

## St Joseph's Catholic Primary School, Malmesbury



### Minutes Interim Executive Board (IEB) Meeting

23/05/24

18:00 – 19:20 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*

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

	Agenda Item	Actions						
<b>10.1</b>	<p><b>Welcome and opening prayer</b></p> <p>The Chair welcomed everyone to the meeting.</p> <p>PB led the opening prayer.</p>							
<b>10.2</b>	<p><b>Apologies</b></p> <p>Gabriella Tiley sent apologies which were accepted.</p>							
<b>10.3</b>	<p><b>Declaration of Interests, Gifts and Donations</b></p> <p>No declarations were made.</p>							
<b>10.4</b>	<p><b>Minutes and Matters Arising</b></p> <p>Minutes from 2<sup>nd</sup> May 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>020524 01</td> <td>PB to share with IEB confirmation that voluntary contributions</td> <td>Complete</td> </tr> </tbody> </table>	Item	Action	Update	020524 01	PB to share with IEB confirmation that voluntary contributions	Complete	
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	could be asked for swimming provision.	<p>PB needs to update the charging and remissions policy to reflect the government recommendations and guidance.</p> <p>In regards to charging, the school can ask for a donation as long as it is made clear that it is a voluntary donation. It was noted that the swimming offer is above and beyond what the school has to statutorily offer.</p> <p><b><i>New action 230524 01 – PB to update the charging and remissions policy and bring it back to the IEB for ratification.</i></b></p>	<b>Action:</b> PB
<b>10.5</b>	<p><b>Chair’s Report</b></p> <p>The chair has met with parish representatives who have identified some potential governors. The chair and head have subsequently met with one of the identified governors and they are keen to apply. No other applications have been received.</p> <p>Information on the headteacher appointment will be shared in the church newsletters both in Malmesbury and in Tetbury.</p> <p>Dates for the IEB parent meeting will be arranged.</p> <p><b><i>New action 230524 02 – PB to liaise with IEB around a date for the IEB parent meeting.</i></b></p>		<b>Action:</b> PB
<b>10.6</b>	<p><b>Headteacher’s Update</b></p> <p>The report was circulated to the IEB and taken as read.</p> <p><u>Safeguarding</u></p> <p>A safeguarding briefing for regular visitors has taken place with eight attendees. The school proposes to do this when required. The presentation can also be watched independently as it includes audio to guide a user through.</p> <p>The CPOMS categories have been updated and PB explained the set-up of the categories. An example report to the IEB based on the new CPOM categories. The IEB was asked to confirm it provided the information they required. The IEB felt this would be a useful report and would provide sufficient information to allow governors to provide meaningful challenges. The frequency of reporting would fit in the usual pattern of safeguarding reporting.</p>		

### School Closure

The report noted the planned closure days for the next academic year. It was also explained that the closure day after half term would focus on developing the curriculum getting staff input and looking at Terms 1 and 2. The heads have a plan for where staff will be located next academic year. The IEB were supportive of the plan.

Member question: Have these dates been shared with staff and are they aware that the October half term is not going to be two weeks? Ans. Yes, and that was confirmed a long while ago with a clear rationale for change.

### SATS

Member question: How did SATs go and were there any children not able to complete them through illness? How was the well-being of the children? Ans. One child was absent for the entire week. The registration was kept open for them and daily contact was made with the family. An agreement was drawn up around access and the tests were completed in line with the agreement. Several children had access arrangements including additional time and a prompter. On the whole, the children responded well. The school provided breakfast for all children.

The papers have been collected and the headteacher is completing the headteacher declaration to confirm the access arrangement. The headteacher confirmed that the school was not monitored but does have evidence of the procedures for administering the papers and storage.

### Residential visits

The headteacher explained the rationale for the change to residential arrangements as detailed in the report and has identified that there is a need to reevaluate the purpose and arrangements. Parents and governors would be involved in the consultation.

### Leavers

Member question: What is the reason for the year one leaver? Ans. It is relocating to another town.

### Pupil progress and SEND update

Work continues as per the report and there have been several really useful staff meetings supporting teaching and learning and SEND. The next steps were highlighted.

### Staffing

PB has met with all staff in the performance management cycle and all targets have been reviewed and they are all on track. Where there are gaps this is mainly due to staff not being given the time to carry out work needed. Targets have been updated to reflect this. ECTs continue on their development. One teacher has resigned and the school are advertising for a 0.4FTE which will combine with the 0.6FTE for a job share for one class. The interview date is the 13<sup>th</sup> of June.

	<p>Thanks were noted to Debbie Cambray-Smith for her work with the local community particularly around Athelstan 1100.</p> <p><u>School Development Plan</u></p> <p>Whilst RAG rating was provided on the inherited SDP, it was acknowledged that some items were not actioned as other areas were not captured on the plan. With some stability, there will be some areas that roll over to the next academic year.</p> <p><u>SALIX</u></p> <p>The faulty air source heat pump had been collected for re-gassing but returned without having reached Germany for repair and is awaiting collection again.</p>	
<b>10.7</b>	<p><b>Nursery update</b></p> <p>An update was provided in the headteacher report.</p>	
<b>10.8</b>	<p><b>Malmesbury Primary STEAM consultation</b></p> <p>The minutes from the meeting on the 1<sup>st</sup> May were circulated. A meeting has taken place with Lea and Garsdon which KM and PB attended along with two governors.</p> <p><i>Confidential Minute</i></p> <p><b><i>New action 230524 03 – draft response letter to be shared with the IEB once the chair has redrafted the response.</i></b></p>	<p><b>Action:</b> KM</p>
<b>10.9</b>	<p><b>Communications and promotions plan</b></p> <p>A draft plan was circulated and the IEB was supportive of the plan.</p> <p>Member question: Is there any budget to cover the filming? Ans. There is money identified for this in the budget as well as the school having a grant from the town council. Some members of the school community have contacts which could be explored noting any conflicts of interest that will need to be declared.</p>	
<b>10.10</b>	<p><b>Review IEB Action plan</b></p> <p>The action plan is progressing nicely with some actions not covered as no longer being appropriate.</p>	
<b>10.11</b>	<p><b>AOB</b></p>	
<b>10.12</b>	<p><b>Date of the next meeting</b></p> <p>13<sup>th</sup> June 2024</p>	