

## Meeting of Anney Catholic Primary School Interim Executive Board Held on Thursday 25 January 2018, Room Centre 8E, County Hall, Lewes

The meeting started at 1.30pm and finished at 4.35pm. It was clerked by Kathy Dawson, advised by Jo Saunders.

**Members Present:** Lindsey Diamond (Chair), Carrie Beech, Janet Bowen (in attendance), Rob Carter (Executive Headteacher), Bernadette Connor (in attendance) John Cornish, Paul Gallagher (in attendance), Anthony Moffat, Cara Starbuck (in attendance) and Michelle Thompson (in attendance).

**Apologies:** Patricia Metham, Claire Roberts.

### MINUTES:

1.	<p><b>Welcome and Apologies</b></p> <ul style="list-style-type: none"> <li>• Apologies had been received from <b>Patricia Metham</b> and <b>Claire Roberts</b>.</li> <li>• <b>Janet Bowen</b> had warned of her likely late arrival.</li> <li>• Introductions were made of those not present at the previous meeting.</li> <li>• Lindsey welcomed Bernadette to this and all meetings as a representative of the Diocese. Bernadette will attend whenever possible.</li> <li>• Paul will attend when so requested.</li> <li>• The agenda was reviewed and the following items added:</li> <li>• Agenda Item 3 – Engagement with LA Maths Training</li> <li>• Agenda Item 5 – Essential actions from last Governing Board meeting</li> <li>• Agenda Item 6 – Partnership agreement</li> <li>• Agenda Item 8 – Review of Roles</li> <li>• Agenda Item 10 – Safeguarding Visit by Safeguarding member</li> </ul>
2.	<p><b>Declaration of Business Interests and Confidentiality Forms</b></p> <ul style="list-style-type: none"> <li>• There were no additional Declarations of Business Interest.</li> <li>• Anthony Moffat, not present at the initial meeting, completed the declaration and confidentiality forms. <b>Action: Jo to update register.</b></li> </ul>
3.	<p><b>Headteacher's Reports</b></p> <p>Jointly presented by Rob and Paul. <i>Janet joined the meeting during this item.</i></p> <p><b>3.1 Term 2 data was reviewed and the following discussed:</b></p> <ul style="list-style-type: none"> <li>• Rob thanked those who had attended the staff and parent meetings the previous week. He reminded members that Paul had been working at Anney on a voluntary basis prior to his appointment. He has been establishing a sound baseline for progress tracking, entailing a data amnesty and suspension of progress meetings which would have had inaccurate data.</li> <li>• Testing will restart in the week following this meeting. Target Tracker results for term 3 will form the baseline, and tracking will restart after half term. His stated aim is to bring accurate data to the next IEB meeting.</li> <li>• During January there have been writing moderations. External review gives confidence in Yr2 and Yr6 writing results, and EY results are judged accurate.</li> </ul>

Reading moderation has been carried out in association with Cradle Hill School.

- Criteria sheets have been introduced for Writing and Maths Teachers with less experience have been paired up with more experienced colleagues.
- Yr4 and Yr5 data gives the highest degree of concern.

**Action: Rob to bring Term 3 data for review at the February meeting.**

### 3.2 Progress since Ofsted

- **Carrie said that the 'improvement circle', where assessment informs planning, must be demonstrably complete**, and asked how this would be progressed. Paul was using staff meetings and twilight time for feedback and planning, and there will be a questionnaire to staff about their needs and concerns.

**Action: Rob to bring evidence of the impact of staff training to February IEB.**

- Support staff remain to be appraised. Teacher appraisal led Rob to believe that self-assessment was insufficiently rigorous. Staff are aware that they will in future be held to greater account. **In response to a question Rob confirmed that formal support plans are in place if appropriate.** John asked for a definition of the term 'direct support' as used in the discussion, which Rob clarified as meaning formal support.
- **In response to a question**, Rob and Paul confirmed that the school uses FFT data as targets within the School Improvement Plan (SIP).
- Rob talked the board through progress on Ofsted recommendations.
- The school is becoming more outward looking, with subject leaders encouraged to network outside Anney.
- One teacher is booked on LD Maths training. Members suggested that an additional teacher should do this since there is no cost to the school. **Action: Rob/Paul to book an additional teacher place.**
- Carrie reported that a nationally acclaimed Maths leader will be advising East Sussex on its Maths programme. A Head Teachers and SLT day is scheduled 5 February, plus a later 2 day programme for subject leaders, and one day for Yr5/Yr6 teachers. ESCC might be able to help with the cost of supply cover for attendees. John commented that, in a small school, training time affects the class. **Action: Carrie to distribute flyer.**
- **Carrie questioned who will take over when the Maths lead leaves at Easter.** Paul said that interviewees do not have the same level of experience, and responsibility is likely to fall to an existing member of staff.
- The percentage of teaching classified as good and better has increased from 56% to 77%. Lindsey requested that the HT report should clearly show actions, impact and evidence to support RAG ratings. The format is immaterial but it should be possible to readily track impact. **Action: Rob to add further detail to the HT report.**

### 3.3 School Improvement Plan

- Lin Phillips, the School Improvement Partner, had given a verbal report to Lindsey after her visit the previous day. She recommends consistent action over time with poor attenders – who tend to fall into vulnerable groups.
- The Assistant Head would like to undertake a specific project. Attendance was suggested and she has already started meetings with families. East Sussex has particular concerns about attendance, and members agreed that this would benefit the teacher and the school. Paul said that Chris Baillie, School Secretary, had a role to play, collecting data and challenging parents. **Action: Paul to involve Chris Baillie in attendance improvement.**

	<ul style="list-style-type: none"> <li>Lindsey requested that outcomes should be reported at the next IEB. <b>Action: Clerk to include in Agenda.</b></li> </ul> <p><b>3.4 Exclusions</b> See confidential minutes (annex A) for discussion of exclusions for the year to date. Rob observed that problem areas had tended to be unacknowledged, with pupils being allowed to withdraw from full participation in the life of their classes. He believes that a clear shared understanding of non-negotiables is key to behaviour improvement.</p> <p><b>3.5 Staffing</b></p> <ul style="list-style-type: none"> <li>The new Yr1 teacher has integrated well. Annecy now uses only 1 supply day per week.</li> <li>Interviews will be held next week for the vacancy arising from the recent teacher resignation.</li> <li>The SENCO has given notice and is contractually engaged until Easter but would finish earlier. It was noted that the Assistant Head is a qualified SENCO.</li> <li>Curriculum planning for vertical grouping from September is commencing.</li> <li>See confidential minutes (annex A) for further staffing matters.</li> </ul> <p><b>3.6 Parental Surveys and Engagement</b></p> <ul style="list-style-type: none"> <li>Parental engagement appears to be improving. Parents particularly appreciate the use of Class Dojo.</li> <li>A Parent Survey has been carried out, using the Ofsted format with 2 further open-ended questions. Members discussed how to deal with potentially different answers from one family regarding more than one class. <b>Jo informed them that it is possible to set a maximum number of returns from a single IP address.</b></li> <li><b>John asked whether the PTA had ceased to function.</b> Rob said that the previous Chair had resigned, but wished to continue to be involved. Some parents would like to focus on significant projects, and a meeting is planned to relaunch the PTA. <b>Action: Rob to report progress to February IEB.</b></li> </ul> <p><b>3.7 PE &amp; Sports Grant</b></p> <ul style="list-style-type: none"> <li>The Premier Sports contract will not be renewed for the academic year 2018/19, for cost and quality reasons.</li> </ul> <p><b>3.8 Curriculum</b> See confidential minutes (annex A).</p> <p><b>3.9 Safeguarding, Behaviour and Welfare</b></p> <ul style="list-style-type: none"> <li>The Safeguarding Audit had been submitted by the due date of 5 January. When completed the audit produces an action plan, showing that some raised awareness of positive handling is desirable. There were no critical issues.</li> <li>Behaviour and Welfare do not give cause for concern, but active behaviour for learning should be encouraged to reduce perceived low level distraction. <b>Action: Rob/Paul to raise awareness of Positive Handling.</b> <i>Paul left the meeting at the end of this item.</i></li> </ul>
4.	<p><b>Minutes of Last Meeting</b> The minutes of the meeting held on 19 December 2017 were agreed and signed.</p>
5.	<p><b>Matters arising from those minutes</b> 5.1 <b>Actions outstanding from the last Annecy FGB:</b></p>

	<ul style="list-style-type: none"> <li>Paul and the Premises Manager are working on the agreed action regarding locks, keycodes and access. A culture change is required. Lindsey reported this as an urgent matter as it was raised as a cause for concern in Term 2 by the previous governing body, and could potentially be a safeguarding issue. Rob said that the locks would be changed by Tuesday 29 January. Lindsey will look at site security on her next visit and report to the next IEB. <b><u>Action: Rob/Paul to improve security infrastructure and practices and report to February IEB.</u></b></li> <li>Disadvantaged boys are not showing as a problem group in the latest attendance data.</li> <li>Also see confidential minutes (annex A).</li> </ul> <p><b>5.2 Matters related to the IEB meeting 19 December 2017</b></p> <ul style="list-style-type: none"> <li>LD found the staff meeting positive. Staff are concerned about their individual futures but have confidence in the process and their questioning was thoughtful. The SLT are apprehensive of change and do not yet seem fully engaged with the process.</li> <li>There will be minutes from the Parent meeting. <b><u>Action: Rob/Paul to bring to February IEB.</u></b> Questioning raised historic concerns, and LD encouraged parents to look forward. She believes there will be rapid and noticeable progress. There is naturally concern about the temporary nature of the current SLT. Carrie said that apprehension is expected in the early stages of an IEB.</li> </ul> <p><b>5.3 The Summary of Actions (Annex B) was updated in respect of all other actions</b></p>
6.	<p><b>Terms of Reference and Memorandum of Understanding</b></p> <ul style="list-style-type: none"> <li>The Memorandum of Understanding which was under discussion has been replaced by a Partnership Agreement. Janet commented that this is the first agreement of its kind. ESCC and Diocese have drawn it up in the expectation that it can be used for other schools. Lindsey wished it to be approved at this meeting.</li> <li>Referring to point 4.6, Rob said that his performance should continue to be managed through St Paul's because he is not employed by East Sussex, though he is happy to agree targets with the IEB. Anthony suggested that Lindsey should work with St Paul's governing body to manage Rob's accountability. Bernadette said that the Diocese was pleased to have given Catholic input, and thanked the IEB for accepting the document in principle.</li> <li>Lindsey and Rob are to discuss and finalise the wording, which Rob will take to the Chair at St Paul's for agreement. The signatories will be Lindsey, Rob, Carrie and a Diocesan representative. <b><u>Action: Finalise and sign Partnership Agreement.</u></b></li> <li>Emergency funding for Rob's role is expected to come from DfE, and a decision is being chased. He has concerns about how St Paul's governing body would respond to his continued involvement were this not forthcoming. Anthony enquired about his current working arrangements, and Rob replied that he spends one day in the school and another day or thereabouts on Anney work, spread throughout the week according to demand.</li> </ul>
7.	<p><b>Vulnerable Pupils</b></p> <p>This subject was covered by the Head Teacher's report.</p> <p><b><u>Action: Clerk to add as standing item to that section in future agendas.</u></b></p>

8.	<p><b>Finance and Premises</b></p> <p><b>8.1 Budget Monitoring</b></p> <ul style="list-style-type: none"> <li>• Cara explained that column 3 of the budget monitoring report is her estimate of what might be spent/received before the end of the financial year that is not already accounted for in the FMS system, either in Actuals (Column 1) or Commitments (Column 2). She had made several prudent assumptions in drawing up the budget. Further investigation had revealed a better situation, for example, based on those assumptions there had been some over-budgeting for supply.</li> <li>• It was assumed that the SENCO continues in post until Easter.</li> <li>• Data Protection obligations are included, Annecy having bought into ESCC's GDPR service, at a cost of £750 this year (£2250 next).</li> <li>• With the assistance of East Sussex Schools Finance, invoices and orders were updated in FMS up to 17 January. The Finance Assistant cannot cover all that needs to be done to make corrections and keep FMS up to date, neither can County do more without agreement and funding.</li> </ul> <p><b>8.2 Staffing</b></p> <ul style="list-style-type: none"> <li>• No applications have been received for the Bursar post which will be re-advertised with a different approach. Rob is looking at other options for covering the role, including using some of the St Paul's Bursar's time. In the meantime ESCC can offer a package of cover for £164/month (£1138 pa) for a day's work per month. Cara recommends a day a week at present, the extra days being at a 10% discount. The cost of a bursar is included in the budget so that money could be spent on the proposed service. This offer was welcomed and the approach agreed. Cara pointed out that it covers only Finance, not other bursar duties such as HR, but will allow for help with budget setting for next year. The officer assigned to this role is David Jenion, who has already spent some time updating the current year's figures. Administration of the Governor's Fund is not included. <b><u>Action: Cara to circulate details of the service and facilitate commencement.</u></b></li> <li>• <i>See confidential minutes (annex A) for further staffing matters.</i></li> <li>• Cara suggested that order books should be closed at half term to bring certainty to the year-end figures.</li> <li>• There was a discussion about where the cost of early access to pensions falls. Schools themselves do not pay the cost of teacher early retirement. <b><u>Action: Cara to establish the responsibility for early access to support staff pensions.</u></b></li> <li>• Annecy has not demonstrated how grants have been spent. <b><u>Action: Rob to bring this information to the February meeting.</u></b> There was a discussion as to what can be set against the sports premium – for example travel to sport events can be included, as can a formal lunchtime sports club engaged in a specific activity. The rules are designed to exclude general outdoor supervision, and improperly used premium can be recalled.</li> <li>• Budget proposals for the next year were distributed for use during the meeting only. A pay uplift of 2% had been allowed for, but adoption of the national living wage might necessitate further change. Rob was permitted to keep a copy for work associated with restructuring.</li> </ul> <p><b>8.3 Governors' Fund</b></p> <ul style="list-style-type: none"> <li>• John declared an interest as a member of the Diocesan Finance Committee.</li> <li>• He has monthly statements for the year so far, and the fund stands at £22696.66. The two outstanding IT invoices total £9251 (covered by a Diocesan loan of</li> </ul>

	<p>£15,000). The Fund will make a 10% contribution. John asked and was given the permission of the IEB to proceed with payment. <b><u>Action: John to arrange payment.</u></b></p> <ul style="list-style-type: none"> <li>• It had not been possible to convert the Diocesan loan into a grant because of a more urgent application. John has suggested it be paid back over a period of 8 years at £150/month.</li> <li>• The role of the IEB with regard to the Fund was discussed. It was thought to be independent, with payments reported to the IEB for oversight. Cara inclined to the view that approval should be sought. Lindsey asked for clarification before the next meeting. <b><u>Action: Bernadette to advise.</u></b> The outcome should form part of the Terms of Reference. <b><u>Action: Carrie to update Terms of Reference.</u></b> John suggested that Cara should have read-only access to fund data, but she thought this was not appropriate.</li> <li>• A sum had been set aside for profile-raising publicity and branding under summer's Action Plan. No decision was taken whether to proceed with this.</li> <li>• There is an outstanding LCVAP bid for £65,000 which would require a 10% (£6,500) contribution from the Fund.</li> <li>• Legionella prevention work had been paid from FMS budget share but should have been taken from the Governors' Fund. <b><u>Action: Cara and John to rectify.</u></b></li> <li>• Lindsey asked for clarification about whether the fund could be used for curriculum resources, for example.</li> <li>• John asked for approval to update the signatories, and this was given. He proposed himself, Anthony, Rob and Jane Thompson. <b><u>Action: John to arrange update of Governors' Fund signatories.</u></b></li> <li>• The Fund is audited by the Diocese. It can be signed off as examined (as opposed to audited) by the parishioner proposed to the previous governing board, and it was agreed that John should ask for this to be done. <b><u>Action: John to arrange formal examination of Fund accounts.</u></b></li> </ul> <p><b>8.4 School Fund</b></p> <ul style="list-style-type: none"> <li>• Club money is paid into this account. Lindsey felt that the IEB should adopt more conventional practice as recommended by Cara. The fund should be closed and the balance transferred to either the budget share or the Governors' Fund, with a preference for the former since salaries are paid partly from club income. This was agreed. <b><u>Action: Close School Fund and transfer balance.</u></b></li> <li>•</li> </ul>
<p><b>9.</b></p>	<p><b>Personnel</b></p> <p><b>9.1 Restructuring - see confidential minutes (annex A).</b></p> <p><b>9.2 Leadership</b></p> <ul style="list-style-type: none"> <li>• <i>Also see confidential minutes (annex A).</i></li> <li>• Almost all teachers are on UPS grades. Entitlement must be clearer and more actively implemented. A discussion is planned for February IEB. <b><u>Action: Clerk to include on agenda.</u></b></li> <li>• It was proposed and agreed that the IEB should delegate powers to the Executive Head to manage staffing, including dismissal.</li> <li>• The IEB discussed the powers delegated to the Executive Headteacher/Headteacher and agreed unanimously, as per advice from Janet Bowen, to devolve powers to dismiss staff to the Executive Headteacher/Headteacher in accordance with Regulation 4 of the School Staffing</li> </ul>

	<p>Regulations 2009 which states:</p> <p><b>Delegation of authority</b></p> <p>4.—(1) <i>The governing body may delegate—</i></p> <p style="padding-left: 40px;">(a) <i>any of the functions conferred upon it by these Regulations other than those conferred by regulations 5 to 9, 15(3) and (5) and 27(3) and (5); and</i></p> <p style="padding-left: 40px;">(b) <i>its power to appoint or dismiss any member of staff at a school to which Part 3 applies.</i></p> <p>(2) <i>Subject to paragraph (4), any delegation under paragraph (1) may be to—</i></p> <p style="padding-left: 40px;">(a) <i>the head teacher,</i></p> <p style="padding-left: 40px;">(b) <i>one or more governors; or</i></p> <p style="padding-left: 40px;">(c) <i>one or more governors acting together with the head teacher.</i></p>
10.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Lindsey’s next visit will include a focus on Safeguarding.</li> <li>• All members of the IEB should be known to have read ‘Keeping Children Safe in Education’. <b>Action: Clerk to add the February agenda.</b></li> </ul>
11.	<p><b>Future leadership</b></p> <ul style="list-style-type: none"> <li>• See confidential minutes (annex A)</li> </ul>
12.	<p><b>Policies and Statutory Obligations</b></p> <ul style="list-style-type: none"> <li>• The following East Sussex model policies were adopted: <ul style="list-style-type: none"> <li>○ Capability Policy</li> <li>○ Children Missing in Education Policy</li> <li>○ Disciplinary Policy</li> <li>○ Grievance Policy</li> <li>○ Managing Change Policy</li> <li>○ Preventing Radicalisation Policy</li> <li>○ Recruitment and Selection Policy</li> <li>○ Retirement and Pensions (non-teaching staff) Policy</li> <li>○ Retirement, Redundancy and Pensions (Teachers) Policy</li> <li>○ Staff Absence Management Policy</li> <li>○ Staff Code of Conduct Policy</li> <li>○ Teachers Appraisal Policy</li> <li>○ Whistleblowing – Raising concerns policy</li> </ul> </li> <li>• The following policy should have change tracking removed before bringing it to the next IEB: <ul style="list-style-type: none"> <li>○ Teachers Pay Policy</li> </ul> <p><b>Action: Rob to remove change tracking and resubmit.</b></p> </li> <li>• The following Model IEB Policy was adopted: <ul style="list-style-type: none"> <li>○ Complaints Policy and Procedures</li> </ul> </li> <li>• The IEB approved the continuing use of the following policies and procedures recently approved by Annecy FGB: <ul style="list-style-type: none"> <li>○ Admissions Policy – once renamed ‘Admissions Arrangements’, (Bernadette having confirmed that Admissions consultation is carried out every year by the Diocese) <b>Action: Rename document.</b></li> <li>○ Charging and Remissions Policy</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Health &amp; Safety Policy</li> <li>○ Online Safety Policy</li> <li>○ Relationship and Sex Education Policy</li> <li>● Approval of the following policies and procedures was deferred until the next IEB: <ul style="list-style-type: none"> <li>○ Behaviour Policy <b><u>Action: Rob to check.</u></b></li> </ul> </li> </ul>
<b>13.</b>	<p><b>Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>● Policies <ul style="list-style-type: none"> <li>○ Accessibility Plan – which currently does not include sufficient access provision.</li> <li>○ Behaviour Policy</li> <li>○ Data Protection – in preparation for GDPR in May. Annecy subscribes to a service which will include access to a Data Protection Officer.</li> <li>○ Supporting Pupils with Medical Conditions</li> <li>○ Anti-Bullying – decision required on whether to include in behaviour or have separate policy.</li> <li>○ Attendance</li> <li>○ Teachers’ Pay Policy</li> </ul> </li> <li><b><u>Action: Rob to arrange finalisation of the above</u></b></li> <li>○ Crisis Management <b><u>Action: Clerk to forward recently adopted policy to Lindsey</u></b></li> <li>● SEN Information report – deferred to March as Anthony cannot be present in February.</li> <li>● Safeguarding update</li> <li>● Carrie apologised that she will not be able to attend the February meeting.</li> <li>● The Clerk requested that dates and authorship be included in reports submitted to the IEB. <b><u>Action: All</u></b></li> </ul>
<b>14.</b>	<p><b>Next meeting</b>  <b>Tuesday 27 February 2018, 13:30, WH11 Westfield House, County Hall, Lewes.</b></p>

Signed:..... Date:.....