

St Joseph's Catholic Primary School, Malmesbury



Minutes Interim Executive Board (IEB) Meeting

26/03/24

18:00 – 20:00 hrs

Minutes approved by the board on 02/05/24. Some minutes are closed others have been redacted due to their confidential nature. These are shown in italics

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

	Agenda Item	Actions						
8.1	<p>Welcome and opening prayer</p> <p>The Chair welcomed everyone to the meeting. GT led the opening prayer.</p> <p>It was noted that JH has resigned from the IEB.</p>							
8.2	<p>Apologies</p> <p>No Apologies were received as all were present.</p>							
8.3	<p>Declaration of Interests, Gifts and Donations</p> <p>No declarations were made.</p>							
8.4	<p>Minutes and Matters Arising</p> <p>Minutes from 29th February 2024 were approved and ratified during the meeting as being a true record.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <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>DBS checks have been completed.</td> </tr> </tbody> </table>	Item	Action	Update	1.4.3	Outstanding DBS applications to be completed	DBS checks have been completed.	
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	1.13	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.	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	Complete
	6.6	SBM to investigate RPA cover for the school.	Complete
8.5	<p>Chair's Report</p> <p><u>Communications</u></p> <p>The substantive headteacher has resigned. As a result of communications where it was clear there was no case to answer, all negative posts about the school have been removed from the Malmesbury Facebook page. A few parents have been in contact with the chair as have the church who are very saddened it has got to this point.</p> <p><u>Headteacher Recruitment</u></p> <p>The advert is live.</p> <p><u>Chair's Actions</u></p> <p>The chair confirmed that she had met with the regional director team, the school effectiveness lead at the local authority (LA) and the director of education at the diocese to discuss issues the IEB had been handling. The chair indicated that they are compiling a report with a significant number of recommendations for supporting school leaders and governors by improving legislation and guidance.</p> <p>Clarification had been sought about whose duty it was to remove governors – the IEB or the LA. It was determined the LA had done this in an email sent to the three governors remaining following the resignation of former board members. Guidance states that governors who have been removed cannot become governors for another five years. The RD has been consulted and, after taking legal advice, has concluded this refers to governors subject to a governor removal process by their own board and does not apply to governors removed by the implementation of an IEB. This means the three governors removed last year can be reappointed as governors at any point.</p> <p>The chair has raised concerns about the lack of guidance available to IEBs when established and SW is working with the LA to draw a plan up for the future IEBs. The RD and NGA will also be working on this to support future IEBs.</p>		

	<i>Confidential minute</i>	
8.6	<p>Headteacher's Update</p> <p><u>RE report</u></p> <p>The report was shared ahead of the meeting. Louise White, Diocese RE advisor, is visiting on 10th May to start supporting senior leaders in making some judgements against the new inspection framework. The school have started by ensuring there is coverage with a focus on Catholic Social Teaching and assessment. The chaplaincy team is evolving and a prayer room is set up, they are leading prayer 3 break times out of 5, leading reflections and joining the Samuel Partnership for Stations of the Cross.</p> <p>The focus for next term will be on the quality of collective worship in classrooms.</p> <p>GT has visited to complete a RE monitoring visit and feedback that it was a lovely afternoon in school and it was interesting to hear the work that had already taken place as it was a considerable amount. The most impressive aspect was around the support for staff to teach RE including designing a framework and supporting staff to make judgements. The reconciliation service was positive and the children were engaged. An area for development noted by the co-headteacher was around developing the environment to feel more like a Catholic school. GT was reminded to complete a RE visit report.</p> <p><i>New action 260304 01 – GT to write up visit note.</i></p> <p><u>Parent Questionnaire</u></p> <p>The parent questionnaire was shared on parents' evenings the previous week. There were 55 responses with many positives. The headteacher talked through the responses with the key points to note there was a lack of clarity around what a parish was and what the catholic mission was. These areas will also be an area to begin to develop next term.</p> <p>The IEB reflected on the positive responses to the parent questionnaire, acknowledging the journey the school has been on and the hard work senior leaders have invested.</p> <p>Member question: Is there a way to share the results widely such as adding it to the website? Ans. Yes, it could be added to the newsletter or website.</p> <p><u>Safeguarding update</u></p> <p>The safeguarding report, Sarah Turner Audit report and local authority audit were shared ahead of the meeting.</p> <p>The responses to the safeguarding stakeholder voice surveys were positive and the school were above national in the response.</p> <p><u>SEN report</u></p>	Action: GT

	<p>The SEN report has been circulated for information. The IEPs have been streamlined and are now known as ISPPs. The school has met with all SEN parents, additional time was allowed at parents' evening for parents of SEN children and there have also been SENCO drop-ins which have increased visibility and communication.</p> <p><u>Maths and English Curriculum Leader Reports</u></p> <p>The maths and English Curriculum Leader reports were circulated ahead of the meeting. The pupil progress meetings have not yet taken place as the assessments were only finalised last week. The subject leaders reported that they found the process of putting the reports together to be useful. It was noted that the reports reflect the monitoring that has taken place.</p> <p>An area noted for further development is the consistent approach to learning walls and this will form part of the school improvement discussions with staff.</p> <p>The IEB noted thanks to the subject leaders for the informative reports.</p> <p><u>Curriculum and class structure update</u></p> <p>A curriculum update and models of class structures were shared ahead of the meeting. It was explained that PB had been working on the curriculum but it is difficult when there are unknowns around the class structure in the future.</p> <p>Reflecting on designing a curriculum where there are unknowns and many potential combinations of mixed classes, it can be difficult to deliver the curriculum. However, PB has created a solution after revisiting the principles of the National Curriculum, in which a topic is covered in all year groups in key stage 2 and coverage is given over a 4-year cycle. This idea is in its infancy and will be discussed further with other professionals for their views and suggestions for who to approach were discussed.</p>	
<p>7.7</p>	<p>Budget update</p> <p>KBu has visited the school business manager to go through the SFVS and the chair has filled in any gaps. The chair will sign off the SFVS.</p> <p>The self-assessment dashboard was interesting to review and provided evidence of the reasons behind the school's financial position.</p>	
<p>7.8</p>	<p>Nursery Update</p> <p>KBa and KM met with the local authority on the 15th of March to identify if there is a demand for nursery spaces to make a provision viable. The local authority would support the opening of a nursery if the numbers were favourable but the LA sought assurances around the location of the nursery should the school return to a 5-class structure. <i>Confidential minute</i></p> <p>The school is awaiting updated numbers regarding the demand from the local authority.</p> <p>The school is completing some feasibility work around the costs to alter the premises so it could host a nursery. The local authority does have some</p>	

	<p>money available to develop nursery provision through sufficiency funding relating to the expansion of the 2-year-old provision. The diocese is also looking into whether a SCA could supplement the LA grant money.</p> <p>Member question: Is there a preferred option out of the two management styles? Ans. It is believed that the only option the LA would support is a governor-maintained nursery as the school does not have the premises capacity to be a 20 PAN school and a nursery.</p> <p>The LA did ask if the provision would be an all-year-round provision but it would likely be a term-time-only provision. There is also another childcare provision potentially opening on the new estates but the schools offer would be different to that.</p> <p>The IEB were asked to confirm they were in favour of continuing to explore which the IEB were.</p>	
7.9	<p>IEB action plan</p> <p>Having lost a member of the IEB, it was noted there was a need to fill the safeguarding role as well as the wellbeing role. KM will take on the safeguarding role and KB will pick up the wellbeing.</p> <p>The IEB discussed membership growth and when it would be appropriate to start the transition to a new governing board. Some potential foundation governors have been identified however any foundation appointment would need to follow the diocese process.</p> <p>It was identified that work on promoting the school needs to be an IEB priority including getting proper photographs completed and looking to revive the school's social media.</p>	
7.14	<p>AOB</p> <p><u>SALIX</u></p> <p>Following a meeting with the diocese and contractor, a date for installation is booked for the first week of the Easter holidays. The main boiler would be decommissioned but the smaller boiler would remain in place.</p> <p>Member question: During that meeting, were you able to ascertain whether due diligence has been carried out so it will heat the school? Ans. No, but it is an industrial air source heat pump and the assurance was given that it should.</p> <p>It was queried whether the installation should be delayed but it was agreed it would continue and the efficacy would be monitored.</p> <p><u>Athelstan 1100</u></p> <p>PB has met with a parent and there is a plan being put in place.</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 with 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 are 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>2nd May - TEAMS</p>	