MINUTES OF THE MEETING OF INTERIM EXECUTIVE BOARD OF RADDLEBARN PRIMARY SCHOOL HELD AT THE SCHOOL AT 2:30 PM ON MONDAY 17 MARCH 2025

PRESENT	Justine Baker		
	Alex French		
	Catherine Griffiths	-	Chair for the Meeting
IN ATTENDANCE	Alison Hicks		
	Claire Huxley	-	Deputy Headteacher
	Emma Woodhouse	-	Governance Professional
CONSENT TO ABSENCE	Charlotte Stubbs	-	Chair

THE MEETING WAS DECLARED QUORATE

0088 **DECLARATIONS OF INTEREST AND CONFIDENTIALITY**

There were no new declarations of interest.

MINUTES

It was noted that the savings on utilities was £20k and not £50k which had been reported.

0089 **RESOLVED**: That the minutes of the meeting held on 8 November were approved with some amendments. Minutes of 12 December were approved.

0090 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

URGENT ACTION TAKEN BY THE CHAIR

The Chair had approved the opening of a Barclays Bank account.

The school would be using S4S for payroll and HR, they were a sister company of Definitely HR who the school currently used

0091 **RESOLVED**: That the Chair's actions be noted.

0092 **HEADTEACHER'S REPORT**

The Deputy Headteacher circulated her report at the meeting and attention was drawn to the following salient points:

- There were some short-term absences of staff, three were going through formal attendance meetings.

- Policies had been circulated to Members for approval.
- A member of staff continued to work on their relevant qualification.
- The Deputy Headteacher and DW had met with middle leaders to inform them of the situation, who had intensified their output.
- There had been two full leadership meetings – behaviour and attitudes for first one which had linked to a staff INSET held prior to half term. This had been linked to communal behaviours which had then fed into phase meetings.
- A further meeting had been held on feedback and marking. The school was working on developing the Feedback and Marking policy.
- The Deputy Headteacher and DW had delivered a safeguarding INSET on safeguarding and recording information on CPOMS and section online safety.
- Staff had commented on how supported they felt during the recent time.
- Attendance was at 94.48%, calls continued and visits. Where letters had been issued for medical absence, 6 out of 7 had improved.
- There were six families on early help, 2 CIN and 1 CP. Protected weekly pastoral meetings to feedback.
- Parent Forum would take place on 20 March.
- Weekly SEND tea and talks continued.
- The SENDCo had created a small group of parents to discuss SEND.
- There was a PGCE student from UOB
- Volunteers joined to support classrooms.
- 15 parents and community members had presented their careers at a recent careers day.
- World Book Day had taken place.
- The Deputy Headteacher had liaised with Friends of Raddlebarn regarding school discos.
- A parents evening would be held the following week.
- Parental workshops would continue.
- There had been two subject specific INSETS that half term – PE and RE
- The PE coordinator had attended a webinar.
- A GB athlete had attended the school, and the school had been awarded a voucher for £2827 to spend on PE.
- There had been local workshops on Mastering Numbers. National workshops would be held later that week.
- There was significant SEND support in classrooms.
- The school was being supported by Wilson Stuart Special School to ensure best practice for physical disabilities.
- Transition work had begun with the AHT and Y6 class teacher.
- There had been a SIP visit the previous week with an EYFS walk with the Phase Leader and a Maths Learning Walk with the Assistant Headteacher.
- Monitoring – pupil progress meetings had taken place.

AH asked if the SIP wrote a report following her visit, CH advised that nothing had been received to date but she would circulate to the IEB once received.

The Chair considered that CH had undertaken a significant amount of work, her report provided assurance that the day to day operation of the school was working well.

A Member asked if the IEB could support CH in anyway, CH considered that the support with the school's finances would be helpful. The Chair stated this was being organised with a new SLA with SFS. CH advised that she had received support from School and Governor Support. JB considered that the report highlighted the work that had been undertaken in the Headteacher's absence.

JB offered support with the formation of a detailed safeguarding and attendance report.

POLICIES

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

- P-Card Policy
- Complaints Policy
- Premises Management
- Supporting Medical Needs
- Health and Safety

A meeting between the Headteacher, Deputy Headteacher, CG and the Chair had been held where the P-Card policy had been discussed, the expenditure limits had been reduced and the penalties for failing to use the card properly were made more explicit. CG was satisfied that this met the audit feedback.

A Member referred to delivery of online orders, it was considered that only school should be used as a delivery address and it was agreed that this would be added to the third bullet point.

Complaints Policy – CG considered that there should be clarity added around the reasons for a complainant escalating to Stage 2. A Member considered that reasons for stage 2 should be explicit. The Clerk asked that the policy state for papers circulated five school days in advance.

Premises Management – JB would be attending to walk around with the Site Manager.

There were several changes within each policy to change GB to IEB or GB/IEB and Governors to Members.

A Member asked when staff had last completed training on the use of Epi-pen and asthma, the Deputy Headteacher confirmed that this had been undertaken during the autumn term and was repeated annually.

SEND Policy amend SENCo or SENDCo for consistency. Members requested that all data include SEND analysis.

The Health and Safety policy would be amended to remove the reference to the SBM.

Parent Forum – the Deputy Headteacher noted that there had been a wide spread of parents from across the school requesting to join.

0093 **RESOLVED**: That the policies detailed above, be approved, subject to the agreed amendments.

0094 **IEB MEMBER VISITS AND FEEDBACK**

There were no member visits.

0095 **FINANCE UPDATE**

Members received a copy of the Finance Update and associated papers in advance of the meeting (Papers 9.1 – 9.10)

- MB's role was specified.
- LG had been assigned during the remainder of March to undertake an assessment of the school's current financial situation.
- There were three pieces of work that SFS had considered should be undertaken by DRB:
    - CFR
    - End of Year Workbook
    - Setting of 2025/26 school budget

CG had emailed DB immediately after the meeting, stating that the view of the IEB was that he had a legitimate duty to undertake as part of handover. CG had requested that DB respond to her request as failure to do so may lead to the school disputing the final invoice.

It was noted that SFS would complete the CFR.

SFVS

CG advised that SFVS had been worked through, some answers had been amended. Members discussed the answers and noted that item 11 need to be changed to 'part met'.

There was no audit update to be received.

The Audited School Funds were presented, IEB Members challenged the validity of an expense which they considered inappropriate to the remit of the use of School Funds and therefore rejected the audit and requested that the Audited School Fund Accounts be resubmitted to the IEB once the issue had been resolved.

School Fund constitution needed to include the source of the fund.

The Finance SLA had been circulated in advance of the meeting. **A Member asked what the process was should the provider be sick or if there were performance issues. A Member also asked for staged payments to be requested.** The Deputy Headteacher advised that she would seek further information.

ACTION – school to confirm how the cost centre amendment would be addressed.

0096 **SKILLS MATRIX**

Members were asked to complete the skills matrix (paper 11.1) and return at their earliest convenience.

0097 **CHAIR'S UPDATE**

In the absence of the Chair, there was no update.

0098 **ACTIONS FOR PROJECT BOARD**

There were no actions to be reported.

0099 **MATTERS FOR BCC TO ACT ON**

There were no matters.

0100 **ANY OTHER BUSINESS**

There were no items of any other business.

DATES OF FUTURE MEETINGS

0101 **RESOLVED**: That future meetings be held at 2:30 pm, at the school as follows:

- 7 April – via MS Teams
- 28 April
- 19 May
- 16 June
- 14 July

Signed Alex French (Oct 10, 2025 14:11:40 GMT+1)……
(Chair of the IEB)

Date 5 June 2025