that it would be useful for the information to feed into "so what". She asked what the Assistant Headteacher expected the impact to be on the school.** The Assistant Headteacher advised that the data should evidence the teacher's expectations. The Headteacher advised that the data had informed the school's Inset days. **The Chair requested future reports focus on the impact on the students.**

DW LEFT THE MEETING AT THIS POINT

0067 **DECLARATIONS OF INTEREST AND CONFIDENTIALITY**

There were no new declarations of interest.

MINUTES

0068 **RESOLVED**: That the minutes of the meetings held on 21 October, 18 November and 16 December be approved.

0069 **MATTERS ARISING FROM THE MINUTES**

Action No	Item	Discussion
RPS16	P-card policy	To be discussed later during the meeting

RPS17	DB to produce list of balances committee but might remain unspent	This had not been produced.
RPS18	Finance sub-group to agree expenditure limits	This would be discussed at the next finance sub-group
RPS19	CS to speak to George Craig (NLG) regarding communication with parents	The Headteacher confirmed that George Craig (NLG) had connected the school with St Benedict's regarding communication to parents around the deficit balance.
RPS20	DB to investigate e-energy providing LED lighting	This had not been actioned.
RPS21	DB to share information regarding energy benchmarking companies to Phil Evans	This had not been actioned.
RPS22	DB to produce an overview of staffing costs	This had been completed by the Headteacher
RPS23	DB to create a report identifying variables within reporting	This would be discussed later during the meeting
RSP24	For a finance subgroup meeting to take place at the start of next (spring) term	This was in process.
RPS25	For the Headteacher to add the marketing strategy to the recovery plan	The Headteacher confirmed that the marketing strategy was completed and that an in-depth recovery plan had been implemented. The report would be included in future meetings
RPS26	For the Headteacher to complete the necessary sections and send financial assurance checklist documentation to the LA	This had not been actioned.
RPS27	For the Chair to upload the amended minutes to GovernorHub	This had been actioned.
RPS13	For the Chair to send the Clerk the finalised strategic plan that would be shared for updates	This had been actioned.
RPS28	For the Headteacher's Report to break down data and attendance by groups, including how many fines had been issued.	This had been actioned.
RPS29	For the Headteacher's Report to breakdown mental health	This had been actioned.

	concerns into high, medium and low levels.	
RPS30	For the Safeguarding Member visit to take place in Spring 2 to discuss the My Happy Mind Programme with staff and pupils.	In progress.
RPS31	For the number of SSPP pupils to be broken down, in relation to what support was being received.	This had not been actioned.
RPS32	For the Headteacher to provide a further breakdown as to how the SEND funding was being spent.	This had not been actioned.
RPS33	For the IDSR to be shared with Members.	This had not been actioned.
RPS34	For the Headteacher to reinstate the use of exit interviews.	This had been actioned.
RPS35	For the Headteacher to share parental engagement summary via email.	This had not been actioned.
RPS36	For the Headteacher to seek clarification on how much funding would be received and that no filming relating to the crime would take place on school grounds.	The Headteacher confirmed that the school would receive £4k.
RPS37	For the number of formal complaints received by the school be recorded in the next Headteacher's report.	The Headteacher advised that there had been no complaints received.
RPS38	For the impact report to be RAG rated in future	This would be taken forward

0069 **URGENT ACTION TAKEN BY THE CHAIR**

It was considered that the IEB needed to raise a complaint with DRB regarding information that had not been delivered and some that had been shared. The Chair had requested further information as a Timeline from the Headteacher.

Action - Headteacher

0070 **HEADTEACHER'S REPORT**

The Chair considered that the report should was not at the expected standard and was potential in breach of GDPR. The report was therefore not accepted.

0071 **SAFEGUARDING REPORT**

The report had been circulated in advance of the meeting.

The Chair considered that the number of medical incidents was high and asked why the IEB had no year on year comparison figures as requested in previous meetings. The Headteacher advised that this had not been presented in previous reports and that the SLT were all undertaking new roles.

AH asked if CPOMs could produce the reports, the Headteacher advised that it did; however, it did not include comparison details. EH was included but without the details. The Headteacher advised that the school had submitted seven applications for EH funding.

0072 **BEHAVIOUR REPORT**

It was noted that trends had not been included.

A Member noted that there weas no inappropriate behaviour in YR but there had been 31 incidents in Y1, this did not appear correct, was this recording issue. The Headteacher advised that the YN and YR had differing needs and were being supported as such.

A Member considered that the language included in the report was clumsy and needed to be reviewed, the information needed to be a detailed analysis of what data was telling the school.

0073 **SFVS AND AUDIT REQUIREMENTS**

The Chair indicated that the P-card policy circulated in advance of the meeting had not been amended following the Finance group meeting. It was requested that the correct version be circulated.

The actions to convert to cheque book school had not been taken, schools in a deficit budget would be converting on 1 May 2025.

The Headteacher advised that S4S was the preferred provider for HR and Payroll and two dummy runs would be completed in March and April.

INDUCTION MEETINGS MINUTES

AH advised that concerns had been raised with the LA regarding the content of the minutes of the IEB Induction Meeting held on 19 June 2024.

The minutes had been reviewed by the IEB at the Board's meeting on 8 July 2024. Apart from noting an amendment recording that the "school expenditure control board" should read the "spend control board", the IEB approved the minutes as a true and accurate record of the meeting, and CS had signed thse as the Chair of that meeting.

As Members were aware once minutes are signed they were available in the public domain. Following interested parties requesting and reviewing these minutes, they highlighted concerns relating to the safeguarding section of the minutes:

Safeguarding – point 9

The Principal Officer to Education Safeguarding (Interim), Denise Mills, stated that there were no specific concerns brought to the attention of the team. There had been concerns related to the previous Governing Board. The team would be happy to support with staff training on record keeping. There was nothing safeguarding related to be concerned about.

The individuals had submitted a complaint to the LA specifically about the sentence reading: "*There had been some concerns related to the previous governing board".* They had interpreted this to mean that the officer was stating there had been safeguarding concerns relating to the previous GB.

The LA responded to the complaints advising that the comments made by the Education Safeguarding Officer were not intended to, and did not, refer to there being safeguarding concerns in respect of any member of the former GB. The comments in respect of the GB were not from a safeguarding perspective, but a general comment acknowledging that they were aware there were functionality concerns which had led to the IEB being initiated.

AH wished to clearly state that no safeguarding concerns regarding any member of the former GB had been raised with the LA's Education Safeguarding Team.

In order to ensure the minutes from the induction meeting were clear for any future interested parties who may request them, it was proposed that an addendum be placed with these minutes, which removes the sentence "*There had been some concerns related to the previous governing board"*

0074 **RESOLVED**: That the addendum be approved.

0075 **FEEDBACK FROM FINANCE SUB-GROUP AND MATTERS ARISING**

Members had received a copy of the Key Points document (paper 10.1) in advance of the meeting.

- The DRB SLA had been discussed. This would be presented at the next meeting.
- There had been three different deficit amounts presented by DRB.
- DRB no longer be providing services to the school, they would be replaced by Schools Financial Service

A Member advised that they wished for more regular financial updates. The Headteacher advised that Mel had undertaken a large amount of work on the school's utility provider and had confirmed a £50k saving.

0075(a) **RESOLVED**: That the utility provider be changed to B/Gas.

The Headteacher advised that the whiteboards required replacement at a cost of £17,324.96

0075(b) **RESOLVED**: That the Whiteboard replacement be approved.

The Headteacher advised that CE (Chris Etheridge) from the LA had been spoken to regarding cheque book status. He had recommended that the school convert during May.

0076 **COMPLIANCE RETURN**

The Chair advised that the response was unsatisfactory and that she would liaise with the Headteacher.

HR/PAYROLL

Members had received a copy of the HR/Payroll proposal (Paper 12.1) in advance of the meeting.

0077 **RESOLVED**: That S4S be appointed as HR/Payroll provider.

0078 **CHEQUE BOOK STATUS DISCUSSION**

The Chair considered that the situation was difficult for school to manage, the expectation was that schools would manage the situation in-house. It was noted that there had been issues with DRB and it was proposed that Mel Boden be appointed to assist with the school finances to the end of the school year.

It was noted that Mel had quoted £14k for 39 days work and that the SFS service would be a replacement for DRB and Mel.

The Chair advised that she would speak with Mel regarding a change in the SLA.

POLICIES

Members had received copies of the following policies in advance of the meeting:

- Capability procedures for support staff (Paper 14.1)
- Capability procedure for teaching staff (Paper 14.2)
- Equality Statement (Paper 14.3)
- Health & Safety Policy (Paper 14.4)
- Admissions Policy (Paper 14.5)
- RSHE Policy (Paper 14.6)
- School Uniform Policy (Paper 14.7)

- Privacy notice for Governors & Volunteers (Paper 14.8)
- Privacy notice for job applications (Paper 14.9)
- Privacy notice for Pupils & Parents (Paper 14.10)
- Privacy notice for Staff (Paper 14.11)
  Privacy notice for Visitors & Contractors (Paper 14.12)

0079 **RESOLVED**: That the policies detailed above be approved.

FINANCE PROPOSAL FOR 2025-26

Members had received a copy of the SFS New Service Provision (Paper 15.1) in advance of the meeting.

0080 **RESOLVED**: That the SLA with SFS be approved.

0081 **IEB MEMBER VISITS AND FEEDBACK**

Members had received copies of the following visits in advance of the meeting:

- Headteacher Performance Management (Paper 16.1)
- JB Curriculum Report (Paper 16.2)
- Communication Visit (Paper 16.3)
- Communication Actions (Paper 16.3a)
- GT SIP visit (Paper 16.4)
- Actions following parental survey (Paper 16.5)

Parents would be asked to register their interest for the design of a parental communication policy/procedure through the newsletter. It was suggested that an update could be published via the school newsletter on a half termly basis.

0082 **IEB'S STRATEGIC PLAN**

A Member referred to Paper 16.3a, one of the items was the set-up of a parent forum between AF and the Headteacher. **The Chair considered that this was positive but there needed to be a clear remit and agreed time limit. A confidentiality agreement and code of conduct would be required.**

0083 **CHAIR'S UPDATE**

There was no further updates.

0084 **ACTIONS FOR PROJECT BOARD**

There were no actions to be reported.

0085 **MATTERS FOR BCC TO ACT ON**

There were no matters for action.

0086 **ANY OTHER BUSINESS**

There were no items of any other business.

0087 **DATE AND TIME OF NEXT MEETING**

The next meeting was confirmed as Monday 17 March 2025

Signed…….
(Chair of IEB)

Date 2 May 2025