



Blewbury Endowed C of E Primary School

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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 Monday 20 May 2019 at 6.30pm 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

Clerk:

Katie Paxton-Doggett (**KPD**)

The meeting was quorate

<i>Item</i>	<i>Details</i>	<i>Doc Ref:</i>	<i>Action</i>
1.	<p>Welcome and Opening Prayer</p> <p>KM welcomed governors to the first IEB reminded them of their roles and ways of working which included reading all documentation and providing any spelling or grammar comments prior to meetings. The IEB was in place to support and challenge BC in her leadership capacity and to work with her for the good of pupils in the school.</p> <p>Members of the IEB committed to deliver on their actions, compliant with governance and best practice. The IEB would move at pace to bring about rapid improvement.</p> <p>RM opened the meeting in prayer.</p>		
2.	<p>Apologies for absence</p> <p>There were none.</p>		
3.	<p>Urgent additional items not covered elsewhere on the agenda</p> <p>It was noted that there had been a data breach by Ofsted in sharing the unpublished Ofsted report with the previous Chair of Governors.</p> <p>The letter from the previous Chair of Governors had been shared with members of the IEB. KM had also spoken with him earlier that day to get his thoughts and inputs.</p>		
4.	<p>Declaration of Interests</p> <p>None were declared for this meeting.</p>	4.1	
<i>RS joined the meeting.</i>			

<p>5.</p>	<p>Headteacher Report</p> <p>The report had been uploaded to GovernorHub.</p> <p>It was noted that the amount of feedback initially had been slightly overwhelming for the school to manage.</p> <p>Although the school was not where it should be, there had been a lot of changes and a great deal of positive improvement. The biggest was around changes at lunchtime and feedback received through pupil conferencing reflected the impact. A system was being found for monitoring incidents more rigorously.</p> <p>The maths book scrutiny had shown that in most areas, work was pitched at the right level.</p> <p>There was an expectation that learning objectives be shared and understood by pupils and there was some evidence that pupils were able to talk about what they were learning and not just what they were doing. However, there was still inconsistency.</p> <p>The definition of a learning journey would differ according to the subject. For example, for writing the learning objective would be to write a newspaper report and the journey would involve exploring what that might involve and exploring all elements in an age appropriate way. It should be engaging and informative.</p> <p>Diocesan School Link Adviser, Chris Price-Smith, would come in on Friday to do a behaviour learning walk.</p> <p>The database had been developed in house; it was being used to collect data to identify the steps of progress made. Staff training was still required to ensure that data was accurate. A headteacher from another school providing support had moderated a sample of maths books against her own school but a wider pool was required and efforts would be made to moderate outside the partnership.</p> <p>A very rigorous approach to consistent lateness and absence had been adopted, with all lateness recorded even if it was only by one minute. There had been contracts with two families prior to Ofsted and consideration would be given to additional contracts. Further communication about the importance of attendance would be included in newsletters.</p> <p>Home-school link workers were used but there was not a lot of time allocated.</p> <p>Members of the IEB noted that incidents at lunchtime had reduced from 12 to four over the two-week periods. A number of changes had contributed to this. Pupils were no longer allowed to move freely in the corridor and there was now a single point of access. A first aid base had been set up outside so that an adult did not need to go inside to deal with an injury. Lunches had been moved into the hall and everyone was eating together, including adults, which resulted in a calmer atmosphere. TAs were now supervising two areas over lunchtime periods.</p> <p>It was also now clearer that times such as collective worship should be calm.</p> <p>The tables of comparative data were drawn from the previous year's data. It was predicted that a combined measure of 53% was possible. It had been a weaker cohort historically. Progress in the last year had</p>	<p>7.1-7.7</p>	
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been -2.2 in maths and was hoped to be 0 for this year showing an improvement.

KS2 SATs had just taken place. There was a high level of SEN in the cohort and access arrangements were in place for all relevant pupils giving them the best chance; this included a scribe, readers and extra time. All pupils had finished and seemed very positive. Pupils had a snack before tests and various mindfulness techniques and other support was put in place to ensure that it remained calm and focused. SATs had not been monitored. In future, it would also be good for a governor to undertake a monitoring visit to witness the way that the SATs were conducted.

The incident identified under behaviour and safeguarding related to a pupil who had climbed the fence and gone to their grandparents' house. It had taken place prior to the Ofsted inspection. Measures had been put in place to stop this happening again and gates were now locked and closed during the school day.

There were also more adults on playground duty. Older pupils were being chosen to be buddies; it was hoped that younger children would change their behaviour based on their older peers and the older ones loved having the responsibility. An update sheet had been prepared on what to watch for and had been put onto the back of the toilet door.

There were a few instances where pupils' names had been included in papers presented to the IEB and these should be anonymised in future.

CPOMS was being purchased to improve safeguarding measures. It could only be accessed by key staff who would be able to immediately access all records. There were other schools in the partnership that were also looking to get CPOMS and it may be possible to liaise with them to see if it was possible to get a discount.

It was important that pupils had ownership of what they were doing. There were now higher expectations in the presentation in books; a line had been drawn physically in books so that it should be possible to see the difference.

BC was holding staff to account quite closely at the moment in terms of their performance targets.

Consideration would be given to how to handle SATs results; unverified results would be known on 9 July. The information would be included in pupils' end of year reports as well as being uploaded to the website in due course.

IEB members agreed that a lot had been actioned and improved and the IEB was now in a position to identify the top priorities to focus on.

Data was presented in line with how it had been requested for the recent meeting with OCC. It would be useful to have a commentary and graphs to illustrate. For future meetings, questions would be posed by IEB members prior to the meeting to give BC time to consider and obtain further information if necessary.

It was noted that at the present time BC was the only member of the senior leadership team (SLT), although the intention was to reinstate an SLT in due course.

<p>6.</p>	<p>School Self Evaluation Form (SEF) – updates since last meeting</p> <p>The SEF had largely been taken from the areas for improvement identified in the Ofsted report. Previously, the SEF had been based on the incorrect grade descriptors for Requires Improvement.</p> <p>Further areas were included specific to the school which identified what was good and unique.</p> <p>BC had compiled the SEF. Going forward it should be more of a shared document. It was suggested that it be reviewed and updated five times per year</p> <p>Evidence would need to be captured of all the things that were happening to move the school forward.</p> <p>The IEB recognized the importance of maintaining the motivation of BC and the staff.</p>	<p>8.1</p>	
<p>7.</p>	<p>School Development Plan (SDP) - updates since last meeting</p> <p>BC had agreed for her targets to be shared as well as the two-week action plans. The action plans were moving things forward. It was agreed that two two-week action plans would be done followed by a two-week consolidation period before a review linked to the SEF.</p> <p>A full SDP should be created for September 2019 and there were a number of areas that would need to be included:</p> <ul style="list-style-type: none"> • Safeguarding <p>The safeguarding culture needed to be embedded; this linked back to the vision and ethos of the school. It was felt that the Ofsted report had contributed to incorrect labelling of various incidents as safeguarding when some of these were either health and safety or normal things that happen in any school. Communication internally and externally would be key. Trust would take time to re-establish with parents and the community and would involve education and communication.</p> <ul style="list-style-type: none"> • Teaching and Learning <p>Staffing would be a high priority as there had been issues that had been of concern for some time.</p> <p>Quality first teaching to include Pupil Premium (PP) and SEND¹ pupils.</p> <ul style="list-style-type: none"> • Community Engagement. • Behaviour <p>There were not a lot of high-level behaviour incidents. The school had one pupil that the DEN² had refused to accept as they were regarded as too high level, but their behaviour was not a problem. Low level disruption came from teaching not being pitched correctly. The Behaviour Policy needed to be reviewed and relaunched and practices used consistently. It was based on building good behaviour for learning and not just ensuring that pupils behaved when adults were watching or supervising. Further staff training would be</p>	<p>9.1-9.7</p>	

¹ Special Educational Needs and Disabilities

² Didcot Early Nurture Centre

	<p>required.</p> <p>The Behaviour Policy sat alongside approaches to emotional literacy. It was noted that there were a number of SEMH³ pupils who would not follow instructions if they were not emotionally in the right place. There had been a move away from reward charts which appeared to reward disruptive pupils.</p> <p>All levels of staff and volunteers were buying into the new approaches. Lunchtime staff were now explaining the impact of their actions to pupils rather than simply telling them off. However, not all staff had been re-trained and this would take place during the next two-week period. Processes would only work if everyone committed to it and action was consistent.</p> <ul style="list-style-type: none"> • Christian Distinctiveness, Ethos and Values • Wellbeing (staff and Pupils) • Finance and Staffing 		
8.	<p>Governor Updates Since last meeting</p> <p>KM had visited the school. Pupils were happy and confident; they knew what to do if something happened and did not want to change anything. There was not currently a school council, though there had been in the past.</p> <p>Roles for next year were being considered: it was not possible to carry out the EYFS⁴ Coordinator role alongside other roles. There had been improvement in Foundation Stage.</p> <p>The IEB noted how much progress had already been made.</p> <p>The IEB noted the contradiction between the Safeguarding Audit and SFVS⁵. The comment on SFVS reflected the failure of the culture in the school and the lack of safeguarding awareness. KM has fed this back to the LA.</p> <p>A lot of new policies and documents had been generated and it would be necessary to have a strategy around how these would be shared and disseminated with staff. It was noted that a number of the new policies were very similar to existing policies.</p> <p>Monitoring Reports and External notes of Visit</p> <p>Notes of visits to EYFS and pupil interviews had been uploaded to GovernorHub. EYFS was looking much better and a number of built items had been installed.</p> <p>One area of concern was how PP funding was being spent and evidence of impact. An external review was due to take place on 11 June 2019.</p> <p>Impact of PE and Sports funding was also not detailed enough.</p> <p>Equality Objectives had been uploaded to GovernorHub. It was felt that these could be more appropriate from a church school perspective and would be reviewed again in due course. Governors approved these.</p>	<p>10.1-10.2</p> <p>10.7-11.1</p> <p>10.16</p> <p>10.8-10.13</p> <p>10.14</p> <p>10.15</p> <p>10.17</p>	

³ Social, emotional and mental health

⁴ Early Years Foundation Stage

⁵ Schools Financial Value Standard

9.	<p>Safeguarding including bullying and racist incidents since last meeting</p> <p>There had been one safeguarding incident since the Ofsted inspection. It had been reported to LADO but they had confirmed that there was no risk of harm.</p> <p>Staff had been checking regularly with LADO around issues that arose. There had been an inconsistent pattern of reporting to LADO in the past. The IEB noted that Ofsted had picked up a specific case that had not been reported which should have been.</p> <p>There had been no bullying or racist incidents since the Ofsted inspection.</p> <p>Safeguarding Audit Action update</p> <p>It was noted that for the second audit BC received an email summary and not a full report.</p> <p>Site security had been fixed or risk assessed. The process for entering the building was now compliant. Lanyards had not yet arrived.</p> <p>Supervision on the playground had been addressed.</p> <p>The child protection folders were in order.</p> <p>There were still a few historical gaps on the SCR⁶ for people who had volunteered to be host families for visiting pupils in the past. Acceptable users policies had been sent to parents for signing. A quiz was planned to verify that staff had read and understood policies.</p> <p>The bursar was booked to attend safer recruitment training. There were two new staff, one cleaner and one lunchtime supervisor.</p> <p>The power socket had been fixed.</p>	11.1	
10.	<p>Health and Safety Incidents Since Last meeting – including pupil minor incident reporting</p> <p>A pupil had injured themselves on a fence. It had been mended following recommendation but was not high enough to prevent a child getting over. At the time there was a member of staff nearby but they were dealing with something else and did not see. New Shrubbery was now so dense that it was not possible to climb on the fence. The situation was being monitored. Staff were also being trained about where to stand and ensuring that they scanned all play areas.</p> <p>Update on Health and Safety Audit Actions</p> <p>Two parents with health and safety expertise were providing support.</p> <p>The OCC Health and Safety Audit contradicted the Ofsted report regarding the number of points of entry to the site. The OCC Audit had stated that there was a single point of entry when, in fact, there were multiple points of entry and instances of parents coming into school during the day. KM has fed this back to the LA.</p>	12.1-12.3	

⁶ Single Central Register

	There had been an incident between two parents. They had been invited in for peaceful problem solving and had been informed that any communication between them should come through the school.		
11.	<p>SIAMs⁷/Christian Distinctiveness</p> <p>A staff meeting was due to take place on 12 June 2019.</p> <p>There was a new SIAMS framework based around vision and values. As work was required around the vision for the school first, the IEB agreed that the focus on SIAMS was not an immediate priority. Work on the vision would consider the nature of the school as a church school and have SIAMS expectations in the background. In addition, a multi-academy trust would soon be working with the school and so would need an input. It was a good opportunity to bring the community together to work on aligning the school vision for the future; a meaningful and realistic timetable would need to be set.</p> <p>A number of issues around collective worship had been raised prior to the Ofsted inspection. A Diocesan advisor would be engaged to come in to lead a session on RE⁸ for staff.</p>	13.1	
7.58pm Ruth Short, Bursar, joined the meeting			
12.	<p>Finance</p> <p>Two budgets were presented in respect of Erasmus and the school.</p> <p>There were two Erasmus projects running which would have reduced to zero by the end of the next financial year. During most of that period it would be in credit. There was a small amount of known staffing costs associated with Erasmus. The final tranche of funding amounting to around 30% would be paid in the next financial year. There was a small risk that the remaining funding would not be paid if the criteria was not met or if expenditure could not be evidenced.</p> <p>Under the new arrangements, the bursar was more involved with the paperwork and questioned the details more.</p> <p>The teaching staff contract was due to expire in August next year. It would be necessary to discuss the boundaries of the work and handover. KM would meet with the member of staff to discuss details including processes around procedure.</p> <p><i>The IEB approved the Erasmus budget.</i></p> <p>A high-level summary and details of the Blewbury School budget 2019-20 was tabled. £904,000 had been budgeted for year-end but an underspend of £600 was now projected. £2,900 had been brought forward so that carry forward into 2020 would now amount to £3,500.</p> <p>The budget included a lot of estimates including SEND funding: if EHCP⁹s were not granted that this would not all be received. It was noted that additional funding lasted for six months and was rarely extended.</p>	10.3-10.7	KM

⁷ Statutory Inspection of Anglican and Methodist Schools

⁸ Religious education

⁹ Education, Health and Care Plan

	<p>Last year £12,000 had been budgeted for income from fund raising but this had been reduced to £5,000 which was felt to be more realistic going forward. Fundraising came from various activities including the 100 Club and running the bar and barbeque at local events and is extremely valuable to the school.</p> <p>Insurance arrangements and other regular purchasing arrangements are reviewed. There was a good network of colleagues in other DAP schools that shared details of value for money arrangements.</p> <p>Staffing costs were high. It was hoped that one-to-one arrangements would be backed by EHCPs.</p> <p>Only eight pupils were confirmed for September intake for Reception. No pupils have been withdrawn from the school at this stage which is positive. It was noted that it was also a low birth year.</p> <p>Work had started on modelling class arrangements.</p> <p>Comparisons had not been done with other schools as the three budgets had merged into one: school, Erasmus and Didcot Area Partnership (DAP). This made bought-in services high, eg £70,000 for the educational psychologist. In future, DAP would not come through the school.</p> <p>The IEB approved the budgets.</p>		
Ruth Short left the meeting			
13.	<p>Academisation</p> <p>The local authority was the lead on academization and would liaise with the Regional Schools Commissioner's (RSC) office.</p> <p>The Chief Executive with a colleague from an academy provider had come to visit the school that day. They had walked around asking general questions relating to building, staffing and pupils and were interested in what to put in the application to the RSC. It was noted that a local resident in the village was Vice Chair of the multi-academy trust.</p> <p>It was understood that there were two multi-academy trusts that were being considered as sponsor.</p> <p>It would be difficult for the local community to accept academization without consultation but the IEB would do all possible to ensure they are fully up to date with the process and feel part of it.</p> <p>Members of the IEB noted that it was essential that their focus remained on school improvement.</p>	14.3	
14.	<p>Governor Business and Communications</p> <p>Communications with the parents and the community had been shared with the IEB.</p> <p>Attendance at the meeting with the community had been excellent. Parents were encouraged to feedback concerns and to complete the questionnaire which was similar to the Ofsted questions but not identical.</p> <p>The GDPR¹⁰ Privacy Notice needed to be uploaded to the website.</p>	14.1- 14.2 15.1, 15.2, 15.2.1 15.3 15.4 15.6	BC

¹⁰ General Data Protection Regulation

	<p>It was felt that parents of new pupils would need reassurance more than those with any with children in the school and they needed to be included in all communication.</p> <p>It was felt that a written statement should be prepared and held on file in case an approach was received from the press. It should be no more than one side of A4 and set out what had been found and what was being done to address it. KM would contact OCC and the Diocese to prepare a statement.</p> <p>All members of the IEB had signed the Code of Conduct.</p> <p>The Statement of Intent of Dedicated Headteacher Time was approved and noted that the times could be changed if needed.</p> <p>Members of the IEB approved the Lead governor roles and Terms of Reference that had been circulated and roles were allocated:</p> <ul style="list-style-type: none"> • Community Engagement: RS with support from MC • Learning and Teaching: AP with support from AFO • Inclusion: AFO • SIAMs: RS • Health and Safety: RS with support from MC • Whistleblowing: KM • Safeguarding: KM • Finance and Staffing: KM 	<p>15.11</p> <p>15.12-15.20</p>	<p>KM</p>
<p>15.</p>	<p>Governor Training Update</p> <p>All members of the IEB had completed new governor documents. All were required to undertake induction, safeguarding and Prevent training.</p> <p>Safer recruitment training had been done by BC, KM, AP (about to renew) and RS.</p>	<p>16.1-16.5</p>	
<p>16.</p>	<p>Policies Review/ for approval (as per policy schedule):</p> <p>Various policies had been uploaded to GovernorHub: Governor Induction, Governor Visits, Governors Expenses and Governor Monitoring Reports. The IEB approved and adopted all policies.</p> <p>It was agreed that the SIAMS Policy would not be considered at the present time.</p> <p>Members of the IEB agreed that following any monitoring visit they would complete a Governor Monitoring Report which would be sent to BC who would share with the relevant member of staff prior to forwarding to KM for inclusion in the next meeting.</p> <p>Members of the IEB would look at the policies relevant to their area.</p> <p>A schedule for visits would be prepared.</p> <p>The previous Governing Board had looked at the Safeguarding Policy following the Ofsted inspection and had given detailed feedback.</p> <p>The complaints procedure was based on the DfE model policy. It set out deadlines for receiving and clarifying a complaint before setting a five-day period to follow up. It also provided helpful distinction between concerns and complaints. Governors approved this.</p>	<p>17.1-17.12</p>	<p>ALL</p> <p>ALL KM/ BC</p>

