

Meeting of Anney Catholic Primary School Interim Executive Board Held on Tuesday 19th December 2017, WH2, Westfield House, County Hall, Lewes

The meeting started at 14:00 and finished at 16:15. It was clerked by Jo Saunders and attended by Kathy Dawson (substantive clerk, Anney Catholic Primary School).

Members Present: Lindsey Diamond (Chair), Janet Bowen (in attendance), Rob Carter (Executive Headteacher), John Cornish, Patricia Metham (in attendance), Claire Roberts (in attendance), Cara Starbuck (in attendance) and Michelle Thompson (in attendance).

Apologies: Carrie Beech and Anthony Moffatt.

MINUTES:

1. Welcome and Apologies

1.1 Lindsey introduced herself and welcomed all members to the meeting and thanked them for attending the meeting. The members introduced themselves.

1.2 Apologies had been received from Carrie Beech and Anthony Moffatt. Claire Roberts had advised she would be late due to a previous meeting.

2. Declaration of Business Interests and Confidentiality Forms

A copy of the Disclosure of Business Interests and Confidentiality form had been circulated with the agenda.

2.1 The members completed the declaration forms.

Action: Governors register of interests to be completed. Anthony's forms to be obtained.

2.2 The members signed the confidentiality forms.

2.3 No interests were declared other than those noted on the forms.

3. Interim Executive Board (IEB) Membership – Notice of Appointment

3.1 The members confirmed that they had received their letters of appointment from ESCC.

3.2 The formal letter from the Regional Schools Commissioner, Dominic Herrington, would be forwarded to members upon receipt.

4. IEB

A copy of the letters sent to parents/carers and staff were circulated with the agenda.

4.1 Brief summary and process of establishment of IEB

4.1.1 Lindsey advised the members on the establishment of the IEB. A warning letter had been issued by the Local Authority (LA) to the school leadership and a Progress Board established to monitor progress and secure an improvement in results. The school had a Section 5 Ofsted inspection on 20th – 21st September 2017. As a result, the school overall effectiveness was judged to be 'Requires Improvement' (RI). This was the 2nd RI judgement. The LA and Diocese discussed with the Governing Board the establishment of an IEB, which was supported by the Executive Headteacher, as being in the best interests of the school. The IEB comprises of a panel of experts and there is an expectation of significant and high speed impact through pace and challenge in order to make improvements to learning within the school. The application was made to the Regional Schools Commissioner (RSC) and the application was approved on 12/12/17.

4.2 Handover arrangements from Annecy Catholic Primary School Governing Body

4.2.1 Jo will liaise with the Kathy, Clerk to the GB, to ascertain the policies in place.
Action: Jo to complete audit of policies.

4.2.2 Please see confidential minutes (Annex A).

4.2.3 Please see confidential minutes (Annex A).

4.2.4 The minutes of the last Governing Board meeting, which haven't been approved due to the Governing Board being disbanded, were discussed. It was agreed that it would be useful for the draft copy to be forwarded to Lindsey.
Action: Kathy to forward to Lindsey.

4.3 Letters to Parents/Carers and Staff

4.3.1 Letters had been sent to the parents/carers and staff to notify them of the change in governance on 13/12/17. The letter invited them to attend meetings on 16/1/17 at 4.30pm (staff) and 6pm (parents). Members had confirmed to Lindsey whether they would be able to attend the meetings.

Claire joined the meeting at 14:17.

4.4 Scheme of Delegation

A copy of the Scheme of Delegation was circulated at the meeting.

4.4.1 Cara had reviewed the school's Scheme of Delegation against the model IEB version. Members discussed the level of virements, given the budget position of the school. **It was agreed that all virements over £5,000 would be approved by the IEB.** Cara also needed to clarify the job roles / signing arrangements in school to ensure the Scheme of Delegation reflected this.
Action: Scheme of Delegation to be amended and approved at the January meeting.

4.4.2 John raised the issue of the Governors Fund. The fund, which is separate to the budget share, is controlled by the governors and used to contribute 10% towards capital (LVAC) projects. Currently the school has applied to the Diocese for a £100,000 bid for IT provision over the next 2 years. The Governing Body had agreed a loan for £15,000 with the Diocese to start to fund this project and it is hoped that the LVAC bid would be agreed and this loan covered from the bid.
Action: Cara to investigate the Governors Fund and report back at next meeting.

5. Terms of Reference

A copy of draft Terms of Reference were circulated with the agenda.

5.1 Agree Terms of Reference (TOR).

5.1.1 The terms of reference was reviewed by the members. **It was agreed that these would be provisionally agreed (with the amendment to the number of associate members to 4) but would need to be reviewed alongside the Memorandum of Understanding (MOU) between the LA and the Diocese at the next meeting.**
Action: MOU and TOR to be reviewed at January meeting.

Annecy Catholic Primary School
Interim Executive Board – 19th December 2017
Initials:.....

- 5.1.2 **It was raised that the TOR did not specifically refer to the Diocese appointees as Foundation members.** It was noted that Rob, John and Anthony were nominated by the Diocese.
- 5.1.3 The IEB would be looking at the long term future of the school and it was suggested that the Catholic Academy Trust should be invited to a future meeting to help clarify their position.
- 5.1.4 **In response to a question Jo confirmed that there is no requirement for a member to be nominated as Vice Chair.**

5.2 Appeals Panel

- 5.2.1 An Appeals Panel will be required for any appeals raised under discipline, grievance, pay and complaints. This panel will not be made up from the members. ESCC have a group of senior officers who will hear any appeals. The Officers are:
- Nicola Blake
 - Danielle Cassel
 - Elaine Codling
 - Tracey Harwood
 - Sarah Rice
 - Jessica Stubbings
 - John Williams

Should it be necessary to convene a panel the Diocese will be approached regarding representation.

5.3 Safeguarding and SEN Member

- 5.3.1 Lindsey was confirmed as the Safeguarding Member.
- 5.3.2 It was suggested that Anthony could undertake the role of the SEN Member.
Action: Anthony to confirm at January meeting.

6. Headteacher's Reports

A copy of the Headteacher's Report, which included data headlines for each year group, Ofsted Report and School Improvement Partner Visit reports was circulated with the agenda.

6.1 Headteacher's Report

- 6.1.1 The Headteacher's Report was reviewed and the following discussed:
- **Staffing – please see confidential minutes (Annex A).**
 - **Attendance –** Issues have been identified with persistent absence for the Disadvantaged cohort / boys.
 - **School Data –** The data was reviewed. **It was agreed that a full set of T2 data would be reviewed at the January meeting, including Disadvantaged and Higher Ability groups.** It was accepted that there is a lack of confidence in the data being produced and opportunities for moderation outside of the school are being explored.
 - **Section 175 audit –** The audit is being completed by the AHT. It was agreed that the audit would be reviewed by Rob / DSL to triangulate the evidence. The audit is due to be completed and submitted to the LA by 5/1/18. **It was agreed that Lindsey could sign the completed audit on behalf of the IEB.**
 - **September 2018 pupil applications –** Rob reported 9 1st choices / 14 in total. He will be visiting local parishes and the community to market the school.

**Annecy Catholic Primary School
Interim Executive Board – 19th December 2017
Initials:.....**

6.1.2 It was agreed that the following information would be included in the Headteacher's Report, using the East Sussex format, at the January meeting:

- **Whole school data set (as at end term 2);**
- **Section 175 audit and action plan;**
- **Pupil Premium review – update on actions and impact;**
- **Update within the Headteacher's report concerning the 3 key Ofsted issues and progress against these;**
- **Update within the Headteacher's report concerning the issues raised within the SIP visit reports and progress against these.**
- **Update within the Headteacher's report of progress since the Progress Meeting with the local Authority on 23/11/17**

Action: Information to be added to January agenda.

6.2 Website Review

6.2.1 Jo advised that a website review had been completed. The issues identified were:

- **Pupil Premium Statement** – data for 2017 to be added / date of review of strategy to be updated.
- **PE & Sports Grant Premium** – evidence of impact needs to be stronger and all monies accounted for. **It was agreed that this would be reviewed in the March meeting when the updated requirements re swimming needed to be added by 1/4/18.**
- **Admissions Arrangements** – old versions to be removed.
- **Charging & Remissions Policy** – latest version to be uploaded.
- **Safeguarding & Child Protection Policy** – Latest model version of policy to be uploaded.
- **Governors Information** – Due to the changes in governance arrangements the updated information relating to the IEB will be added.

Action: Website information to be updated. PE & Sports Grant statement to be added to March agenda.

6.3 General Data Protection regulations (GDPR)

6.3.1 Due to the changes in the GDPR as at 25/5/18, the LA are offering a traded service to schools to supply the following:

- A compliance check completed on a rolling basis, assessed on need
- On-going advice and guidance with access to on-line resources and templates
- Privacy Impact Assessment advice and approval
- Bespoke training (2 half day sessions per year)
- Complaint handling (in relation to information governance and data protection)
- A named DPO, with the responsibilities as follows:
 - *educating the school and its staff on important compliance requirements*
 - *conducting checks to ensure compliance, addressing potential issues proactively and providing on-going advice*
 - *servicing as the point of contact between the school and the Information Commissioner's Office (ICO)*
 - *monitoring performance and providing advice and approval on privacy impact assessments*
 - *providing advice on communications with data subjects or parents to inform them about: how their data is being used; their rights to have their, or their*

child's personal data erased; the measures in place to protect their, or their child's, personal information.

The members discussed the costing of the service. A payment of £750 for the compliance check is required during the current financial year. A further £2,250 will be required in the 2018/19 financial year. **The members agreed to proceed with the service as there is no choice but to comply with the requirements.**

Action: Cara to inform Services to Schools.

7. Personnel

7.1 Update on current position – including absences

7.1.1 Recruitment and Resignations – The school is currently looking to recruit a Bursar.

7.1.2 Staff Absence - **Please see confidential minutes (Annex A).**

7.1.3 INSET Days – the current arrangements between the Seaford schools, where twilight sessions are used instead of INSET days, and staff then break up early (in this instance on Friday 15/12/17) was discussed. Whilst this may benefit some local families in having the same holiday as the local secondary school, it was agreed that many siblings will not be affected as they attend Catholic secondary schools outside of the area. It was also agreed that it was not the most effective way to ensure the needed professional development of the staff team. An Inset day set for March has now been moved to January. Rob advised that these arrangements will be changed next year as twilight sessions have limited impact. A more robust and relevant programme of CPD has been set up for the staff meetings and part time staff will be encouraged to attend those which they are interested in.

7.1.4 Performance Management – **In response to a question Rob advised the cycle had been completed for last year, with the exception of the Headteacher.** The process in place needs clarity and needs to use performance data more effectively to assess impact. Rob advised that the Pay Policy has been agreed by the GB.

Action: Copy of the Pay policy to be sent to Janet to be reviewed alongside the model IEB version.

7.1.5 Responsibilities of UPS staff – **It was agreed that the roles and responsibilities of the UPS staff would be discussed at the January meeting.**

Action: Roles and Responsibilities of UPS staff to be added to January agenda.

7.1.6 Personnel Issues – **please see confidential minutes (Annex A).**

8. Finance

A copy of the 3 year budget planner was circulated with the agenda. A copy of the staffing spreadsheet was circulated at the meeting.

8.1 Budget Update

8.1.1 Cara has been working with the school. However, with no Bursar in place at present a full finance report could not be produced in the lead time for the meeting. A full update will be given at the January meeting.

Action: Cara to produce Finance Report, with support of school, for January meeting.

8.1.2 Please see confidential minutes (Annex A).

**Annecy Catholic Primary School
Interim Executive Board – 19th December 2017
Initials:.....**

- 8.1.3** The distribution of the finance papers was discussed and it was agreed that the members and associate members would use ESCC email addresses for IEB papers.
Action: Kathy to forward Jo John and Patricia's school email addresses. Lindsey to be allocated an ESCC email address.

John left at 16:00

9. Safeguarding

9.1 DBS checks for IEB members

- 9.1.1** Rob, John and Patricia confirmed they are on the SCR at school. The ESCC Members DBS information will be sent to the school for inclusion on the SCR. Anthony will need to present his DBS certificate to school to be added.

Action: Janet to forward information re ESCC staff; Anthony to present his DBS to the school.

9.2 Members Training

- 9.2.1** Jo explained the requirements for the members to attend either the ESCC classroom safeguarding training or complete the Governors online training.

Action: Jo to send dates to Lindsey / link to training to members. Any certificates for completed training to be sent to Jo.

9.3 Keeping Children Safe in Education

- 9.3.1** The members are all required to read Part 1 of the guidance.

Action: Jo to send link to members / confirmation to be sent via email that part 1 has been read.

9.4 Safer Recruitment

- 9.4.1** The following members confirmed that they had completed safer recruitment training:

- **Janet Bowen**
- **Rob Carter**
- **John Cornish**
- **Lindsey Diamond**
- **Claire Roberts**

Action: Copy of certificates to be sent to Jo.

10. Policies

10.1 Clerk to review policies in place for statutory requirements and model IEB policies:

- 10.1.1** Jo explained that the policies would be reviewed at the next meeting and would be IEB policies based on ESCC model policies and personalised for the school.

- 10.1.2 Safeguarding & Child Protection Policy** – Rob advised the ESCC model policy had been revised – this now needs to include the IEB member's information.

Subject to this information being added the members approved the policy - review date 1 year.

Action: Rob to send Jo the policy for information to be added

**Annecy Catholic Primary School
Interim Executive Board – 19th December 2017
Initials:.....**

11. Agree standing items for future meetings

11.1 The feedback from parents, via Parent view, was discussed. Lindsey wishes to have a focus on the feedback from parents and will agree with Rob a timetable and format to collect this information using the same questions as Parent view with some Annecy related questions.

Action: Lindsey and Rob to arrange for parental surveys to be sent 3 monthly.

11.2 The following additional items were agreed as standing items for future meetings:

- Premises & Health and Safety
- Pupil Premium and Vulnerable pupils
- Future Leadership Arrangements

11.3 All other items noted will be added to the agenda.

12. Future meeting dates / items for next meeting

12.1 **Future Meeting Dates:**

12.1.1 The following dates were agreed for future meetings:

- **Monday 22nd January 2018 - 13:30 – 16:30**
- **Tuesday 27th February 2018 – 13:30 – 16:30**
- **Thursday 29th March 2018 - 13:30 – 16:30**
- **April – Budget approval meeting TBC**
- **Tuesday 15th May 2018 - 13:30 – 16:30**
- **Tuesday 26th June 2018 - 13:30 – 16:30**
- **Wednesday 18th July 2018 – 14:00 – 17:00**

Action: Jo to book meeting rooms / parking

Date of next meeting: Monday 22nd January 2018, 13:30, WH12 Westfield House, County Hall, Lewes.

Summary of Actions

	Action	Actionee	Status
2.1	Register of members interests to be produced	Jo	
	Anthony to complete Declaration of Interests and Confidentiality forms	Anthony	
4.2.1	Audit of policies	Jo	
4.2.4	Draft FGB minutes to be forwarded to Lindsey	Kathy	
4.4.1	Scheme of Delegation to be amended and Approved at January meeting	Cara	
4.4.2	Governors Fund to be investigated	Cara	
5.1.1	TOR and MOU to be reviewed at January meeting	Lindsey	
5.3.2	Anthony to be confirmed as SEN member	Anthony	
6.1.2	Following information to be included in Headteacher's Report in January: Whole school data set (as at end term 2); Section 175 audit and action plan; Pupil Premium review – update on actions and impact; Update within the Headteacher's report concerning the 3 key Ofsted issues and progress against these; Update within the Headteacher's report concerning the issues raised within the SIP visit reports and progress against these.	Rob	
6.2.1	Website to be updated with identified information	Rob / Jo	
	PE & Sports Grant Statement to be added to January meeting.	Rob	
6.3.1	Services to Schools to be advised of purchase on GDPR service	Cara	
7.1.4	Pay policy to be reviewed alongside the model IEB version	Rob / Janet	
7.1.5	Roles and Responsibilities of UPS staff to be added to January meeting	Rob	
8.1.3	ESCC email addresses to be forwarded to Jo	Kathy	
9.1.1	DBS information for SCR to be sent to school; Anthony to present information to school	Janet / Anthony	
9.2.1 & 9.4.1	Dates of safeguarding Training / Links to be sent to members; members to send certificates of complete safeguarding / Safer Recruitment training	Jo / All	
9.3.1	Members to read and confirm part 1 of KCSIE	All	
10.1.2	Copy of Safeguarding and Child Protection policy to be updated with members information	Rob / Jo	
11.1	Parental survey content / timing to be agreed	Lindsey / Rob	
12.1.1	Rooms and parking to be booked for future meeting	Jo	
11.3	Agenda items to be added to future meeting. Papers to be sent to Jo by 9/1/18 for circulation.	All	

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

Anney Catholic Primary School
Interim Executive Board – 19th December 2017
 Initials:.....