

St Joseph's Catholic Primary School, Malmesbury



Minutes Interim Executive Board (IEB) Meeting

13/06/24

18:00 – 19:30 hrs

Minutes approved by the board on 18/07/24. Some minutes are closed others have been redacted due to their confidential nature. These are shown in italics

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

	Agenda Item	
11.1	Opening Prayer 1.1 GT led the opening prayer.	
11.2	Welcome and Apologies 2.1 There were no apologies as all members were present	
11.3	Declaration of Interests, Gifts and Donations 3.1 No new declarations of interest, gifts or donations was made.	
11.4	Minutes and Matters arising The minutes of the previous meeting will be approved at the next meeting due to a technical difficulty.	
11.5	Chair's report <u>New governor recruitment update</u> 5.1 The chair updated the status of applications for potential governors. A discussion had taken place outside of the meeting to see if the number of governors could be reduced due to the scale of the school by reviewing the Instrument of Government but that has been ruled out by the diocese. The logistics of how governors would be appointed were noted given that there is	

	<p>a transitional phase between the IEB and returning to a governing body. The chair needs to write to the DfE to confirm the plan.</p> <p><u>IEB meeting with parents – dates?</u></p> <p>5.2 This item will be covered under the nursery update.</p>	
11.6	<p>Headteachers’ Report</p> <p>6.1 A 0.4 FTE teacher has been appointed following interviews. She is an experienced teacher known to the school, and it is felt they would be an asset to the school. She will work with Mrs Cambray-Smith in a job-share. Classes will be redistributed following the departure of Mr Heavey.</p> <p>6.2 There has been a data breach and it is minor, and it has been contained. The nature of the breach was explained. The school has informed all data subjects, apologised and followed up with a letter. All were understanding and thankful for being informed. There are lessons to be learnt which will be shared. It is not anticipated that there will be any fallout.</p> <p>6.3 Member question: Has it been reported? Ans. No, the DPO advised it was a minor breach and has not met the threshold to be reported.</p> <p>6.4 The rest of the update was covered through other agenda items.</p>	
11.7	<p>Confidential Minute</p>	
11.8	<p>Nursery</p> <p>8.1 Plans have been drawn up for the adaptations needed by the school to facilitate a nursery. It is a revised plan to keep the costs low. These were shared ahead of the meeting. The main adaptations would be around toilets, personal care areas, access, outdoor space, and a small kitchenette area.</p> <p>8.2 Tenders are being sought to get accurate figures which are required to access any grants. The project manager fee to complete this is currently £800, however if the school does proceed with this proposal this fee will be absorbed within the total project. It is hoped that the tenders will be received at the end of the month but KBa will clarify the timings.</p> <p>8.3 The LA has suggested that the exploratory questionnaire is not completed until after the tenders, however, it was felt that the survey information is needed to make an informed decision. This would not be a formal consultation. The IEB discussed this and felt that the exploratory questions were needed to make an informed discussion.</p> <p>8.4 The method of delivery to reach the widest audience was discussed. It was agreed to do this, there was a need for social media pages to be set up to share the survey widely around Malmesbury. This is something within the school's promotion strategy. There could also be posters in shops with a QR code.</p> <p>8.5 Member question: Is there anything preventing us from turning this into a consultation? Ans. To make this a formal consultation there would need to be</p>	

	<p>a business case. KBa will speak with the school business manager to see if a case could be pulled together. The IEB were in favour of doing this ASAP and a date was agreed for this to be a week commencing the 1st July. This will be shared and discussed with the parents at the proposed IEB-parent meeting due to take place on 11th July at 5.30 pm.</p> <p>8.6 The IEB reviewed the proposed vision for the nursery and it was noted that the vision had been tweaked to talk about Christians rather than just Catholics to appeal to the broadest audience and be reflective of the school community. The IEB agreed to the proposed vision.</p> <p>8.7 The IEB reviewed the provision. KBa outlined that the rationale for only having wrap-around care for 3 and 4-year-olds was related to the ratios of care needed for younger children. Provisional times were noted and discussed. KBa explained that the proposed timings related to the school day but there were other options available. Any option does mean that there would need to be an additional 30 minutes of wraparound care compared to the school. There are some options from within the current staffing to overcome this barrier. It was agreed that the timings would be provisional pending information from the survey being collated.</p>	<p>Action: KBa</p>
<p>11.9 Budget</p>	<p>9.1 The budget was shared with the IEB. The LA has visited to close the last budget down. The school has a healthy carry forward to manage the in-year deficit for this budget. Reserves mean that future forecasts continue to remain positive.</p> <p>9.2 The school has been able to use known changes and costs to make the budget as accurate as possible. The school has reviewed each line of the budget and has made cuts where necessary. Despite these changes, the school has been able to maintain many things within the budget and that message should be shared with staff.</p> <p>9.3 The budget included a narrative which explained any key changes including the use of school funds to offset some costs that were discussed at the last meeting relating to charging and remissions.</p> <p>9.4 The capital works were also shared. A small amount has been reserved for any works relating to the potential nursery. It was noted that any grant from the local authority to cover the nursery works would not cover the whole amount but there is an opportunity to apply for a SCA bid to cover the school's contribution.</p> <p>9.5 The IEB acknowledged the support from the local authority which has had a very positive impact on the school.</p> <p>9.6 The IEB approved the budget.</p>	
<p>11.10</p>	<p>Maintenance & Asset Management Plan</p> <p>10.1 The plan has been updated with the figures within the budget for the next year for asset and maintenance.</p>	

<p>11.11</p>	<p>Lettings Policy</p> <p>11.1 The charges in the previous policy were not clear and it has been updated to include occupancy charges. This was supported by LA guidance. The policy has been renamed to reflect the change to the Lettings and Occupancy policy.</p> <p>11.2 The charging system was discussed. It was agreed, after review, that the structure and charges fit a typical pattern offered by other schools and the policy offered the required flexibility.</p> <p>11.3 The lettings policy was agreed.</p>	
<p>11.12</p>	<p>Risk Register</p> <p>12.1 The risk register has been updated and circulated. Amendments were noted in Blue. These were noted by the IEB.</p> <p>12.2 The IEB agreed with the changes.</p>	
<p>11.13</p>	<p>Staffing update</p> <p><u>Staff CPD</u></p> <p>13.1 There is an acknowledgement that there currently is not a mechanism to measure CPD impact. Moving into next year the school will need to identify a way to robustly measure the impact of any CPD.</p> <p>13.2 There have been some costs identified for CPD for the next academic year and these have been included in the budget. This includes a subscription to the National College. It is planned this would be phased out after next year and the school would look to utilise LA CPD which is reasonably comprehensive. The LA also runs subject leader networks that the school can utilise. The school will also look to utilise the LA safeguarding review and not continue with the current external consultant.</p> <p>13.3 The school has also budgeted for a staff member to do an NPQL as they are no longer subsidised. The school has looked at how the additional time needed to complete the course would need to be covered and that has been included.</p> <p>13.4 PB is undertaking SENCO training at no cost to the school.</p> <p>13.5 KBa has identified which diocesan training is needed and this is often free or for a small cost.</p> <p>13.6 Member question: Has all ECT training been given? Ans. Yes, it has.</p> <p><u>Staff Wellbeing</u></p> <p>13.7 The IEB discussed sending out a staff questionnaire and it was agreed this would take place in the new academic year.</p> <p>13.8 The staff were grateful for the vision being shared and the openness of it. Staff were feeling positive and they appreciated the investment of the IEB in exploring a potential nursery.</p>	

11.14	AOB (<i>Notified 24 hours in advance</i>) It was suggested as well as a parent meeting, it would be good to have an IEB-staff meeting before the parent meeting.	
11.15	Date of Next Meeting Thursday 11 th July 6.30 pm	