MINUTES OF THE MEETING OF THE INTERIM EXECUTIVE BOARD OF RADDLEBARN PRIMARY SCHOOL HELD AT THE SCHOOL AT 2.30PM ON MONDAY 18 NOVEMBER 2024

PRESENT	Justine Baker		
	Alex French		
	Catherine Griffiths		
	Charlotte Stubbs	-	Chair
IN ATTENDANCE	Mel Boden	-	Financial Consultant
	Alison Hicks	-	BCC
	Angela Lowry	-	Headteacher
	Charlotte Taft	-	Clerk
	Gill Turner	-	BEP

THE MEETING WAS DECLARED QUORATE

0036 **WELCOME AND APOLOGIES**

It was noted that Colin Millet had stepped down and the Local Authority would now endeavour to fill this role with someone with Financial Skills set.

0037 **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".

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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.

0038 **MINUTES OF THE PREVIOUS MEETING**

It was noted that the minutes from the previous meeting had not been shared with Governors.

Action: For the Clerk to provide a live action log for meetings.

IEB: REMIT AND REMINDERS

The Chair outlined the remit for the IEB and noted that a Code of Conduct for an IEB had been shared for approval.

0039 **RESOLVED:** That the Code of Conduct be approved.

0040 **URGENT ACTION TAKEN BY THE CHAIR**

There had been no urgent action undertaken by the Chair.

0041 **HT REPORT – REVISED SDP**

The Headteacher provided the IEB with an overview of how the SDP had been developed and deadlines set. It was noted that many objectives would be ongoing, and additional targets had been added.

Questions from the IEB were invited.

An IEB member note point 3.4 and asked whether IEB members had a role in knowing data targets for the end of year and being aware of school progress which the Headteacher shared that mid-year reviews had been undertaken which could be shared and with a normal Governing Body staff would be invited to present and invited the IEB to undertake visits to triangulate that information. It was also noted that both middle and senior leaders held action plans discussion with whom could underpin the SDP.

It was noted by the Chair that the Priority one on strengthening Governing Board should be amended to Strengthening Leadership more generally.

An IEB member queried whether 3.1 had been strong enough and should be amended to support the school In deficit budget which was agreed.

An IEB member queried whether the Headteacher appraisal should be removed from 1.1 and this was agreed.

An IEB member queried whether the statement in 1.2 should be altered to not specifically reference a Governing Board and it was noted there was also a supporting IEB plan and the Local Authority representative shared that it had not been the intention of the LA to specifically move to Academisation. It was agreed that 1.2 would be moved to the IEB plan.

It was noted by the Chair that an action plan was being developed and link to the SDP.

An IEB member asked how manageable the work for both the SDP and IEB plan were and the Headteacher felt that when planning to hold the two side by side would be beneficial.

It was felt that IEB members could visit within the next few weeks to undertake a visit which would also boost staff morale.

The Chair noted that there was an element of the IEB modelling strong leadership and the Headteacher shard an understanding that it was important to get the systems in place and the IEB to provide modelling.

It was then agreed to rework priority 1.2.

The Chair queried priority 3.4 and specifically which targets these related to and it was noted national targets. The Chair queried how the school determined the implementations were working and it was agreed that a mid-year review would be factored int the Governance calendar.

An analysis had been undertaken between the SDP and the Strategic Plan by the Local Authority and the following noted:

- Leadership and Governance – planning and delivery for SEND pupils had been included but there was no mention in the SDP of SEND. The Headteacher shared that SEND was not included with the SDP as that was for all but could be included in the SDP.
- 80% of lessons observed as good or better and this target had not been reflected within the SDP. It was agreed by IEB members that specific targets would be beneficial. The Chair felt that that the final observation point should be the deadline for that achievement. It was also noted that the SEND objectives had been drawn directly from a Send development plan. Rewording was agreed.
  It was noted in doing this that an onus was placed on quality of teaching.
- Effective Governance and Leadership – development in place for school leaders including middle leaders and this was not included within the SDP and it was noted that the change to initial priority now covered that matter.

The BEP partner shared that in-depth discussion had taken place around the SDP and felt that adding Quality of Teaching being at 80% in all subjects would be a beneficial addition.

0042 **IEB STRATEGIC PLAN**

The Chair felt that there was outstanding work for the IEB to agreed deadlines for updating. Discussion was held around how the document would be maintained. The Headteacher had highlighted in the contacts register which aspects were Sports or Pupil Premium

It was agreed that the Chair and the Local Authority advisor would meet and provide a final document for the clerk to share as a live document for updating.

Action: For the Chair and Headteacher to meet and finalise the strategic plan.
For the Chair to send the clerk the finalised strategic plan that would be shared with all for updating.

The Local Authority advisor queried how much of the information from the Strategic plan needed to be shared externally to provide stakeholder reassurances. It was suggested that the information already shared has additional aspects added rather than sharing the document fully. The BEP partner shared that

feedback from visits could be shared through the school newsletter which would be more meaningful.

Action: A Hicks to identify bullet points from Strategic Plan to be added to website.

The Headteacher was asked how relationships had been recently, and it was noted that there had been distance from some of those who had been worst and extended members of the same group had been responding well within school. The Chair also noted that this was an opportune time to raise the level of discussion to that of a strategic level.

POLICIES

It was noted by the Headteacher that the Local Authority would not be sharing a revised policy until the end of November. It was also noted that as a result, support staff pay awards would not be paid until the end of December and teaching staff would be January.

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

- Safeguarding Policy
- Careers Guidance
- GDPR Policy
- Positive Learning Behaviour
- Suspensions and Exclusions Policy.

0043 **RESOLVED**: That the policies detailed above be approved.

Action: For Suspension, Exclusions and Attendance Data to be available for the next meeting.

0044 IEB MEMBER VISITS AND FEEDBACK

0044(a)Safeguarding

A range of staff had been spoken to and everything that school leaders had reflected to the board could be corroborated and level 1 safeguarding was clearly in place. There were some members of staff who were confused as to whom concerns should be raised with and this would be corrected during an inset day. Many of the staff spoke of an open-door policy being integral in keeping them safe in school. The Head of Catering felt that the staff required some first aid training however that should be provided by ABM. The reports would be written from staff and child perspective to include Voice. Discussions with the children had been from YR to Y6 which was reported as delightful as all had been complimentary about the opportunities available at the school and all felt lucky to have the school. Within Y6 all were confident in online safety and Healthy Eating. It was also noted how the children clearly identified lunchtime supervisors in having a role at keeping them safe.

The Headteacher reported that Opal had been transformative.

0044(b)SEND Visit

Attendance at a talk on the Ventral Vagal system had been informative and the parents had represented a range of students across the school. The session had been informative ad provided the opportunity for discussion.

0044(c)Parent Survey

A discussion had been held on this matter with focus on how the qualitative statements would be captured.

Action: For the Parent Survey feedback to be shared with IEB.

Amendments had been made to the questions which were shared at the meeting, and it was noted the questionnaire would be sent out at the end of this term and again in the summer.

An IEB member queried whether some of the questions should be tailored to address aspects that were not yet in place, and it was felt that the school had agreed not to be afraid of the responses that were received as a benchmark would be created and progress shown by the summer.

The Chair asked whether the question around the quality of teaching was appropriate, and it was suggested that it would be rewarded to 'I feel the quality of teaching at Raddlebarn is good'

A request was also made to change the extra-curricular question to good from great which was agreed.

An IEB member also noted that using similar language to Ofsted would be beneficial.

It was agreed that the Questionnaire would be shared alongside the school newsletter.

0045 **CHAIRS UPDATE**

There was nothing to report on this matter.

0046 **ACTIONS FOR PROJECT BOARD**

This matter would be reflected in the supporting action log.

0047 **ANY OTHER BUSINESS**

0047(a)Staff One to One's

Members noted that the majority had been actioned however C Griffiths would now complete this action.

0047(b)SEND Support

The Headteacher provided an overview of the current gap in the SENDCO provision and the proposal to address this. Members requested a costed proposal for the next meeting.

Action: For the Headteacher to provide a costed proposal for additional SENDCO time.

ARRANGEMENTS FOR THE APPRAISAL OF THE HEADTEACHER

0048 **RESOLVED:** That the Appraisal for the Headteacher be held on 16 December at 12.30pm.

DATES OF FUTURE MEETINGS

0049 **RESOLVED:** That the future meetings of the IEB be held on the following dates:

- 16 December 2024

0050 **CONFIDENTIAL DISCUSSION**

A Confidential discussion was held at this point (Confidential Appendix A).

The meeting closed at 4 pm.

Signed.....

(Chair of Interim Executive Body)

Date: 16 December 2024