

St Joseph's Catholic Primary School, Malmesbury



Minutes Interim Executive Board (IEB) Meeting

29/02/24

18:00 – 20:00 hrs

Minutes approved by the board on 26/03/24. Some minutes are closed others have been redacted due to their confidential nature. These are shown in italics.

Present:	Kirsty Martin (Chair) (KM), Jessica Higgins (JH), Gabriella Tiley (GT), Simon Watkins (SW), Kevin Burchall (KB)
Interim Heads:	Paul Bacon (PB), Karen Bathe (KBa)
Meeting Clerk:	Kayla Jolly – KJ Governance Solutions

	Agenda Item	Actions																														
7.1	Welcome and opening prayer The Chair welcomed everyone to the meeting. KBa led the opening prayer.																															
7.2	Apologies No Apologies were received as all were present.																															
7.3	Declaration of Interests, Gifts and Donations No declarations were made.																															
7.4	Minutes and Matters Arising Minutes from 8 th February 2024 were approved as a true record.																															
	<table border="1" style="width: 100%;"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>1.4.3</td> <td>Outstanding DBS applications to be completed</td> <td>Complete</td> </tr> <tr> <td>1.13</td> <td>Agenda Planning/Policy planner</td> <td>Ongoing</td> </tr> <tr> <td></td> <td>Check Musts/Shoulds</td> <td>Ongoing</td> </tr> <tr> <td></td> <td>Discuss baptismal/church liturgy with Father T</td> <td>Ongoing</td> </tr> <tr> <td></td> <td>Vision and Values</td> <td>Ongoing</td> </tr> <tr> <td></td> <td>Publicity and Social Media to be discussed further</td> <td>Ongoing</td> </tr> <tr> <td>2.8</td> <td>Quotes for LED lighting project to be collated and shared with the working party as part of their financial modelling.</td> <td>Complete – 7.10</td> </tr> <tr> <td>2.9</td> <td>School to obtain quotes for the fascia board replacements.</td> <td>Ongoing –7.16</td> </tr> <tr> <td>4.6</td> <td>KM to contact the IT provider regarding the headteacher emails</td> <td>Complete</td> </tr> </tbody> </table>	Item	Action	Update	1.4.3	Outstanding DBS applications to be completed	Complete	1.13	Agenda Planning/Policy planner	Ongoing		Check Musts/Shoulds	Ongoing		Discuss baptismal/church liturgy with Father T	Ongoing		Vision and Values	Ongoing		Publicity and Social Media to be discussed further	Ongoing	2.8	Quotes for LED lighting project to be collated and shared with the working party as part of their financial modelling.	Complete – 7.10	2.9	School to obtain quotes for the fascia board replacements.	Ongoing –7.16	4.6	KM to contact the IT provider regarding the headteacher emails	Complete	
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	6.6	SBM to investigate RPA cover for the school.	Complete –7.9	
7.5	Chair's Report			
	<p><u>The Big Dig</u> The Big Dig will be taking place and the chair had been asked to contribute some written information needed for the funding bid. This has been completed. The chair will continue to liaise with the school about the school's role in this.</p> <p><u>The Jackdaw</u> The school have had numerous mentions in The Jackdaw, a local publication. The link to this was circulated to the IEB members. There has been no reaction to the publicity.</p>			
7.6	Headteacher's Update			
	<p>The five-year electrical testing has taken place and the report has identified several issues which result in the school currently not being compliant. Recommendations have been put forward by the contractor to resolve this.</p> <p>The cost of the work is around £2,800 which covers parts and labour. The contractor who carried out the check knows the school and this has likely reduced the cost as less time would be needed on site. It was also noted as part of the check that previous remedial work covered by the diocese remained sub-standard.</p> <p>The school has sought confirmation that the issues arising were not a result of the solar panel installation and the contractor confirmed that the electrical work was of a good standard.</p> <p>It is acknowledged that the usual process would be to seek 3 quotes but given the non-compliance and the positive working relationship with the contractor already it would be sensible to proceed with the first quote. Examples of the work needed were shared. This is an opinion the SBM shares and a member of the IEB who knows of this also agreed.</p> <p>Member question: What grade of failure were the areas of non-compliance? Ans. It is not known.</p> <p>Member question: Who completed the substandard remedial work? Ans. It happened before any of the current leadership team was in place and it is not known. It is thought it was completed as part of the work to remedy issues from the kitchen installation. As the work was over 5 years ago the school will unlikely be able to raise any concerns directly with the contractor who completed the work. It could also be a result of a change in regulations.</p> <p><u>SALIX</u></p> <p>The diocese wants to move the installation of the heat pump forward as the diocese would like to get the project completed as soon as possible. The IEB was given a verbal update from the diocese which outlined that the company</p>			

	<p>that supplied the heat pump and was going to be completing the installation and decommissioning of the boiler had gone into liquidation. The additional costs for installation have been passed to the school which is in the region of £17K. The payment for that work would be covered by the £6K grant from SALIX which will be received once the gas boiler is decommissioned, £2K governor contribution already in the budget and the diocese will cover £10K as SCA funding which they will confirm in writing. The diocese will be waiving any IEB contribution to the £10K. The proposal is that the work takes place over the Easter break. A preinstall meeting will take place in the week before the holiday. There is also going to be a request for a post-install meeting with the contractor where staff can be shown how to use the system as well as potentially videoing for further reference.</p> <p>Member question: Have any energy efficiency savings been factored into the budget? Ans. It is not yet clear what savings have been made by the solar panels as they feed back to the grid and battery storage so the school would benefit directly from the panels was not factored into the project.</p> <p>The remaining actions for the works include getting quotes to replace the radiators and for the battery storage which the school hopes finances through a grant bid.</p> <p>Member question: Has all the information regarding the SALIX project which former governors agreed to hand back been returned? Ans. It has not.</p> <p>The IEB was notified by the co-heads that following a discussion with the SBM, it would be prudent to review the income and expenditure of school meals and the opportunities club to identify if there is any shortfall and if any changes to the charges for these were needed.</p> <p>Recent advice had been circulated by the diocese reminding schools that premise work should be prioritised using the condition survey. It was noted that when a builder came to quote for the fascia board and gutter work they highlighted that the ridge tiles did not have any mortar and that needed prioritising. There was a discussion about where the need for the fascia board work had come from. A condition survey had been circulated ahead of the meeting and the fascia boards were noted however this is not the diocese report. The school is trying to locate the diocese survey.</p> <p><u>Admissions</u></p> <p>The school have been notified that there are in total 25 applications across first, second and third preferences for reception places so a reception ranking meeting is needed as there are only 20 spaces available.</p> <p>KB and JH agreed to form the admissions committee for the reception ranking. The meeting will take place on 7th March 2024 @ 1.15 pm.</p>	
7.7	Budget update	

	<p>The long-term budget summary has been updated to reflect the discussion at the last meeting and this has been circulated.</p> <p>The monitoring report was also circulated and the IEB noted thanks to the SBM for her hard work. The positive support of the LA and the diocese was noted as a positive impacting factor.</p> <p>Key headlines include:</p> <ul style="list-style-type: none"> • The school is expecting around £45K in insurance money to cover supply issues. • The school has made savings of £20K in the TA budget due to natural wastage as well as additional funding from the virtual school. • Overtime has reduced. <p>The predicted outcome is that the school will have a carry forward of £140K which is down from £155K.</p>	
7.8	<p>SFVS</p> <p>The meeting is yet to take place to review the SFVS. The deadline is the end of March.</p>	
7.9	<p>School Insurance Review</p> <p>It was agreed that the RPA was the best option for the school noting the costs against pupil numbers and scope of cover which was better than the LA insurance.</p> <p>The school will be buying into the staff absence cover from the LA.</p>	
7.10	<p>Proposed works</p> <p>An SCA bid has been submitted for the LED works and the diocese has been asked by the IEB to waive the school's contribution. This has been agreed.</p> <p>Other works covered under item 7.6</p>	
7.11	<p>Electrical Safety</p> <p>This was discussed under item 7.6</p>	
7.12	<p>Nursery Update</p> <p>An update was provided in the papers. The next step is to work with the LA to ensure whether this is viable and the school is awaiting further discussions with the local authority. It was noted that the local authority does not have sufficient information to confirm that the spare classroom would not be required in the future.</p> <p>It was suggested as a next step that a joint meeting including the early years, pupil planning and finance officers at the local authority and the school take place to discuss as the IEB would like to explore this further. SW or KM to join if available.</p>	

7.13	<i>Confidential Minute</i>	
7.14	<p>Policies</p> <p>The SEND policy has been updated to reflect current practice with support from the new SENCO. Staff have broadly agreed with the policy. The role of the teacher and teaching assistant has been elevated in providing support to SEND children. The recommendation for the next review is that the school would like to bring SEND parents in to discuss the policy. The importance of SEND parents was also raised in the policy.</p> <p>The SEND report has also been written.</p> <p>The IEB approved both the policy and the report.</p>	
7.15	<p>Safeguarding</p> <p>The key data will be shared at the next meeting.</p> <p>The safeguarding audit with Sarah Turner has taken place with the DSL, DDSL and JH as safeguarding link governors. The school is doing well and all statutory aspects are being met. Good practice was recognised and there were some questions about the safeguarding policy. There have been updates to Working Together to Safeguard Children Guidance in December and the policy needs to be updated to reflect this. The school use the LA policy and the school has asked them to provide an updated version and they have said they would not be updating it until September. Sarah is aware of this and changes will be added in September. The school are aware of the changes around online safety.</p> <p>The school plans to revisit safeguarding policies once a term.</p> <p>It was noted only one governor completed the safeguarding audit questionnaire. 18 out of 24 staff and 63 children in key stage 2 took the questionnaire. The results reflected positively and confirmed processes were known. 95% of pupils felt safe. Some things need further investigation, including several children who said they felt unsafe in school due to staff.</p> <p>The school is on track with filtering and monitoring with both in place.</p> <p>Overall it was positive.</p> <p>The school need to complete the Wiltshire Audit.</p> <p>The IEB was positive regarding the outcomes.</p>	
7.16	<i>Confidential Minute</i>	
7.17	<p>AOB</p> <p>Malmesbury Primary has been in touch to discuss future collaboration.</p>	
	<p>Date of the next meeting</p> <p>26th March - TEAMS</p>	

