

St Joseph's Catholic Primary School, Malmesbury



Minutes Interim Executive Board (IEB) Meeting

02/05/24

18:00 – 19:20 hrs

Minutes approved by the board on 23/05/24. Some minutes are closed others have been redacted due to their confidential nature. These are shown in italics

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

	Agenda Item	Actions
9.1	Welcome and opening prayer The Chair welcomed everyone to the meeting. PB led the opening prayer.	
9.2	Apologies Gabriella Tiley and Karen Bathe sent apologies which were accepted.	
9.3	Declaration of Interests, Gifts and Donations No declarations were made.	
9.4	Minutes and Matters Arising Minutes from 26 th April were approved and ratified during the meeting as being a true record. It was agreed all previous actions would now be closed.	
9.5	Chair's Report <u>Headteacher appointment</u>	

The chair confirmed that Paul Bacon had been appointed the new substantive headteacher from September. The IEB congratulated PB on his appointment. Karen Bathe will remain in post working alongside PB until the end of the academic year.

Interested parties such as the Local Authority and the church have been informed and positive feedback has been received.

Malmesbury Primary

The chair and PB attended a consultation meeting with Lea and Garsdon and Malmesbury Primary School with both schools bringing governor representation as well as local authority representatives, representatives from the regional director's office and the diocese.

The plan for the STEAM (Science, Technology, Engineering, Arts & Mathematics) centre is two empty classrooms rather than a laboratory type set-up. One classroom would be available to visiting schools. Two engineers would deliver STEAM centre education supported by a trained teacher from any visiting school. Access to Malmesbury primary school would be free at the point of use, however travel would be for the schools to facilitate and the impact of walking to and from the school from St Joseph's would take a total of an hour out of the school day for each visit. Representatives from St Joseph's and Lea & Garsdon suggested it would be a better proposition if it was a peripatetic STEAM centre which was based at Malmesbury Primary but travelled to the other local schools to deliver lessons rather than the other way round as that would only involve engineers moving rather than entire classes who would lose learning time while moving.

Malmesbury Primary does not want to harm the other schools by increasing PAN so it was suggested, as part of the MoU to be established by the schools, that no expansion should take place until a baseline of pupils at the other schools was agreed – for example no expansion until both had x number of pupils on roll. Based on the figures the local authority holds, there would be a significant shortfall of children to fill places and allow PAN expansion for some years. Malmesbury Primary disputes these figures and contends it has evidence to support its growth plans. That evidence has been requested.

Regional Director and Diocese meeting

The chair has met with the regional director's office representatives and the diocese where the chair explained some of the issues the IEB has faced, plans for governance in the future and some recommendations for legislative changes.

SW with a colleague has been working on a guide for IEBs and guidance for headteachers who may need support with governance.

New Board Plans

The Chair has been in contact with the diocese around the transition back to a governing board. New members of the board are being identified with

	<p>several potential foundation governors identified and some members of the IEB may wish to stay on. Parent governors will be elected in the Autumn term to allow new parents an opportunity to come forward.</p> <p>The structure was discussed with FGB and 2 committees suggested. It was noted this does impact significantly on the headteacher's workload. The chair and PB will set aside some time to complete some strategy planning for the future of governance at the school.</p> <p>Induction plans for new governors were noted and there were suggestions around paired visits and whole board training sessions.</p>	
<p>9.6</p>	<p>Headteacher's Update</p> <p>The report was circulated to the IEB and items were discussed in the relevant agenda items.</p>	
<p>9.7</p>	<p>Budget update</p> <p><u>23/24 budget</u></p> <p>The school business manager has worked with a member of the local authority accounting team to close down the end-of-year budget. The final cash flow report has been signed and circulated. It is being returned before the deadline of 31st May.</p> <p>The total rollover is £181K but this will be significantly depleted over the next 18 months despite adjustments being made to the 3-year budget.</p> <p>The narrative that sits alongside the budget report was highlighted noting where there were any variances. It was noted that the local authority agreed to write off the cost relating to two headteacher salaries.</p> <p>It was noted that the Opportunities Club was running at a small loss, this was attributed to additional salary costs for staff absence and also not running during the October half term. Breakfast Club runs at a loss generally but that is offset by revenue made by the afterschool provision.</p> <p><u>24/25 Budget</u></p> <p>The school has modelled using some assumptions which are different to normal practice for the school. The IEB was asked to consider approving the changes.</p> <p>The first change is to start charging for afterschool sports clubs which have been free until this point. This is unusual practice external providers run clubs as is the case at St Joseph's. The proposed charge would be £2.25 and is cheaper than the comparative provision.</p> <p>Member question: Will PPG children be charged for these clubs? Ans. PPG children can access a hardship fund so they are not disadvantaged and can still attend.</p>	

	<p>It was noted that the explanation to parents would need to be clear around the rationale.</p> <p>The IEB approved this proposal.</p> <p>The next change is to ask for a voluntary contribution for swimming lessons noting the cost of these and that the provision at the school goes through all year groups. The proposal is to charge £2 per week and this again is significantly less than lessons outside of school.</p> <p>Member question: Can the school ask for a contribution for swimming as it is part of the core curriculum? Ans. The provision is above and beyond the core curriculum offered.</p> <p>Members of IEB shared their concerns around the legalities of asking for voluntary contributions and if that is the route taken, how that may impact should not enough contributions to be received. The IEB acknowledged that the all-year swimming provision was a strength. Based on charging and remission DfE advice it was thought that it the charge could be made but advice would be sought to assure the IEB. It was proposed that it be made clear that if the school are not able to cover their costs then the provision would be reviewed and likely reduced to the statutory level.</p> <p>The IEB supported this proposal pending confirmation that this was legally allowed being shared by the headteacher at which point the IEB would consider full ratification.</p> <p><i>New action 020524 01 – PB to share with IEB confirmation that voluntary contributions could be asked for swimming provision.</i></p> <p>School meals need to increase by 10p to reflect the increase in school meal overheads increasing significantly. The school would also like to introduce a packed lunch option.</p> <p>The IEB approved this.</p> <p>The next proposal was around the independent peripatetic music teacher who is in school every day but does not pay the school for any use of the facilities. The school would like to introduce an operating charge which could result in lessons increasing by around £1 but they would remain lower than normal private music tuition. The IEB noted again that communication needed to be managed sympathetically.</p> <p>The IEB approved this.</p> <p>The school proposed to increase the charge for the opportunity club by 5p.</p> <p>Member question: Is that a sufficient increase? Ans. The SBM feels this would be enough.</p> <p>The IEB approved this.</p>	
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	<p>The IEB did raise how all the proposed changes would be perceived and how it would impact families. This could be mitigated by not making all changes at once and being open with parents about the school's financial situation.</p>	
9.8	<p>Electrical Safety Testing</p> <p>The five-year compliance check work will be completed over the May half-term.</p>	
9.9	<p>SALIX update</p> <p>The school currently has no heating due to the heat pump that was due to be installed over Easter being faulty and returned to the manufacturer. The boiler had to be decommissioned and the fault was only discovered afterwards. It is expected the repair will take four weeks. The school has space heaters in the meantime.</p> <p>LED lighting work will take place in August.</p> <p>The quotes for the fascia boards are now out of date and the school are going to postpone the work at the current time to focus on other priority areas.</p> <p>The School Business manager has sent specifications for battery storage but the chair has asked for quotes from other companies. The headteacher explained that it was felt a feasibility study would be more useful to understand whether batteries are needed as advice is that it would not give additional benefits versus selling additional electricity back to the national grid.</p>	
9.10	<p>Nursery</p> <p>There are no further updates from the local authority but it was suggested by the headteacher that a feasibility study and survey to understand the need is likely the next steps.</p> <p>A proposed layout and costing have been drawn up which is coming in high at around £120-£150K. There is potential for the specification to be reviewed.</p>	
9.11	<p>Staffing Matters</p> <p><i>Confidential Minute</i></p> <p>The mid-year performance management process has started alongside pupil progress meetings. Following this CPD has been planned around target setting and quality-first teaching. The school are going to draft a teaching and learning policy to support this.</p>	
9.12	<p>Risk Register</p> <p>GT had noted some presentation changes that were needed and the chair will implement them.</p>	
9.13	<p>Policies</p>	

	<p>A leave of absence policy has been written using the local authority policy.</p> <p>Member question: Does the school use the CES policies and how does this align with this? Ans. It had been agreed at the start of the year that the school would use Wiltshire Council policies as the school buys in their HR services.</p> <p>The online safety policy has been updated as well as the use of mobile devices policy in line with the acceptable use of social media staff policy.</p> <p>The admissions policy for 2025-2026 was circulated with no changes to the previous policy.</p> <p>All policies were approved.</p>	
	<p>Date of the next meeting</p> <p>Strategy 23rd May 2024</p> <p>Resources 13th June 2024</p>	