



Blewbury Endowed C of E Primary School

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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 Friday 20 September 2019 at 9.30pm at the school

Present:

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

In Attendance:

Becky Costello (**BC**) Interim Headteacher
 Rachel Caseby (**RC**) Oxfordshire County Council
 Sara Lawrence (**SL**) ODST

Apologies

Robin Sharples (**RS**)

Clerk:

Katie Paxton-Doggett (**KPD**)

The meeting was quorate

Prior to the meeting, safeguarding training was undertaken by members of the IEB covering the Governor role in safeguarding, Governor monitoring, advice and techniques when speaking to children.

Item	Details	Doc Ref:	Action
1.	<p>Welcome and Opening Prayer</p> <p>KM opened the meeting in prayer.</p>		
	<p>Training session</p> <p>IEB members participated in training on the purpose and use of monitoring.</p> <p>It was noted that the IDSR would be removed from ASP; BC would take copies of the IDSR for the last couple of years. IEB members/governors would ensure that they got access to IDSR.</p> <p>IEB members felt that it would be useful to get Target Tracker which was used by ODST; this could be used to show pupil progress more clearly. SL would investigate whether this could be commissioned by ODST; KM would speak with the local authority. In addition, IEB members agreed that an individual should be engaged to input historic data.</p> <p>ODST required three assessment points through the year. Data needed to be input to ODST by specific dates; for 2019-20 these were 15 November 2019, 6 March 2020 and 6 July 2020. BC would provide attainment and progress data for consideration at the IEB meeting in November 2019.</p>		

10.32am RC left the meeting			
2.	Apologies for absence Apologies were received and accepted from RS.		
4.	Declaration of Interests Forms were completed by all present. The Register would be updated. None were declared for this meeting.	4.1	
5.	Approval of Minutes The minutes of the meeting of the IEB held on 17 July 2019 were approved as an accurate record subject to some minor amendments.		
6.	Matters arising not covered on the agenda 7. The parental complaint related to the period when the previous Headteacher was in post. The internal complaints process had been exhausted. The current Complaints Policy did not include an investigation stage which was now being carried out by KM. It may be necessary to convene a panel to consider. It was noted that the complaint could be used as a learning opportunity to evaluate the Policy. 10. It was felt that the Ofsted monitoring visit had been very positive. BC had also found it useful to be alongside the HMI when looking at books and talking to children. It was felt that there had not yet been time for changes to have an impact. There had been a lot of positive feedback from parents and staff who had appreciated the changes in culture. Staff had become deskilled because of previous ways of working and now felt invested in and able to step up. The HMI had been positive about governance and what had been achieved in a short period of time. There was also strength in the curriculum with areas that map thoroughly. The monitoring report would be circulated to IEB members upon receipt.		
7.	Headteacher Report The report had been uploaded to GovernorHub. Data on attendance showed that there had been a significant improvement on the previous last year. How were term-time holidays being tackled; was it a problem? Each family was talked to separately and the Attendance Policy explained to them. Effort were made to make it harder for people and absence was always unauthorized. Are parents fined for taking their children out of school? No, they were not. It was not felt that issuing fines deterred families from taking pupils on holiday in term-time. Instead the school was working with families to get them to understand the impact of taking their children out of school. Information was being given out constantly about the impact of lateness and holidays. There had previously been no deterrent offered by the school to term time holidays; it was hoped that the change in approach would make an impact though this would not yet be	7.1-7.7	

	<p>reflected in data.</p> <p>Was there a way of informing parents that the culture in school had changed around term time holidays? Information was being included in the pack for new parents and also on the website. KM would also include it in the piece being included in the school newsletter.</p> <p>Attendance was 95.6% with some persistent absenteeism. Particular children were being offered breakfast club and the bus to help improve attendance which was showing an improvement.</p> <p>The school had re-subscribed to FFT (Fischer Family Trust).</p> <p>Was the school setting aspirational targets? FFT20 was being used as the basis of target setting.</p> <p>Was OCC involved in target setting? Going forward this would be part of the work of ODST and SL was undertaking the process with ODST schools now. SL and BC would discuss.</p> <p>The local authority literacy consultant would come into school the following week for the first of five days to support reading and writing across the school. The local authority had also offered SLE (Specialist Leader of Education) support as well as support for computing.</p> <p>A lot of health and safety actions had been undertaken. There were two supportive parents with specialist knowledge who had been assisting by providing resources and coming into school to provide practical help. Full fire risk, audit of signage, grab bags, etc, had now been done. An update would be provided for each IEB meeting.</p> <p>What was still outstanding? Water had been booked for the following week. Clearing out of combustibles was still required. Risk assessments had been written and would be checked and brought to the next IEB meeting.</p> <p>It was understood that staff could not be by the swimming pool during lessons unless they had received specific training.</p> <p>Had interventions for SEND pupils been reviewed? Catherine King was working with staff to look at provision. Rather than differentiating for need, support would be provided for pupils to be able to access what the class was doing. Each pupil was being considered to identify gaps in their teaching and revisiting basic skills. Interventions, other than those that had been externally recommended, would not be provided if gaps could be filled through quality first teaching.</p> <p>What interventions were being set up? A provision map was being set up. If it did not have an impact, it would not be done again.</p> <p>It was noted that there was a SEND specialist at ODST who may be able to provide support during transition.</p> <p>When was budget being reviewed to take account of the drop on the roll? Current pupil numbers were 138 against total capacity of 175.</p> <p>The reduction in pupil numbers would have significant budget</p>		<p>KM</p> <p>BC</p> <p>BC</p>
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	<p>implications and OCC had requested that it be reviewed. The bursar would consider and provide a revised budget for the IEB to approve prior to submission to OCC.</p> <p>The IEB expressed concerns about the amount of work that BC was doing on finance matters. They noted that the bursar situation needed to be resolved and duties separated. Two days per week of support was expected to be provided from a member of staff at Northbourne School up to transition. SI would investigate what support was available through ODST.</p> <p>There had been some difficult staffing issues at the end of the previous year. What was the current situation?</p> <p>There was now a much stronger team with individuals ready for upskilling.</p> <p>Were there ongoing problems with underperformance?</p> <p>Tight performance management was in place where appropriate.</p> <p>Had teacher performance management reviews taken place and was this before or after BC's performance management?</p> <p>Meetings would take place before BC's performance management. Meetings had been planned in.</p> <p>Were teaching assistants being performance managed as well?</p> <p>Yes.</p> <p>What was the situation with non-teaching staff?</p> <p>There was no appraisal system in place at the moment but it was planned to introduce it.</p> <p>What was the split between the teachers in the Year 1/2 class?</p> <p>It was 0.6/0.4.</p> <p>The SENCo was working three days per week. This was necessary within the budget.</p> <p>Was there a tension between the two roles as SENCo and class teacher and was it manageable?</p> <p>The situation was being monitored. Initial feedback indicated that she was fulfilling her roles. BC met weekly with the member of staff. AFO was also meeting with her on 1 October 2019 and would review all actions from the July 2019 IEB meeting.</p> <p>Teaching across the school had improved although it was still not where it should be. BC would report to the next IEB meeting on job shares and the impact on pupils in relevant classes.</p> <p>Pupil numbers were down significantly. There were concerns that some had left over the summer due to Ofsted. Feedback to BC had indicated that it had been due to staffing. In addition, there was a low birth rate. It was possible that numbers would drop further next year: Year 6 was the biggest cohort and would have left. There was a lot of building work in the area and the school ran a bus service.</p> <p>BC and AP had discussed moving to Target Tracker and inputting headlines for governors to support them in understanding data. This would be done.</p> <p>The hatch looked very good but had cost a lot of money. Had it been identified as an issue that needed prioritizing?</p>	<p>SI</p> <p>BC</p> <p>BC</p>	
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	<p>It had come up as a recommendation for safeguarding. The decision was made quickly so that work could be undertaken during the holiday. It had also had a huge impact on staff in the office who felt that they were invested in.</p> <p>Had anyone from ODST been to inspect the property? Yes, they had visited during the first week of the summer holidays. The condition report had not yet been seen.</p>		
8.	<p>School Improvement Plan (SIP)</p> <p>Some changes had been made to the SIP. It was a working document so changes were made on a daily basis.</p> <p>HMI had said that it was fit for purpose. The IEB agreed that it would be good to keep evidence of impact alongside the SIP.</p> <p>What had happened with the TA training on 4 September 2019? Training had gone through the expectation documents, looking at the planning process, what a good lesson looked like, how the school marked and feedback. Scaffolding was the first focus. The training was starting to make a positive impact.</p>	8.1	
9.	<p>Governor updates since the last meeting</p> <p>Minutes of the local authority strategy meeting had been uploaded to GovernorHub. KM would request a change to the wording of the minutes.</p> <p>It was noted that closing the school gates prevented people getting in late but it also stopped them from getting out of school. The person locking the gate would be asked to remain with the gate so that parents could get out.</p> <p>Why was the co-ordinator of foreign visits not included in the school staffing structure? They had been engaged until the end of the project but was not a member of staff. There was no expertise to undertake the work in school and there was a significant financial implication if the school withdrew from the project. The co-ordinator was undertaking the same role as that for the other schools in the project though the money was held in the Blewbury school budget as the lead school. Expectations and arrangements had been established with the co-ordinator. There was some uncertainty over the future of the project.</p> <p>IEB members noted that they had not formally approved the staffing structure of the school.</p> <p>The IEB commented on Sports Day and the Y5/6 play. They noted that their role was strategic.</p> <p>What was the procedure for people coming in and out of school for events? There was a sign-up arrangement for those coming into the building but there was not for the field for Sports Day as this was outside.</p> <p>Academies do not have to follow the National Curriculum. Did ODST require schools to do so? Yes, ODST required schools to follow the National Curriculum.</p> <p>Did the curriculum match with the National Curriculum?</p>	9.1-9.7	<p>KM</p> <p>BC</p>

	<p>Yes, the curriculum was cross-referenced to ensure that was covered.</p> <p>Was there an induction process for staff and volunteers?</p> <p>There was a full process for staff who then signed to say that they had followed it. It included going through all policies and who to contact. This could be included in monitoring by IEB members.</p> <p>Whistleblowing processes were in place and details included on the website.</p> <p>There were current staffing vacancies for a school business manager and a minibus driver. BC was likely to drive the minibus for a few weeks until checks had been undertaken and at the outset another member of staff would also go on bus. There had been an application.</p> <p>It was thought that the SEND report provided was a mix of two documents. AFO would work with the SENCo to produce two documents, one of which should enable parents to see what was the offer.</p> <p>The IEB considered use of the expression 'young people' and whether 'children' was more appropriate.</p> <p>Previously, KS2 pupils were offered a weekend residential activity-based trip in November as well as a week-long trip with a series of day trips in the summer. All week-long trips went at the same time. Feedback from the educational co-ordinator was that it was not ideal for all trips to go at the same time. In future, each year group would be offered one activity-based residential linked to the curriculum as well as a series of day trips across the year so that they still got the same range of experiences. Trips would be spread out so that each year group went at a slightly different time. Proposals for trips showing the link to theme/learning focus and the potential impact would be brought to the next IEB meeting.</p> <p>Actions from the condition report would be undertaken including the repair to the back fence, the perimeter fencing including moving the gate up the driveway and installing an internal door to create an internal lobby. Any remaining money would be used in the playground.</p> <p>Community communications had been shared with IEB members. KM would look into the process for communications to ensure effective proof reading.</p> <p>IEB members would attend the meeting to be held the following Monday night giving an opportunity for members of the community to ask questions and request feedback.</p>		BC
10.	<p>Academisation Update</p> <p>The Academy Order had come through; it was dated July 2019 but had only just arrived. A conversion date of 1 December 2019 was aimed for but this would depend on anything that came out of the condition report or other due diligence and whether a general election were held.</p> <p>Were there any known difficult issues around land?</p> <p>There was an issue with the village hall as the land was owned by the school but there was some uncertainty about the legal agreement. There was also a right of access for the village hall to use the school driveway.</p> <p>It was expected that the IEB would be in place until June 2020 when it</p>		

	<p>would transfer to a local governing body with a structure including foundation governors, etc.</p> <p>Who undertook ongoing monitoring following conversion? ODST would undertake monitoring and provide support. It categorized schools and Blewbury would be designated a 'red' school and provided with a lot of support.</p>		
11.	<p>Safeguarding including bullying and racist incidents since last meeting</p> <p>The school was now compliant.</p> <p>Staff were working through the Single Central Register (SCR) and updating all DBS checks that had been witnessed by people who were no longer on the staff. It was noted that following conversion, every ODST member and trustee must be included on the SCR.</p> <p>There had been no incidents since the last IEB meeting.</p> <p>All IEB members confirmed that they had read the updated version of Keeping Children Safe in Education. AP had a quiz which she would circulate to the IEB.</p>		AP
12.	<p>Health and Safety Incidents Since Last meeting – including pupil minor incident reporting</p> <p>MC and RS had attended the audit. Most of the actions had now been done. The pipes were being flushed on 24 September 2019.</p>		
13.	<p>SIAMs¹</p> <p>The new toolkit had been shared.</p>		
14.	<p>GDPR</p> <p>There had been no data breaches since the last IEB meeting.</p> <p>Dates of birth would be removed from one of the documents for the meeting.</p> <p>A meeting with the DPO company would be arranged.</p>		BC BC
15.	<p>Governor Business and Communications</p> <p>All actions arising from the website audit had now been completed. The website was now more usable. OCC would be requested to undertake another audit.</p> <p>The Governor Details and Interests schedule had been approved in May 2019 and there were no changes.</p> <p>The lead governor was required to check the monitoring schedule and advise dates to KM.</p> <p>The IEB agreed that undertaking an External Review of Governance at the present time was not efficient in terms of time or money. KM would discuss with OCC.</p> <p>The IEB discussed ways of working in fast-moving and difficult circumstances. The IEB felt that a lot seemed to happen between meetings which they were now aware of. IEB members were requested</p>		KM ALL KM

	to read all papers and be proactive in finding out. Concerns were expressed that the IEB Chair was involved in discussions which the rest of the IEB were unaware of and did not support; the IEB requested more delegation. KM would provide more regular email updates of what he was working on or doing.		KM
16.	Governor Training Update IEB members should update when they did training. MC had now done safeguarding training; the first date that he could potentially do induction training was 7 December 2019.		
17.	Policies Review/ for approval (as per policy schedule): Lead governors were required to check policies against the DfE's new policy schedule.		
18.	Items for next agenda (in addition to actions) Staff hours audit results		
18.	Date of next meeting: Wednesday 23 October 2019 at 8.00am A doodle poll would be run to agree dates for each month to July 2020.		KP

The meeting closed at 12.37pm

