MINUTES OF THE MEETING OF THE INTERIM EXECUTIVE BOARD OF RADDLEBARN PRIMARY SCHOOL HELD ONLINE AT 10.30 AM ON FRIDAY 2 MAY 2025

PRESENT	Justine Baker	
	Alex French	
	Catherine Griffiths	
	Charlotte Stubbs	- Chair
IN ATTENDANCE	Claire Huxley	- Deputy Headteacher
	Levain Preston	- LA Representative
	Emma Woodhouse	- Governance Professional

THE MEETING WAS DECLARED QUORATE

0107 **DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

There were no new declarations of interest.

0108 **ANY OTHER BUSINESS**

The Chair advised that she had approached George Craig (GC) to provide some capacity to CH to assist in formulating the Deficit Recovery Plan. GC had confirmed that he did have some capacity and would be meeting with him following the meeting. Associated costs would be presented to the IEB.

CG advised that she and CH were meeting with CR from SFS to go through the budget plan to understand. She requested that GC contact her to confirm the capacity and she would confirm the support required. CG would like to see a project plan for the forthcoming six weeks.

The Chair reported that she had signed the SLA for SFS.

The Chair confirmed that she had reached out to another Headteacher with outstanding SEND provision relating to mentoring the SENDCo.

Support plan for Ofsted visit needed – a meeting would be held the following week. The Chair and CH would meet with the SIP regarding the initial Ofsted telephone call and an action plan until the end of term. This would include how CH could delegate responsibilities in the event of an inspection across the SLT. CH advised that the support needed to be mapped out, it had been suggested that a 12 week action plan be mapped to state what support the school would receive over the summer term.

Agency cover would be required to cover DX's leadership time. The Chair advised that coaching was being sought for CH and DX, whilst informal support could be provided from the IEB, the Chair's preference was that the coaching

be provided by a third party. LP advised that KR could provide coaching through the school improvement service.

There was currently an issue with the heating system, the school would need to invest in additional training with the site staff and office team to ensure that they could work the system. This would cost £540. **A Member considered that it would be helpful to itemise additional costs in a schedule which had not been incorporated in the budget. It was noted that £64k of savings had been made by reviewing services.** The Chair noted that there was no SBM in post and that the IEB would have to make operational decisions that would usually made by the SBM and the Headteacher.

CH advised that she had booked a safeguarding audit with BEP on 24 June 2025 and there would be no additional cost. CH requested a member of the IEB be present during the audit.

CH confirmed that the Chair would be attending the school during SATs week to monitor the administration of the test. JG advised that she was happy to support CH once the data had been received.

A Member referred to middle leader development and asked if CH was content that there was sufficient capacity. CH advised that this had been linked to the Ofsted support, the Middle Leaders had been involved previously but given the development of the Phase Leaders, she would like them also involved. CH advised that the Maths Lead had been involved during the previous inspection, but the Phase Leaders had not been, she would like this to change as she considered them very much integral to the pedagogical elements of the school. CH proposed that a discussion be held the following week regarding preparation. **A Member asked if there would be an additional cost** and the Chair advised that this would be known once the action plan had been formulated.

0109 **CARETAKER'S HOUSE**

The Chair advised that the Caretaker's House had been refurbished but had not met the standards for leasing, the school had looked at the house as a source of income however; there were a number of remedial works required. The house had been discussed at Project Board, and it was noted that the house was the school's responsibility as it was within their perimeter however; a request could be made to the LA for the perimeter be changed and the LA would assume responsibility for the house.

LP asked if the IEB had considered how the school site would be impacted if the perimeter was amended and BCC did not action any remedial action. The Chair advised that she would request a formal scoping exercise be completed via the Project Board and the outcome would be reported to the IEB.

The Chair referred to the Oakdale Centre and advised that the building was not within the school's perimeter, the building was used by Stan's Café and the before and after school club. The building was not used for teaching purposes

and it had transpired that the building was being managed by the school, the LA wished to change the situation so that they took back the management of the building, this would mean that the school would not be allowed to use the Centre for storage and the before and after school club would be in contract with the LA and not the school.

CH advised that there was a substantial amount of school equipment stored within the centre, and this would be a time-consuming activity. **A Member asked what else the school would lose out on,** CH advised that the school could lose the before and after school club. The Chair advised that the clubs could be moved to the school building. **A Member considered that it would be useful to see feasibility information to make an informed decision.** The Chair advised that she was meeting with the Estates Team the following week and hoped to present the information in the second half of the summer term.

A Member expressed concern regarding the impact to parents on the before and after school club ceasing or moving. The communication would need to be clear and there would also be an impact on employees. The Chair advised that the club was not run by the school so there would be no staffing issues for the school, the company running the clubs would need to make arrangements by the LA.

0110 **REVIEW OF THE DURATION OF THE IEB**

This item was deferred to the next meeting.

MINUTES

0111 **RESOLVED**: That the minutes of the meetings held on 10 February 2025 be approved.

The minutes of the meeting on 17 March required review and would be presented at the next meeting.

0112 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

0113 **PURCHASE CARD TRANSACTION**

CG advised that the IEB had lowered the expenditure limits of the P-Card, CG advised that the policy had been breached prior to the Easter Holidays and an urgent payment had been required to pay the minibus insurance invoice, therefore the P-card expenditure limit had been increased for a short period of time whilst the invoice had been settled and then lowered back within the policy limits.

Action – CH to confirm that the P-Card limits had been lowered.

CH advised that SFS had suggested that once the school converted to cheque book status, P-Cards may no longer be required.

0114 **DATE OF NEXT MEETING**

Members noted that the next meeting would be held at the school at 2:30 pm on Thursday 22 May 2025.

Signed ……
(Chair of Committee)

Date: 17 November 2025