MINUTES OF THE MEETING OF THE IEB OF RADDLEBARN NURSERY AND PRIMARY SCHOOL HELD AT THE SCHOOL AT 2.30 PM ON MONDAY 21 OCTOBER 2024

PRESENT	Justine Baker		
	Alex French		
	Catherine Griffiths	-	Chair for the meeting
	Colin Millett		
IN ATTENDANCE	Dave Bagley	-	DRB
	Alison Hicks	-	BCC
	Claire Huxley	-	Assistant Headteacher
	Angela Lowry	-	Headteacher
	Emma Woodhouse	-	Clerk
CONSENT TO ABSENCE	Charlotte Stubbs	-	Chair

THE MEETING WAS DECLARED QUORATE

IN THE ABSENCE OF THE CHAIR, CATHERINE GRIFFITHS ASSUMED THE CHAIR

It was noted that Mr Bagley had uploaded the some of the finance documents the previous evening, it was therefore suggested that an extraordinary IEB meeting on Finance be convened as soon as possible to discuss finance.

0012 **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.

MINUTES OF THE PREVIOUS MEETING

0013 **RESOLVED**: That the minutes of the previous meeting held on 16 September 2024 be approved as a correct record subject to the agreed amendments.

0014 **MATTERS ARISING FROM THE MINUTES**

Vision and Values Staff Feedback

The Headteacher confirmed that a staff survey had been circulated regarding visions and values. The school council were being consulted with and a parent had been spoken to.

A Member noted that the IEB strategic plan detailed that parents would have an input in the visions and values. **The Chair asked what the process would be to bring it all together.** The Headteacher advised that staff feedback was awaited, all the information would be collated, and a presentation would be given to the next meeting.

A Member advised that he had prepared a shorter version of the previous vision and values. He had circulated this to the Chair and CG, CG advised that she had not had any input on the agenda, th**e Member was asked to circulate to the IEB.**

Amended staffing structure to include pay codes

This item would be deferred to the extra ordinary meeting when discussing the deficit reduction.

FMS migration risk plan

The Headteacher confirmed that the migration had taken place, the next stage would be for Mr Bagley to enter the starting budgets which would be completed during half term.

Training

It was noted that Members should complete specific Governor training on Safeguarding. **Members were asked to email evidence of training to the Clerk.** The Headteacher advised that she had circulated training information from the National College also.

CPD training

The Headteacher confirmed that this had been uploaded to GovernorHub. CPD had taken place during sessions other than INSET days. For example, Mathematics was a significant project which would run throughout the year.

Policies

A Member asked if the amendments had been made to the policies presented at the last meeting, t**he Headteacher was asked to make the amendments and recirculate to Members.**

The Headteacher advised that the school had re-written the p-card policy which would be presented at the next meeting.

SEND Update

The Headteacher reported that a member of staff would be absent until January and a further update would be provided later during the meeting.

Headteacher's Report

A Member asked if the Headteacher had received a copy of the final audit report, the Headteacher confirmed that she had, this had been uploaded to GovernorHub along with the action plan.

The previous meeting, two UPS holders had been replaced by two ECTs, a Member asked what the saving was. The Headteacher confirmed approximately £46k.

0015 **IEB REMIT AND REMINDERS**

The Chair reminded Members that items discussed during the meeting were confidential and the role of the board was strategic.

0016 **URGENT ACTION TAKEN BY THE CHAIR**

There was no urgent action taken by the Chair.

0017 **HEADTEACHER'S REPORT**

The Headteacher had circulated a copy of her report in advance of the meeting. Attention was drawn to the following salient points:

Quality of Education

- Additional learning walks had been completed.
- The school had looked at pedagogy with David Wilson, the new Assistant Headteacher from November. There had been positive conversations

held. This linked to the teacher standards which in turn shaped performance management.
- Some of the working walls had been bare when learning walks had been undertaken.

The Chair considered that there was a significant amount of feedback from the SIP and asked how the Headteacher would action this. Furthermore, there was no evidence of peer review. The Headteacher advised that peer review would be built in, **the Chair asked what external assurance would be given.** CH advised that the previous year there had been a significant amount of peer review, subject co-ordinators had provided feedback. The Headteacher advised that the feedback had been positive. **The Chair asked for confirmation that this would be included in the action plan.** The Headteacher advised that she had completed the learning walk with the SIP.

A Member referred to the 39 unused hours and asked what the plans were for the hours. Had this been communicated to staff. The Headteacher advised that the Chair had asked for this to be discussed at the meeting, the Headteacher had spoken with all unions, NASUWT had advised the Headteacher to "over egg the pudding". The aim to reassure staff was that the school was only asking teachers to adhere to the teacher standards. The number of events had been reduced also. There were five additional hours per term identified.

The Headteacher had asked about the PTA, it had been noted that there would be four weeks' notice given to staff when asking for help with their events. **A Member asked for confirmation that staff would be informed that they were working below 1265 hours,** the Headteacher confirmed that they would be. All staff would be issued with personalised calculators.

Staff had been issued with CPD dates.

A Member asked if there had been any feedback from staff, the Headteacher advised that one member of staff had advised that they would be consulting their union, a further member of staff had written a letter asking for information which was awaited from the LA.

A Member noted that 39 hours was a significant number for time to not be directed was significant.

DB had reported that he was unaware that there was a meeting that day however; he would send papers out one week in advance in future.

A Member asked if the DfE workload tool kit could be circulated.

<u>SEND</u>

- The SENDCo had returned to work in September on a phased return however; she had had a further procedure and would be absent until

January 2025. The project board had been asked to support with a temporary SENDCo.

- Ed P visits had taken place.
- Matt from CAT had been absent due to illness but had been covered by Emma Tindall the previous week.
- The school was in contact with PDSS due to having a pupil with physical disabilities. When they had attended there was no equipment in place however; the Headteacher had evidence to confirm that the equipment had been requested. This has since arrived within the last two weeks.
- The main issue was capacity.

AH advised that she had not been reassured that a temporary SENDCo would be sought. AH agreed to chase Terri. Alison Merryfield, a middle leader, was out of class currently on Fridays and was undertaking the NPQHSEND. However; she was inexperienced in SEND.

A Member asked what support was required, the Headteacher advised that this was support for staff, completion of records and applications for EHCP.

A Member referred to the dyslexia support for staff, how had the CPD for staff been and parental feedback. The Headteacher confirmed that this had gone well, parental feedback was received, and the parental workshop had been well attended.

Behaviour and Attitudes

- Behaviour was positive and had been noted by the SIP.
- There were a couple of classes where expectations had not been high enough.
- Attendance was satisfactory. There were a few families that would be fined due to lengthy term time absences.
- There had been assemblies to recap peer mediators.
- Amy from Opal had had a positive visit.
- Marvellous Me had been refreshed with staff.

Leadership and Management

- The Chair had met with the SIP.
- The Headteacher had met with a parent who had provided honest feedback with valuable suggestions which had been taken on board.
- Dates booklet had been circulated.
- CPD – Maths was a large focus for the school and Maths Mastery would be embedded during the year. Staff had attended Bellfield Junior to see best practice.
- Phase meetings were being held.

A Member referred to the comments on the quality of teaching from Ofsted and SIP and whether the CPD plan addressed this feedback. The Headteacher confirmed that the SIP had confirmed that she could understand

the reason for the actions decided. It had been noted that training for middle leaders were required so that they could be the role models to move the school forwards.

SLT met and discussed issues identified, support was then implemented. CH considered that staff were aware of their actions however; they did not apply this consistently. The Headteacher noted that some staff were more comfortable teaching some subjects and not others.

The Headteacher advised that there were two middle leaders who were not adhering the staff code of conduct, and this would be a key focus.

A Member noted that the SIP had noted about differentiation with SEND pupils, the Headteacher advised that this was the planning area of the teacher standards, one staff member had removed a group of SEND pupils from the classroom and the Headteacher had been shocked, the school had always been inclusive. The Chair advised that she would like to see in plans, a link to the derivation of the item and more specificity of how effectiveness would be monitored. The Headteacher considered that this would be a significant amount of work however; Governors could visit the school. **A Member considered that the IEB needed reassurance that feedback was being addressed from Ofsted, SIP, etc.** The Headteacher confirmed that the feedback was being addressed. Historically, staff had met their three performance management targets and teacher standards were not part of these.

The Chair advised that she would visit the school with regard to CPD and submit a report to the next meeting.

CH LEFT THE MEETING AT THIS POINT

A Member wished to thank the Headteacher for the actions that she had taken during the last half term.

Members noted that an audit action had been completed and would be discussed further at the next meeting.

It was noted that the Governors section of the website was incomplete, the Clerk was asked to send information to CH, the Clerk asked for CH's email to be forwarded to her.

POLICIES

Members had received a copy of the Headteacher's delegation statement in advance of the meeting

0018 **RESOLVED**: That the Headteacher's delegation statement be approved.

Compliance monitoring would be discussed at the next meeting.

The Headteacher advised that the new Pay Policy had not been issued by the LA to date. Members agreed that a decision would be made following the issue of the Pay Policy.

0019 **SCHOOL DEVELOPMENT PLAN**

Members had received a copy of the School Development Plan in advance of the meeting.

The Chair asked if the SDP was read in conjunction with the IEB strategic plan, would there be consistencies. The Headteacher advised that she had not seen the IEB strategic plan. **The Chair asked if a piece of work needed to be completed due to ensure consistency.**

AH agreed to confirm that the plans aligned.

A Member considered that the success criteria should be specific and further detail on impact should be evidenced.

The Chair requested that the Headteacher check the timelines to ensure that the work was split evenly over the year and at the required times.

A Member noted that the Headteacher had identified a strand of Maths coming through, she considered that reading should also be contained within the plan, the Headteacher advised that the SIP had considered that Writing should be included within the maintenance section of the SIP rather a priority.

A Member noted that the analysis of data was not included within the SIP, the Headteacher noted that this would be helpful and would add it to the SIP. **A Member asked the Headteacher what she saw Members role as, she considered that Members needed to be proactive in their roles.**

Members noted that the Headteacher would review the SDP to factor in the comments made.

0020 **DRB SLA**

The Chair reported that she had met with DB and the Headteacher, the meeting had discussed the quality of the financial reporting, the chequebook schools, lack of SBM and a recovery plan. A number of actions had been discussed which would result in a revised SLA. CS had chased the same and this had been received on Friday.

The Headteacher confirmed that she had been pleased with the service that had been reviewed from DRB.

Signed .....

(Chair)

Date: 10 February 2025