



Blewbury Endowed C of E Primary School

Westbrook Street, Blewbury, Didcot, Oxon. OX11 9QB

Telephone: (01235) 850411

Interim Headteacher: Miss Becky Costello BA Hons

Chair of Interim Executive Board: Mr. Kevin Moyes

Inspiring Minds Through Outstanding Opportunities

Appreciation, Community, Forgiveness and Perseverance

Minutes of the meeting of the Interim Executive Board Meeting held on Wednesday 22 October 2019 at 8.00am at the school

Present:

Kevin Moyes (**KM**) Chair
 Matt Cole (**MC**)
 Astrid Fox-Orband (**AFO**)
 Roger Murphy (**RM**)
 Ann Parham (**AP**)
 Robin Sharples (**RS**)

In Attendance:

Becky Costello (**BC**) Interim Headteacher
 Rachel Caseby (**RC**) Oxfordshire County Council
 Sharon Mullins (**SM**) ODST¹ Principal Schools
 Adviser

Clerk:

Katie Paxton (**KP**)

The meeting was quorate

<i>Item</i>	<i>Details</i>	<i>Doc Ref:</i>	<i>Action</i>
1.	Welcome and Opening Prayer RS opened the meeting in prayer.		
2.	Apologies for absence No apologies were received.		
4.	Declaration of Interests No interests were declared for this meeting.		
5.	Approval of Minutes The minutes of the meeting of the IEB held on 20 September 2019 were approved as an accurate record subject to some minor amendments.	6.1	
6.	Matters arising not covered on the agenda None other than those covered elsewhere on the agenda. The minutes of the May 2019 meeting would be corrected.		
7.	Headteacher Report The report had been uploaded to GovernorHub. What interventions were being used for SEN pupils? There were a range including yoga, New Reading and Thinking and class-based intervention. AFO had met with the SENCo and discussed how pupils were assessed to establish whether they had an SEND need or were behind because of	7.1	

inadequate teaching. The first data drop would take place the following week, after which pupils would be assessed to see if interventions were required.

An analysis of KS2 results had been undertaken to identify key areas for maths and literacy support.

All staff were trained to use Reciprocal Reading, a programme offering a structured approach to learning. It had been highlighted by EEF² as an effective intervention though it did not teach inference. Reading was a significant focus as pupils were unable to access other things offered in the curriculum if they were unable to read.

Staff hours audit

78 hours was too high. What was being done about that member of staff?

The individual concerned was BC and she felt that it reflected the reality of being a headteacher in a school in Special Measures. She was good at mindfulness and meditation and made time for family. She had been directed to a course that could offer some useful tips.

The IEB expressed concern for BC's health and wellbeing and stressed that she should contact the IEB for support at any time.

The audit would be repeated when the school was more settled and now that there was a bursar in place.

Exclusions and attendance

One pupil was getting to the point of refusing to come to school. A contract had been agreed with the parents, since which time the pupil had been in school every day.

Had the school worked with the attendance officer?

The attendance officer was quite new and had not yet worked with the school.

A newsletter with information about attendance had been prepared along with letters for parents so that they knew about their child's attendance.

The holiday form had been changed so that it did not suggest that the school supported term-time holidays.

Review of job shares

BC was going into classrooms every day and no concerns were evident. The IEB acknowledged that it was not appropriate to look at the performance of individual teachers.

Did the results of pupils in job share classes match their peers?

Job share teachers had the same performance management objectives as other teachers which meant that pupils in their classes could benefit. BC would analyse the assessment data the following week to compare with other classes.

Progress in implementing target tracker

The Headteacher of Northbourne School had explained how they used the system. It allowed teachers to see what had been taught and where

² Education Endowment Foundation

	<p>there were gaps which was useful for planning.</p> <p>What was the benefit for governors? It would be possible to present the data for governors. A short presentation on what it was and how it worked would be included at the next IEB meeting.</p> <p>AP would work with BC to ensure that what came before the IEB was in an understandable form for governors.</p> <p><i>Contingency planning for pupil number reductions</i></p> <p>The school would remain as five classes. OCC had been asking about spaces so further pupils may be allocated.</p> <p>Governors understood that there was a pupil transferring to another school. Was that pupil included? This pupil had not been included in the figures provided.</p> <p>What budgetary implication did the reduction in pupil numbers have? The bursar was still working on the budget. It had not been possible to meet the deadline for submission of the budget by the end of September as there had been no bursar in place. Someone from ODST had been invited to come in to provide support.</p> <p>What was happening about anti-bullying? At the present time, some Year 5 and 6 pupils were offering to go outside to be playground friends. Training to establish anti-bullying ambassadors would be coming to the school and it was hoped that more pupils could be trained as a result.</p> <p>What was the position regarding the School Council? There was a lot happening. Pupils were going to get involved helping with the safeguarding role. They were also running a tuckshop and developing a nature club for pupils.</p> <p><i>Residential trip plans</i></p> <p>A document setting out all the trips was being prepared and bookings for the two-year cycle had started. Identification of the benefits that pupils would gain from trips and why the school valued these opportunities was incorporated in the document. The lead would be invited to the next IEB meeting to discuss.</p> <p>Was there any feedback from parents in terms of their general mood? There had been little feedback. Parents had been very quiet after the latest report though one parent, who had previously said they had no confidence in the school, had said that they were happy with it.</p> <p>Was the complaint, the same one previously mentioned? Yes, it had not yet been resolved and was going onto another stage of the process.</p> <p>It was noted that a member of the IEB had emailed about a potential safeguarding issue which had now been followed up.</p>		<p>BC</p> <p>BC AP</p> <p>BC</p>
8.	<p>School Improvement Plan (SIP) – updates since last meeting</p> <p>Any Note of Visit providing external evidence was reflected in the SIP.</p>		

	<p>Data would be available for the next IEB meeting.</p> <p>Would the format of the SIP and the way it was done stay the same when school joined ODST?</p> <p>ODST did not impose plans or formats so it would not need to change.</p> <p>It was noted that the SIP was a working document and, as such, was not written with the IEB in mind.</p> <p>RC would provide a list of acronyms.</p>				RC
9.	<p>Governor updates since the last meeting</p> <p>It was felt that it was useful to have a governor presence to develop professionalism.</p> <p>The school was moving forward especially in maths though there was some inconsistency across classrooms.</p> <p>There had been a learning walk on the deployment of TAs³. An improvement was evident from six months ago. All pupils were on task. Some TAs were seen to be very hands-on doing numeracy and were particularly strong in Da Vinci class. Multi-sensory approaches were being used. It was not possible to tell in any class which pupils had SEND or see who was struggling which was a significant improvement from the previous learning walk.</p> <p>SM had visited the school in June 2019 and more recently and the difference was tremendous; it did not feel like a school in Special Measures. There was now noticeable productivity with pupils engaged and learning; when asked what they were doing, all could respond. Staff seemed happier and less stressed. The Ofsted inspector had also noticed.</p> <p>The school was making progress. However, the Ofsted visit was a monitoring visit and not a re-inspection. The school would be joining ODST which was considered to be a partnership by the trust. Little was expected to change regarding ways of working.</p> <p><i>Ofsted Letter</i></p> <p>Ofsted had been pleased with the progress made. Action points would flow into the improvement plan.</p> <p>There had been some concern about policies not being covered by some staff. There was a need for more to be done on induction. An induction handbook had now been written and shared with staff.</p> <p><i>Analysis of Year 6 Outcome Data</i></p> <p>Progress data was very pleasing.</p> <p>Across the group of 26 children, progress scores were average.</p> <p>Boys reading progress seemed high. This was skewed by one pupil who had started very low, had lots of interventions and made extremely good progress. It did not indicate a pattern or trend.</p> <p>There was still an issue with performance of Pupil Premium pupils. The focus was now on quality teaching for those pupils and what they were doing in class. Some Pupil Premium funding would be invested in</p>	9.1 9.2 9.3 9.4			9.5 9.6

³ Teaching Assistant

	<p>Vocabulary Builder.</p> <p>There was some confusion in teacher subject knowledge for maths. It was noted that pupils were taught a non-standard way of doing multiplication using the grid method. Whilst it was important to do that stage of learning, pupils needed to move to the next stage which was quicker and would enable them to get through the test paper. Teaching had not moved with the new curriculum in terms of calculation and the level of calculation required especially in multiplication.</p> <p><i>Academisation Update</i></p> <p>ODST were meeting the school team over half term to ensure that all was on track.</p> <p><i>ODST Conditions Report</i></p> <p>The Condition survey had indicated that the roof would need replacement within five years. It was already leaking though this was unlikely to make a difference to conversion.</p> <p>Would a possible general election delay the transfer to ODST?</p> <p>As the Academy Order had been signed, the transfer would go ahead on schedule.</p> <p>The conditions report had not yet been received.</p>	9.12	
9.00am SM left the meeting			
	<p><i>Finance and Staffing</i></p> <p>There was now a bursar in place for two days a week, shared with another ODST school, Northbourne. She was very good and knew ODST systems and processes. The partnership with Northbourne seemed to be very productive; the schools were also paired through the Didcot Area Partnership.</p> <p><i>Inclusion</i></p> <p>AFO had visited to meet with the SENCo twice and had been impressed with the systems. All pupils now had an SEND folder.</p> <p>Every parent of a SEND child had been invited to a meeting to discuss their difficulties. This would be done after each data drop.</p> <p>Systems were in place for statutory reviews. The provision map depended on the interventions chosen and put in place.</p> <p>They had also discussed identification of SEND pupils. There were slightly more pupils on the Register but quality first teaching could close the gap for some rather than the pupil having an ongoing SEND need.</p> <p>The SENCo was working hard with the new inclusion consultant and gaining a lot from it. The SENCo felt that the balance of her time between the SENCo, safeguarding roles and time in the classroom was about right.</p> <p>Regular meetings were now held with TAs who felt included in classroom life. AFO had seen evidence on a learning walk. They were very hands-on and purposeful.</p> <p>Were files being set up for every SEND pupil?</p> <p>The school had now subscribed to the electronic system CPOMS. Details would start to be uploaded over half term. The system should</p>	9.7	

	<p>make it less time consuming and make information gathering easier.</p> <p><i>SEN Information Report for Parents</i></p> <p>There were now two documents as required including the SEN statutory report. The IEB approved the report.</p> <p><i>SEN Statutory Report</i></p> <p>The IEB approved the Report which could be uploaded to the website.</p> <p><i>Premises</i></p> <p><i>Health and Safety</i></p> <p>A lot of work had been put in by the school and a lot of items on the action plan had been done. It was felt that the form was misleading and there was no need to indicate progress made but purely reflect the current situation. MC and RS would discuss with the Health and Safety executive lead.</p> <p>There were two significant issues:</p> <ul style="list-style-type: none"> • Cleaning materials were currently stored in the toilet. • Access to the disabled toilet was a major problem and there was no disabled parking bay. The school was not set up for anyone with access needs. <p>Although ODST would not take action until after conversion on 1 December 2019, RS would start the process to support action.</p> <p>The fire drill had been fascinating and made it clear that the protocol was based on the assumption that the fire was small otherwise pupils were trapped on the playground. It was understood that the evacuation pattern had been put into the Critical Incident Policy. This required review.</p> <p>BC and RS were doing the swimming checklist which would be brought to the next IEB meeting.</p> <p>Roof leaks would need to be dealt with. They were not clean, were a slip hazard and presented a Health and Safety issue.</p> <p>Routers had been positioned on the hot water tank. Someone had attended to move them. They would also remove some of the power sources and install a vent in the door.</p> <p><i>Community</i></p> <p>A communication had been sent to the community.</p>	<p>9.8</p> <p>9.9</p> <p>9.10</p> <p>9.11</p>	<p>RS</p> <p>BC</p> <p>BC</p> <p>RS</p>
<p>11.</p>	<p>Safeguarding including bullying and racist incidents since last meeting</p> <p>There had been one incident.</p> <p>There were some pupils on Child Protection that were monitored.</p> <p>BC met weekly with the safeguarding lead.</p> <p>CPOMS would help track and log safeguarding concerns; it was more transparent and saved time.</p> <p><i>Update on Safeguarding Audit Actions</i></p> <p>Ongoing monitoring was outstanding; a re-audit would take place in</p>		

	<p>December 2019 which would provide more information.</p> <p>The school had contacted LADO⁴ on a couple of occasions to query the threshold for people volunteering. One person was coming from abroad to work shadow and LADO recommended undertaking a risk assessment for them. Three people had gone on a trip that day who were not safeguarding trained. They were risk assessed and with an adult who was fully trained.</p> <p>Were there any incidents of bullying and racist incidents since last meeting?</p> <p>There had been none.</p> <p><i>Governor Safeguarding Quiz</i></p> <p>AP would provide the Safeguarding Quiz for next IEB meeting.</p>	11.2	AP
12.	<p>Health and Safety Incidents Since Last meeting – including pupil minor incident reporting</p> <p>There had been one incident that took place on the bark area. It had been there a long time without being an issue; despite being a complete accident, the way that pupils played in that area had been changed. Someone was coming to school to look at the playground. The incident had been followed up correctly; there may be more actions and further training of staff required.</p>		
13.	<p>SIAMS⁵</p> <p>There was some confusion over whether the school had been offered a review of its Christian character by the Diocese. RS would investigate what was possible.</p> <p>No communication had been received from ODST regarding governance arrangements. KM would contact ODST for an update.</p> <p>Vision would need to be looked at soon which would be lived in the school and key to all activity.</p> <p>A presentation of SIAMS would be given at the next IEB meeting.</p>		RS KM RS
14.	<p>GDPR⁶</p> <p>There had been no reportable data breaches since the last IEB meeting.</p> <p>Consideration was being given to having folders in the meeting room that needed to be removed as well as staff leaving screens on when they moved from their desks.</p> <p>Efforts were being made to meet with the GDPR providers.</p> <p>The ODST DPO service was being explored as part of the transition process. It was thought that it could save money and provide a local solution that would be on hand to manage GDPR.</p>		
15.	<p>Governor Business and Communications</p> <p><i>Governor Monitoring Schedule</i></p> <p>Updates should be sent to KM.</p>	15.1	Lead

⁴ Local Authority Designated Officer

⁵ Statutory Inspection of Anglican and Methodist Schools

⁶ General Data Protection Regulation

	<p><i>External Review of Governance (ERG) – Update</i></p> <p>KM had spoken with the OCC Head of Service (School Improvement & Learning). Undertaking an ERG was on the statement of action for the local authority. It was queried whether this was an appropriate time to undertake it. The IEB had a particular role in moving forward governance and the ERG offered an opportunity to look at practice.</p> <p>It was not known what ODST were intending to do on conversion. The role of the IEB ceased on conversion in December 2019 and be replaced by an IAC⁷; normal governance with an LGB⁸ would be put in place in the summer of 2020. Further clarity was required.</p> <p><i>Updates from the Chair</i></p> <p>KM had been working on joining ODST and supporting BC.</p> <p>The complaint had been investigated and his role in it was now coming to an end.</p> <p>He dealt with emails but had seen a reduction in the number received from parents. Most now emailed the Headteacher initially, following the right process.</p> <p>MC and RM were now leading on promotion of use of the school hall. It was noted that fundraising was taking place to update the village hall and it was poor timing in terms of community relations. There may be potential to get some rentals from hall users whilst it was out of action which could be up to nine months. It was further noted that there would be implications for the school not being able to use the village hall.</p> <p>It was disappointing that the Oxford Mail journalist had not contacted the school for a quote in connection with the Ofsted letter. How could this be better managed in future?</p> <p>Quotes had been taken from the newsletter so that the school did not have control of the message. The IEB felt that it was necessary to be more proactive in future, sending press releases as appropriate with contact details. A press release would be prepared in anticipation of joining ODST on 1 December 2019 for approval by the IEB. Consideration would also be given to an appropriate celebration event to invite parents and the wider community to.</p> <p>It was suggested that the IEB had not been involved in the communication sent out to parents from the Chair following the Ofsted letter. The Chair agreed to keep IEB members up-to-date on progress and events between meetings with a notification on GovernorHub.</p> <p>A communication plan would be prepared for the next few months including a message to go out after each IEB meeting.</p> <p>The IEB was pleased to note that there had been no lunchtime incidents as a result of the changed culture in school.</p>		<p>MC RM BC</p> <p>KM MC RM KM</p>
16.	<p>Governor Training Update</p> <p>AP had attended the OGA⁹ Open Meeting on Vision, Culture and Strategy. It was noted that they held free to attend events.</p>	16.1	

⁷ Interim academy committee

⁸ Local Governing Body

⁹ Oxfordshire Governors' Association

	<p>AP had attended complaints training.</p> <p>A list of training completed by governors would be requested from OCC Governor Services.</p> <p>MC was booked to attend face-to-face induction training on 7 December 2019. It was not clear whether the school had subscribed for OCC buy back for training services; KM would check.</p>		<p>KM</p> <p>KM</p>
17.	<p>Policies Review/ for approval (as per policy schedule):</p> <p><i>Updated Policy Schedule</i></p> <p>Governor Leads should check details on the updated Policy Schedule.</p> <p>It was noted that OCC recommended that only statutory policies were uploaded to the website. It was agreed that policies would be uploaded to a policy area on GovernorHub.</p> <p><i>Health and Safety Policy</i></p> <p>The IEB made a number of amendments:</p> <p>Consistent names would be used throughout the Policy, conveying a sense of formality.</p> <p>Page 6: not all hazardous products were kept in their original container but were labeled and decanted. The Policy would be amended accordingly.</p> <p>6.2 Water risk was completed on December 2017.</p> <p>There was some asbestos in the school, the location of which was known.</p> <p>References to oxygen cylinders and wheelchairs would be removed. There was a designated space. 7.4 would be amended to state that staff would be trained 'where appropriate'.</p> <p>10: There was no mention of training under 'manual handling' which covered all staff.</p> <p>18.3: parents were notified. The clause should be amended to include head bump letters.</p> <p>Was there a pro forma for risk assessment by contractors?</p> <p>One was now in place.</p> <p>The reference to spitting would be removed.</p> <p>The IEB approved and adopted the Policy.</p> <p><i>Safeguarding Policy (new model policy)</i></p> <p>The IEB approved and adopted the Policy.</p> <p><i>Lock Down Policy</i></p> <p>The IEB were keen that the Policy be practiced with pupils and staff; this was planned for the next term. Scenarios had been discussed with staff.</p>	<p>17.1</p> <p>17.2</p> <p>17.3</p>	<p>Lead</p>
18.	<p>Items for next agenda (in addition to actions)</p> <p>Asset Management Plan – BC</p> <p>Governor Role in New SIAMS Schedule - RS</p> <p>Receive safeguarding Self-Audit form and complete annual report including anti-bullying appendix by end of the year – BC (note delay due</p>		

	to OCC releasing documents) Website Audit – KM Budget – the new bursar would be invited to attend Communication plan – MC and RM		
18.	Future meetings: <ul style="list-style-type: none"> • 18/11/2019 - 8.00am • 16/12/2019 - 6.30pm • 20/01/2020 - 9.30am • 12/02/2020 - 9.30am • 16/03/2020 - 9.30am • 22/04/2020 - 9.30am • 20/05/2020 - 9.30am • 17/06/2020 - 9.30am • 13/07/2020 - 9.30am 		

The meeting closed at 10.26am

