MINUTES OF THE MEETING OF THE INTERIM EXECUTIVE BOARD OF RADDLEBARN PRIMARY SCHOOL HELD ONLINE AT 2.30 PM ON THURSDAY 5 JUNE 2025

PRESENT	Justine Baker		
	Alex French		
	Catherine Griffiths		
	Charlotte Stubbs	-	Chair
IN ATTENDANCE	Clare Huxley	-	Deputy Headteacher
	Alison Hicks	-	Local Authority Board Liaison
	Charlotte Taft	-	Governance Professional

THE MEETING WAS DECLARED QUORATE

0115 **DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

There were no new declarations of interest.

0116 **FINANCE**

Members were advised that Finance Reports had not been received and a complaint raised with SFS around lack of cross cover during staff absence. **The Chair asked whether additional capacity would be offered,** and the school had been advised this would not be the case due to the contract being over staffed to date.

Action: Finances would be carried to the next meeting.

It was noted that Members had approved the budget in a previous meeting, and it was noted that this had now been submitted.

Members were informed that grant funding had been received to update the Caretakers House however due to the potential sale of this property a request had been made to transfer these monies to another project.

Action: The Strategic Risk Register would be completed and presented at the next meeting.

For the Headteacher to request the SBM to provide more detailed information as to why the move from DRB precluded cumulative expenditure over £10k being provided.

A Member asked whether VAT was being reclaimed for staff meals, and it was confirmed by the Chair that retrospective action could not be taken however this was now in place for ongoing claims.

The Chair asked for reassurances to be provided on the action plan that processes had been changed and where appropriate action statuses changed to completed.

Members asked whether consideration had been given as to who could provide additional support undertake staffing and workload reviews as part of the Deficit Recovery Programme of works and it was noted that a known individual had been approached for capacity however payment had not been discussed. The Chair stated that it was important to ensure the school had all necessary expertise in place to ensure continuity of business once the expertise of the IEB was removed. **A Member asked whether there was a deficit recovery plan available with up-to-date figures** and wider understanding was shared that a provisional plan had been requested and more up to date figures at a future point. It was also shared that it had been discovered DRB had not processed several school invoices within the appropriate financial year.

The Chair proposed an alteration to the purpose of the next scheduled IEB meeting to focus on the Deficit Recovery Plan with all engaged stakeholders. The Local Authority Representative agreed that this would be a beneficial programme to set the foundations for the exit strategy of the IEB.

0116(a) **RESOLVED:** The Deficit Recovery Plan be submitted.

A draft constitution for the School Fund had been shared with IEB members (Paper 3.2) a number of questions were raised around the purpose and necessity of these.

Action: For additional guidance to be sought from BCC Finance around the requirements for a School Fund Constitution.

Asset Inventory and Asset Inventory Disposal Request (Paper 3.3 and Paper 3.4) had been shared ahead of the meeting. It was noted that the missing equipment had been at the home of a now deceased member of staff and was no longer retrievable however confirmation had been received from IT that there was no confidential information held on the device.

0117 **ORACLE / BANK ACCOUNT TRANSFER**

A meeting was due to be held with SFS to plan the data transfer.

0118 **AUDIT AND RISK**

These matters had been covered under the previous Finance Item.

0119 **HEADTEACHERS REPORT**

The report of the Headteacher had been shared ahead of the meeting, questions from members were invited.

A member asked whether the increase in pupil numbers had been due to a specific recruitment strategy, and it was conformed this had been due to mobility in the area rather than linked to activities the school had put in place.

A member asked for clarification around the Safeguarding data and whether staffing capacity existed to support the numbers and the Headteacher felt that at present the capacity was adequate.

A member noted that the behaviour data showed that over 10% of the school had been involved in a high-level incident and asked whether that was considered a concerning level and the Headteacher shared that the school had always carried a high number of incidents however these had decreased since the Autumn Term with dysregulation high in the reasoning.

A Member sought a point of clarity around the Section 175 Audit, whether this had been completed before and whether support was required and it was confirmed that the Headteacher would undertake training on the following Monday after which the audit tool would be completed.

Action: For filtering and monitoring to be included in future Safeguarding information.

A Member noted the continued focus on Attendance and queried whether the school had a robust system in place for monitoring which the Headteacher confirmed was in place. The Chair requested that the school processes be included as appendices to the Attendance policy.

The Chair asked whether the Attendance Officer had received any training and recommended some of the training available to Members.

The Chair asked who was the school nominated Operation Encompass Lead and the Headteacher shared that training was being undertaken by a member of staff with emails received by the Headteacher until this is completed.

The Chair noted that additional guidance from the Dogs Trust will need to be considered prior to the return to school of the school dog.

The Chair commended the reduction of behavioural incidents across all year groups.

0120 **PARENTS FORUM**

It was explained that the Communications Charter had been updated and shared with Members.

Three meetings had been held which had acted to shape the Charter around communication, with the intention of sharing with parents at the start of the new academic year. The Headteacher added how positive the experience had been with parents and felt they should be held to canvass views on different areas of school life.

It was noted by Members how positive the work had been.

The Chair felt that it should be made overtly obvious in the Charter that it had been developed in conjunction with staff and parents and asked for clarity around the review period. The Local Authority representative suggested that once launched, feedback on the Charter should be included in the regular parent's survey.

The Chair asked whether another parent survey would be undertaken before the end of the academic year and it whilst this had been planned discussion around increasing the visibility of IEB members during the final half term would allow parents access to address any resolved queries. Further consideration would be given to matter. The Local Authority Representative voiced that consideration could be given to undertake a meet and greet with parents in Autumn to welcome those new to the school.

Action: For the Headteacher to share a list of upcoming school events.

A Member asked whether another parent forum needed to be held and whether this should be IEB led, and it was felt that there had been benefits in undertaking the forum together and the Headteacher would hope to continue to hold these alongside the IEB and eventually the Governing Boad for the school.

A provisional Social Media Policy for Parents had been shared for comment a final draft of which would be prepared for approval at a future meeting and implementation in the new academic year.

BIRMINHGAM EQUAL PAY PROGRAMME

Members were asked to consider the Equal Pay Programme subject to approval of unions.

0121 **RESOLVED:** The Governing Board of Raddlebarn Primary School has reviewed Birmingham City Councils proposed reshaped pay and grading structure for non-teaching staff on NJC Grades 1-5. The Governing Body understands the proposal is subject to collective agreement. The Governing Body agrees to the adoption of the proposed pay and grading structure from the date to be confirmed by Birmingham City Council, subject to collective agreement being reached.

POLICIES

Members had received the following policies for consideration ahead of the meeting:

- Attendance (Paper 8.1)

0122 **RESOLVED:** That the above-named policies be approved for immediate use.

Action: For the Children with Health Needs who are not able to attend school Policy (Paper 8.2) and Disposal and Write off of Assets (Paper 8.3) to be represented at a future meeting.

0123 **SCHOOL ACTION PLAN**

The school action plan (Paper 10.1) had been shared ahead of the meeting. Members commended the clarity of the document.

The Chair asked whether an IEB member had reviewed the Single Central Record and it was agreed that this could be undertaken during the Audit on 24 June.

Action: Copies for the SEF and SDP to be shared following the meeting.

0124 **SEND INFORMATION REPORT**

This item had been included in the Headteacher's report.

0125 **HEADTEACHER PERFORMANCE MANAGEMENT MID-YEAR REVIEW**

This item was not relevant to the meeting.

MINUTES

0126 **RESOLVED**: That the minutes of the meetings held on 17 March 2025 and 7 April 2025 be approved.

The minutes from 2 May 2025 will be added for approval at the next meeting.

0127 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

0128 **URGENT ACTION TAKEN BY THE CHAIR**

0128(a) The Chair shared that a range of support had been provided to the school outside the remit of the IEB.

0128(b) Caretakers House

The Chair had received requested costings; these would be shared electronically.

0129 **ANY OTHER BUSINESS**

0129(a) Audit Statement

This would be considered for the next meeting.

0129(b) Confidential Discussion

A Confidential Discussion took place at this point see Confidential Appendix A.

0129(c) A parental letter had been received by the Local Authority and a response was in hand.

0129(d) Longevity if IEB

It was noted that the agreement from the DfE was that the IEB should be reviewed in the summer term and the Local Authority Board Liaison suggested extending the IEB for a further term with a further review at the end of the Autumn Term. **A member asked when the process to appoint a Governing Board would commence** and it was advised that the Local Authority would work alongside the school to commence that process of implementation of a Governing Board and would not commence until the exit date for the IEB had been agreed, with this in mind a review of the IEB would be held after October half term and an exit date for the IEB agreed at that point.

The Local Authority Board Liaison would write to IEB members.

0129(e) IEB Action Plan

Would this be reviewed and it was confirmed by the Chair this would be undertaken in the July meeting.

0129(f) Additional Member

The Local Authority Board Liaison shared that the Chair from Ward End School had approached the Local Authority for experience in joining an IEB.

0129(g) Conflict of Interest Concerns

Members were asked to consider whether the business interests of a member should have been considered a conflict during the appointment of DRB. Members considered the detail of this concern however concluded that the conflict had been considered at the time and DRB were no longer engaged by the school.

DATA PROTECTION UPDATE

Members were informed that extensive requests had been made for copies of minutes and in an effort to reduce capacity were asked whether copies of minutes could be published on the school website.

0130 **RESOLVED:** That IEB Members agree the publication of minutes on the school website.

0131 **DATE OF NEXT MEETING**

Members noted that the next meeting would be held at the school at 2:30 pm on Monday 16 June 2025.

Signed: ……
(Chair of Committee)

Date: Monday 20 October 2025