

**St Joseph's Catholic Primary School, Malmesbury**



**Minutes Interim Executive Board (IEB) Meeting  
08/02/24 18:00 – 20:00 hrs**

*Minutes approved by the board on 08/02/24. Some minutes are closed others have been redacted due to their confidential nature. These are shown in italics.*

<b>Present:</b>	Kirsty Martin (Chair) (KM), Jessica Higgins (JH), Gabriella Tiley (GT), Simon Watkins (SW), Kevin Burchall (KB)
<b>Co-Headteachers:</b>	Paul Bacon (PB), Karen Bathe (KBa)
<b>Meeting Clerk:</b>	Kayla Jolly – KJ Governance Solutions

	<b>Agenda Item</b>	<b>Actions</b>						
<b>6.1</b>	<p><b>Welcome and opening prayer</b></p> <p>The Chair welcomed everyone to the meeting. KBa led the opening prayer.</p>							
<b>6.2</b>	<p><b>Apologies</b></p> <p>No Apologies were received as all were present.</p>							
<b>6.3</b>	<p><b>Declaration of Interests, Gifts and Donations</b></p> <p>No declarations were made.</p>							
<b>6.4</b>	<p><b>Minutes and Matters Arising</b></p> <p>Minutes from 18<sup>th</sup> January 2024 were approved and ratified during the meeting as being a true record.</p> <table border="1" data-bbox="290 1780 1125 1982"> <thead> <tr> <th><b>Item</b></th> <th><b>Action</b></th> <th><b>Update</b></th> </tr> </thead> <tbody> <tr> <td>1.4.3</td> <td>Outstanding DBS applications to be completed</td> <td>Ongoing  Most DBS checks have</td> </tr> </tbody> </table>	<b>Item</b>	<b>Action</b>	<b>Update</b>	1.4.3	Outstanding DBS applications to be completed	Ongoing  Most DBS checks have	
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			been completed.	
	1.13	Agenda Planning/Policy planner – to come to the IEB for approval  Check Musts/Shoulds  Discuss baptismal/church liturgy with Father Thomas  Vision and Values  Publicity and Social Media to be discussed further	Ongoing  Ongoing  Ongoing  Ongoing  Ongoing.	
	2.8	Quotes for LED lighting project to be collated and shared with the working party as part of their financial modelling.	Ongoing	
	2.9	School to obtain quotes for the fascia board replacements.	Ongoing.	
	4.6	KM to contact the IT provider regarding the headteacher emails	Ongoing.	
	<p><i>GT joined the meeting.</i></p> <p>The IEB was updated that the SCA bid deadline had passed and the school missed the deadline for submission. The impacting factor was due to workload and difficulties in obtaining more than one quote for the LED and fascia board work required. The school will ask the diocese for special dispensation for submitting late as well as exploring other avenues of funding.</p>			
<b>6.5</b>	<p><b>Chair's Report</b></p> <p><u>Dyson Project</u></p> <p>It has been confirmed that permission has been granted for the expansion of Malmesbury Primary School in connection with Dyson. The school were asked for comment by School's Week but declined to comment.</p> <p>It is believed that there is a condition within the approval that they must work with local schools so as not to put them at a disadvantage therefore the suggestion is that a meeting is set up with Malmesbury Primary. The IEB noted that this should not just be financial support but looking to share resources so that children at St. Joseph's have access.</p>			

	<p>The school are going to continue to work with Dyson to seek additional funding to complete the energy efficiency work.</p> <p><i>PB joined the meeting.</i></p> <p><u>The Big Dig</u></p> <p>The Big Dig is taking place 6<sup>th</sup> and 7<sup>th</sup> of July 2024. Various events are being organised locally with Cotswold Archaeology planning to dig a one-meter square test pit on the land. The plan is that the children complete history-related activities in school the week before and then the area would be open at the weekend with Father Thomas making Nun's Walk accessible from the church end.</p>	
<p><b>6.6</b></p>	<p><b>Headteacher's Update</b></p> <p>It was noted that one child is leaving.</p>	
<p><b>6.6</b></p>	<p><b>Budget update</b></p> <p><i>Some confidential discussions have been removed</i></p> <p>The IEB received a presentation on the budget following a meeting being held with the local authority finance team attended by KM, KBa and PB along with the school business manager met to go through the information before that meeting and put together a report which was shared also with KBu. It looked at the rationale of any proposed changes and impacting factors.</p> <p>The presentation started by looking at the projected number on roll for the next 3 years noting that they do decrease but there is hope of some modest growth. It was outlined that the primary focus was to keep fidelity to key stages wherever possible as this can make delivering the curriculum very complicated.</p> <p>Member question: Would moving into a deficit in future affect the school's ability to join a MAT? Ans. Any MAT has to complete due diligence on what schools they can support as they grow and finances are part of that process. The member added their concern that the Bishop's Vision is for the school to join a particular MAT and it could be difficult to complete this given the MAT is newly formed. The headteacher shared the same concerns and has considered this in the proposals.</p> <p>The presentation outlined the next steps for the IEB.</p> <p>The IEB sought the views of the headteachers which they shared and focused on the timing of actions taking place as it will have implications in many areas including the curriculum.</p> <p>The IEB agreed that staff would be kept informed with the message that there will be 4 classes next academic year and the leadership will continue to review what is best for the school.</p>	

	<p>This will be a standing item moving forward.</p> <p>There was a discussion about taking out RPA cover to cover the school as the existing LA cover is not sufficiently comprehensive. SBM to investigate this.</p>	<b>SBM to investigate RPA cover for the school.</b>
<b>6.7</b>	<p><b>Staffing matters</b></p> <p><i>A confidential minute was agreed.</i></p>	
<b>6.8</b>	<p><b>Policies</b></p> <p>The RHE policy is the CES policy. There is a need to send a questionnaire out to parents as it was last sent out in 2020 and the timing of this was discussed.</p> <p>The parent code of conduct has been tightened up to reflect social media conduct and an additional point has been added to state that legal advice may be taken. The handbook is being finalised and it is anticipated that both will be sent out together.</p> <p>Both were agreed.</p>	
<b>6.9</b>	<i>Confidential minute</i>	
<b>6.10</b>	<p><b>AOB</b></p> <p>The SFVS needs to be completed by the end of March..</p> <p>The date of the meeting on March 28<sup>th</sup> has been brought forward to the 21<sup>st</sup> March.</p> <p>The headteachers updated that the school are not doing written reports in the spring as there is a parent's evening and written reports will be completed in summer. Staff are grateful for the change.</p> <p>There is a safeguarding audit with Sarah Turner and governors need to complete a questionnaire.</p>	
	<p><b>Date of the next meeting</b></p> <p>29th February 2024 6-8 pm</p>	