MINUTES OF THE MEETING OF THE IEB OF RADDLEBARN NURSERY AND PRIMARY SCHOOL HELD AT THE SCHOOL AT 2.30 PM ON MONDAY 16 SEPTEMBER 2024

PRESENT	Justine Baker	
	Alex French	
	Catherine Griffiths	
	Colin Millett	
	Charlotte Stubbs	- Chair
IN ATTENDANCE	Dave Bagley	- DRB
	Alison Hicks	- BCC
	Angela Lowry	- Headteacher
	Emma Woodhouse	- Clerk

THE MEETING WAS DECLARED QUORATE

0001 **APOLOGIES AND WELCOME**

Members were welcomed to the first meeting of the new academic year.

0002 **DECLARATIONS OF INTEREST/CONFIDENTIALITY/CODE OF CONDUCT**

Members' attention was drawn to Paragraph 1 of the Schedule relating to Regulation 16 of the School Governance (Procedures) (England) Regulations 2013 "restrictions on persons taking part in proceedings of the Governing Body or its committees".

Members were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

There were no declarations of interest.

Members were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as once approved, these become public documents.

The Clerk requested that Members consider if any items were of a confidential nature. Members were advised that these items should be considered in private.

Members were requested to complete the Register of Business Interest declaration on GovernorHub form for the 2024/25 academic year. Members

were advised that there was now a requirement for any changes to Business Interests should be reported as soon as possible and that, if they were aware of any amendments, Members should update their record on GovernorHub and alert the Clerk that there had been a change.

The Clerk stressed that accurate email addresses for Members were essential to ensure that they received meeting papers and other communication and requested that any changes to details were notified to the Clerk or Attingham Education. Members were also reminded that they were able to check and update their own details on GovernorHub. Members considered whether contact details should be shared amongst the Board.

MINUTES OF THE PREVIOUS MEETING

0003 **RESOLVED**: That the minutes of the previous meeting held on 8 July 2024 be approved as a correct record subject to the agreed amendments.

MATTERS ARISING FROM THE MINUTES

0004(a) Review of Finance Minute No. IEB014

It was noted that the 2024/25 budget plan had been shared with Members.

0004(b) Headteacher's Report Minute No. IEB016

Actions relating to the strategic plan would be discussed later during the meeting.

The Headteacher confirmed that Mrs Chamberlain had sent the dates for the project board meetings. These would be led by Mrs Didially.

The Headteacher reported that she had not yet received a copy of the final audit report from the LA. The Chair advised that the report had been sent on 5 September and the Headteacher had been copied into it. The Headteacher advised that she had not received this.

Members were reminded to produce their identification for DBS checks to take place.

The Headteacher had not sent dates for training. Members had agreed dates for strategic planning meeting.

IEB REMIT AND REMINDERS

Members had received a copy of the BCC IEB Guidance (Appendix 1) in advance of the meeting. The Chair reminded Members of their remit and what meetings would focus upon. A Member advised that there was no performance

management framework set, the Chair advised that this would be discussed during the meeting.

0005 **RESOLVED**: i) That the Code of Conduct be adopted;

ii) That Appendices D, E and F be approved.

URGENT ACTION TAKEN BY THE CHAIR

The Chair advised that she had identified a School Improvement Partner, Jill Turner, who would contact the Headteacher. The cost for 12 months would be £3k

0006 **RESOLVED**: That the SIP be appointed.

0007 **HEADTEACHER'S REPORT**

- The second INSET day had involved a review of the 2023/24 SDP with all staff. Maths was an area that needed to continue.
- The Ofsted report had been reviewed with staff.
- The Headteacher considered that communication was a key issue moving forward.
- Staff had agreed that the vision statement needed to be short and snappy. Staff's visions had gathered, parents would follow.
- Teaching needed to be consistently good across the school.

A Member referred to the CPD timetable, pedagogy for 11 December and given the Ofsted feedback this would be a term before considered. The Headteacher advised that the school would sharpen their focus and have CPD delivered later.

A Member asked if the quality of teaching and learning would be covered, the Headteacher advised that she would circulate the plan to Members. There were two new ECTs and an apprentice.

ACTION – HEADTEACHER TO CIRCULATE PLAN TO MEMBERS

A Member asked for information that was discussed when staff had shared visions and values, the Headteacher advised that this could be presented to Members at a future date.

A Member asked if the format was usual for the SDP, the Headteacher advised that it was not, it was ideas **The Member asked when the SDP would be ready**, the Headteacher confirmed that it would be completed following the meeting. SDP on next agenda. The Chair suggested that a Member be present at the SDP meeting between staff.

A Member considered that the ideas were clear and sensible and asked if the SDP could be used strategically to improve outcomes. The Headteacher confirmed that it would.

A Member noted priority one and two had been taken from the Ofsted report, she referred to priority three, had the SLT sat down and reviewed the previous year's data, and the quality of teaching and learning was not visible in priority three. The Headteacher advised that the data had been strong with the exception of YR, this had been addressed with staffing. The Headteacher advised that staff would be held to account using the teacher standards and performance management.

It was agreed that Mrs Baker would work with the SLT to develop the SDP.

A Member asked about safeguarding training at the end of the term, the Headteacher advised that this would not be at the end of term, it would be split over twilight sessions.

A Member asked how the Headteacher had taken into the account the school's current deficit budget. The Headteacher advised that two UPS postholders had been replaced with two ECTs, there were three new teachers, one mainscale. Two TAs had reduced to part time and one had reduced their hours. The Headteacher confirmed that the apprentice teacher was not employed by the school, this was more like a service. **A Member asked how much could be saved,** the Headteacher advised that she would present a breakdown at a future meeting.

The Chair referred to the staffing structure and noted that this had no pay scales present, the IEB needed to be aware of the cost implications. The Headteacher advised that the report would be produced.

ACTION – HEADTEACHER TO PRESENT STAFFING STRUCTURE WITH PAY SCALES.

A Member considered that it would be useful to have the SEND register RAG rated, any achievements and adjustments being easy to identify. The Headteacher confirmed that this would be actioned for future meetings.

ACTION – HEADTEACHER TO RAG RATE SEND REGISTER

The Deputy Headteacher was responsible for PPG and Clare was responsible for Sports Premium. **A Member referred to the PPG statement, he considered that there appeared to be a mismatch between the planning and the intentions. Could the extracurricular activities be broader? Also – the figures were incorrect and did not add up.**

A Member noted that the previous year, a significant range of extracurricular activities had taken place. It was noted that the PE Hub had taken place during the summer term and asked if the PE lead could monitor the effectiveness and impact. The Headteacher advised that the PE Lead was a new appointment from the Computing Lead and had requested that the new scheme be purchased.

The Chair asked what funding stream the PE Hub had come from, the Headteacher advised Sports Premium, **the Chair asked when the expenditure had been approved.** The Headteacher advised that PE Hub had been included in the 2022/23 SP plan and the year had involved researching the right system.

A Member referred to the PPG statement, £50k had been allocated to SLT to coach staff, he considered that it would be useful to see the impact in the SDP.

The Headteacher had circulated a copy of the S175 audit prior to the meeting, the Headteacher advised that there were some areas that had not been completed but would be done so following a meeting between the Headteacher and Safeguarding Link Member. The Chair highlighted inaccuracies in the report that would need to be rectified before submission.

The Chair raised concerns regarding the high number of homophobic and racist incidents, the Headteacher advised that this had been noted, if four people were connected in one incident it was logged as four events, rather than one. The Chair requested clarification in future reports.

Stakeholder Engagement

Members had received a copy of the stakeholder engagement presentation in advance of the meeting.

- Communication with parents was a priority.
- Previous methods of communication were discussed, a questionnaire was a method previously used but had had little response. The Headteacher considered that face to face meetings were better at the school.
- Staff – a lot of work had been done on opening up and had been praising each other for their work, the Headteacher advised that she did not understand why staff did not feel valued.
- Pupils had platforms to provide pupil voice.

A Member referred to a parent session and advised that her understanding of miscommunication from parents was that it was day to day issues and lack of responses. The Headteacher advised that there had been mistakes made by the office, for example text message sent re PE day and not what year so those parents with more than one child had been confused. **A Member asked who line managed the office staff** and the Headteacher advised that it was the office manager, but they had been absent from work on long term sickness leave, SLT did try to pop in the office regularly however; it was difficult when they were covering the SENDCo role.

A Member referred to the Ofsted report and the comments relating to the IEB, the Headteacher advised that views would be gathered, parent view had been obtained.

A Member noted the feedback received and actions could be taken, what actions required were known and could be actioned. The Headteacher advised that parents had been disappointed that events had not taken place, this had been due to the Friends of Raddlebarn but the school had received complaints.

POLICIES

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

- Complaints Procedure
- Whistleblowing and Serious Misconduct
- Fire Safety Plan
- Critical Incident/Lockdown Procedures
- No Platform Policy
- BCC Framework for financial management
- Purchase Card Guidance

Amendments were identified to the Complaints Policy and the No Platform Policy.

It was noted that the P-card policy was not a policy and should detail cardholder names. It was agreed that this would not be approved.

Action – to submit a full and appropriate Purchase Card Policy at the next IEB meeting.

It was noted that the Headteacher's Delegation Statement would be presented at the next meeting.

0008 **RESOLVED**: That the policies be approved subject to the amendments

0009 **FINANCE UPDATE**

Members had received a copy of the Finance Reports in advance of the meeting. Attention was drawn to the following salient points:

- Pupil numbers – on average numbers were 40 below capacity which equated to £200k.

The Chair asked when the school had last been at PAN, the Headteacher advised that the school had never been at capacity since her appointment.

- The surplus had gradually decreased over the years due to the school not being at capacity. However; there were a further 16 pupils on roll than the school had been funded for which would equate to approximately £80k in 2025/26.
- The SEN High Needs funding was low, however; Summer 2024 allocation was £17,500 – Mr Bagley would need to see the statement

from the LA. The Headteacher confirmed that a student with an EHCP had joined the school.

- MFG – there had been circa £34k in 2023/24 but had since been removed.
- Pupil/Teacher ratio had been reviewed and was at 19 which was also the benchmark.
- Staffing costs were 90% of the budget.
- Teacher/Contact ratio was low, the DfE recommended 78% and if this would be increased to 73% this would realise a saving of circa £90k. Members needed to consider how non-class-based time was used.

The Chair advised that the IEB would need to look at SLT and teachers' commitment.

- The cumulative deficit had reduced by £20k due to the revised funding.
- Staffing costs had remained stable.
- The budget included pay awards.
- The budget was £366k cumulative deficit.
- Income had been predicted for lettings, but they had not occurred.
- Additional pupil numbers would improve the budget from 2025/26.
- Mr Bagley would add an additional column to his next report to explain the changes since the last report.
- A number of savings had been included within the budget report, £125k in staffing, projected staff turnover was 48.
- Additional revenue of £85k had been planned.

The Chair noted that whilst key staff had been absent however; the school still needed to take the necessary actions. It was noted that some expenditure was necessary for example school improvement and finance support. The Chair would discuss this with the project board.

A Member asked when the financial deficit recovery plan was set up – Mr Bagley advised that this was around December 2022, there had been no files on the system from the LA due to Oracle. **A Member asked when there would be an improvement.** Mr Bagley advised that the data was now present but had been behind due to the SBM leaving and the Office Manager being absent.

It was noted that the school would move to FMS from 1 October. The Chair asked to see the risk plan for the migration.

ACTION – RISK PLAN FOR MIGRATION OF NEW FINANCE SYSTEM

A Member acknowledged the issues with the Oracle system, since the deficit recovery plan had been initiated, how much had been saved. Mr Bagley advised that the deficit had initially been over £500k. Pupil numbers had changed but there were a lot of items identified that had not been actioned due to there being no SBM in post. **A Member asked for a detailed**

breakdown of the savings made to date. Mr Bagley advised that the data was not entirely reliable due to the missing date when Oracle was implemented.

ACTION – REVIEW SLA FOR FINANCE SUPPORT AT NEXT MEETING

DATE OF NEXT MEETING

0010 **RESOLVED** That the next meeting of the IEB be held at the school at 2:00 pm on 21 October 2024

Signed C Griffiths (Nov 3, 2024 11:38 GMT)
(Chair of IEB Board)

Date 21 October 2024