

Meeting of Anney Catholic Primary School – Interim Executive Board Held on Thursday 29th March 2018, at WH12, Westfield House, County Hall, Lewes

The meeting started at 1.30 pm and finished at 4.47 pm. It was clerked by Gaynor Newnham.

Members Present: **Lindsey Diamond (Chair)**
Rob Carter
John Cornish
Anthony Moffat

Associate Members Present: **Janet Bowen**
Claire Roberts
Cara Starbuck

Also, in attendance: **Dave Carter**, CEO, Bosco Catholic Education Trust (for item 3.1 only)
Bernadette Connor, Diocese of Arundel and Brighton Representative
Marie Ryan, Diocese of Arundel and Brighton Representative
Michelle Thompson, ESCC Principal Finance Officer
Paul Gallagher, Interim Deputy Headteacher
Gaynor Newnham, Clerk

Apologies: **Carrie Beech**

MINUTES:

1. Welcome and Apologies

- 1.1 Lindsey invited everyone to the meeting and introduced David, who will be giving a presentation, and Gaynor, who is taking over the role of clerk to the IEB.
Rob also explained that Paul has been invited to the meeting as he has a thorough understanding of the data to be presented, as he has been more involved in this during Rob's recent absence. Paul confirmed that he understands that all matters discussed will be strictly confidential.
- 1.2 Apologies had been received from Carrie Beech
- 1.3 The agenda was reviewed and it was agreed to cover agenda item 6 immediately after item 3, so that Paul could return to school.

2. Declaration of Business Interests

- 2.1 David and Rob declared that they are brothers.
- 2.2 Janet Bowen declared that she is the TUPE officer and HR officer for academy conversions.

3. Presentation: David Carter, Bosco Trust Please refer to Annex A, Confidential Minutes

David left the meeting at 2.17pm

4. Minutes of the last meeting, 27th February 2018 The minutes had been circulated with the agenda.

The minutes were reviewed and a number of corrections were requested, to be implemented by the Clerk.

Subject to those corrections being made, the minutes were approved, to be signed at the next meeting.

Actions:

- **February minutes and summary of actions to be corrected, as requested.**

5. Matters arising from those minutes, not on this agenda

The summary of actions, January Minutes, Scheme of Delegation and Partnership Agreement had been circulated with the agenda.

5.1 Review of actions

5.1.1 The summary of actions was reviewed and updated to show actions completed.

5.1.2 The correct job title for the post referenced in previous minutes as Interim School Leader was discussed as, within the school community, Paul is referred to as the Interim Deputy Headteacher. It was agreed that he should be referred to as the Deputy HT, and it was noted that he will be identified in previous minutes as the Interim Leader.

5.2 Changes to January minutes after approval

5.2.1 **The January Minutes were approved as an accurate record of the meeting.**

5.2.2 Members were reminded of the Confidential nature of IEB meetings and minutes.

5.3 Scheme of Delegation

The Scheme of Delegation was not discussed.

5.4 Partnership Agreement

The Partnership Agreement was not discussed.

Actions:

6. Executive Headteacher's Report

**** This was covered after Agenda item 3****

The EHT Report, Data Pack and Prevent Audit had been circulated with the agenda.

The Headteacher's report was reviewed and the following discussed:

6.1 Attendance

It was reported that persistent absence is being looked at.

6.2 Personal Development, Behaviour and Welfare

It was reported that:

- vulnerable pupils are being well supported.
- There are no safeguarding concerns; the CPOMS tracking system is now in use. The safeguarding review is booked for April.
- The parental complaint has now been resolved.

6.3 Outcomes for Pupils

Paul explained that the accuracy of data tracking is in question, as some teachers may have been very harsh in their judgements, especially in Y2 and Y6.

6.3.1 Term 4 for all year groups

Paul reported the following:

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- 6.3.1.1 EYFS pupils have made accelerated progress in Reading, Writing and Shape, Space and Measure. Minority/Ethnic groups are working towards expectation for speech and language and spelling.
- 6.3.1.2 Y1 will receive additional support from the Assistant HT to improve the quality of teaching, and lesson planning. Assessment data will be moderated, as attainment is shown to be low in this year group. This class is currently taught by a job-share of three teachers.
- 6.3.1.3 Y2 has a new teacher in place. It was confirmed that expectations have been made clear to this teacher and assessment judgements will be evidenced.
- 6.3.1.4 Y3 data is looking positive; the combined score has increased slightly, though accelerated Maths progress will be essential. A student with high needs has joined this cohort.
- 6.3.1.5 Y4 data has dropped since Term 3; the class teacher is leaving and a replacement will be appointed for Term 5. Following a question from a member, it was clarified that the LA will be unable to provide any further financial support for teaching posts. The possibility of securing support from the Rother EIP, the Ambitious Schools Programme or the Newick Teaching School was discussed.
- 6.3.1.6 Y5 data was reported as 72% meeting expectations in Writing and Reading. Improvements are still needed in Maths. Attendance is poor for this cohort.
- 6.3.1.7 Y6 pupils will receive additional daily support from Paul, as currently only 50% are at age related expectation in combined Reading/Writing/Maths, against a predicted 60-80%. A SATS revision day is planned. Pupils almost at Greater Depth are an area of focus.
- 6.3.1.8 Phonics data was discussed. It was reported that 43% of pupils are currently expected to pass the tests. Claire stated that the children have made insufficient progress in phonics, based on good outcomes at the end of their Reception year and recommended contacting the Eastbourne Phonics Hub for additional support. Following questions from members, it was confirmed that the end of year 2017 data was moderated and is reliable. The current phonics data was also confirmed to be accurate as it was moderated by Paul.
- 6.3.1.9 End of Year targets by year group were not available and were therefore deferred to the next meeting.

6.3.2 Governors' Data Pack

The Governors' Data Pack was noted.

6.3.3 Progress Update

Lindsey requested a progress update for the next meeting, to show progress from the end of EYFS, KS1 to the end of KS2.

6.3.4 End of year targets

6.4 School Improvement Plan report

It was reported that there have been improvements in:

- Strategic Leadership and Management

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- Please refer to Annex A, Confidential Minutes
- Assessment
- Internal and external moderation

The full SIP report was requested for the next meeting.

6.5 School Adviser Visit

The adviser visit took place on the 14th March 2018. The judgements had been agreed. Please refer to Annex A, Confidential Minutes.

Agreed actions are:

- To improve the quality of teaching so that it is consistently good.
- To improve communication between the Y1 staff.
- To ensure the school is fully staffed for Term 5.
- To improve whole school attendance.

Anthony asked if the Adviser Visit reports are quality assured; Claire confirmed that there is a rigorous process of quality assurance.

In response to further questions, it was reported that the reports are circulated to the HT, Chair and Clerk and may then be shared with governors and senior leaders.

The lack of physical targets was challenged; it was confirmed that the report is to prompt support and challenge by the governors, not to set targets.

6.6 Pupil Premium

This was covered under agenda item 6.6.1.

6.7 Sports Premium Report and Action Plan

6.7.1 The HT confirmed that the Premier Sport contract will end at the end of Term 6, at which point all issues will be raised, as previously discussed.

6.8 Proposed restructure and timeline

- The curriculum restructure (combined Y1/2 and Y3/4 classes) was discussed; it was agreed that staff should have the opportunity to see best practice and that this should be promoted as a strength to the school, providing support and nurture based on the children's best interests.
- Please also refer to Annex A, Confidential Minutes

6.9 Parent meetings

6.9.1 Parental engagement was reported to have improved. There are regular coffee mornings and communications between school and home.

Paul left the meeting at 3.30pm

7. Leadership Review Update

Verbal feedback was given on the recent review of school leadership.

- It was reported that the feedback meeting had been attended by Lindsey, as Chair of the IEB, by Claire, on behalf of ESCC and by Paul.
- The review had included a learning walk, discussions with the DHT, English and Maths Leads, SENCO, pupils and IEB Chair, as well as a review of the School Development Plan, the Self Evaluation Form, LA reports and IEB Minutes.
- The Review identified the following:
 - High staff turnover. It was noted that three teachers are leaving at Easter.

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- Limited change since the last Ofsted inspection, due to the long-term sickness of the substantive HT.
- The pace of change has been good since January, when the DHT joined the school and the IEB was put in place. It was reported that Ofsted inspectors may visit at the end of Term 6 and would judge the rate of change since the last inspection, i.e. from September 2017. It was noted that having an Academy Order in place will change things.
- The school needs increased leadership capacity to improve pupils' outcomes. Though a skilled DHT is now in place, he is focused on day to day issues rather than Teaching, Learning and Assessment. Leadership and Management requires further improvement.
- The Interim DHT and IEB Chair know the school well.
- The Inclusion manager made positive impact until her departure at the end of Term 4.
- Pupil Progress Meetings must be more robust.
- Accuracy of assessment and the understanding of the quality of teaching is positive.
- The IEB is providing positive support with the strategic direction of the school.
- **Members agreed that the priorities for the DHT should be improving teaching and learning at the school, and relationships with parents.**

8. Finance and Premises

The Finance Report and associated documents had been circulated with the agenda.

8.1 Finance Report

8.1.1 The report was reviewed and the following discussed:

- Cara reported that the carry forward at the end of the year will be £42,000. Small changes have improved the school's financial position and long-term financial future.
- It was reported that Cara will meet with Rob and Lindsey to discuss the 2018/19 Budget before it comes to the next IEB meeting for formal approval.
- **The Services to Schools order was tabled and approved in the sum of £41,000.17. This does not include Educational Psychologist days, as these have not yet been approved.**
- The GDPR was discussed. **It was agreed to take the audit and county service for 2018/19.**

8.2 3-year budget plan update – including staffing considerations

This will be discussed at the next IEB meeting.

8.3 Governors' Fund

8.3.1 John reported that the Governors' Fund amounts to £11,385.74.

8.3.2 In response to members' questions, John confirmed that this does not include historic Devolved Formula Capital.

8.3.3 It was agreed to discuss this further at the next IEB meeting.

8.4 School Fund

8.4.1 It was agreed to discuss this further at the next IEB meeting.

8.5 PTA contributions

8.5.1 It was agreed to discuss this further at the next IEB meeting.

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9. Staffing & Personnel

**** This was covered within the EHT report****

9.1 Recruitment and Resignations

- 9.1.1 A KS1/2 NQT has been appointed from July.
- 9.1.2 The vacancy for a Y4 teacher will be filled over the Easter break.
- 9.1.3 ESCC is providing additional support to the school in view of the Bursar post being vacant.
- 9.1.4 The Caretaker has resigned with one month's notice; it is hoped to secure a replacement as soon as possible to avoid any gap in cover.
- 9.1.5 Please refer to Annex A, Confidential Minutes.

9.2 Staff Absence

No significant issues were reported.

9.3 Personnel Issues

It was noted that the EHT's Key Performance Indicators have been discussed but not yet signed-off.

9.4 Staff Roles and Responsibilities, to include a discussion of UPS grade responsibilities

- 9.4.1 The Interim DHT role was discussed. Please refer to Annex A, Confidential Minutes.

10. Safeguarding

The updated SG Checklist for Governors and the Safeguarding Member's Report had been circulated with the agenda.

10.1 Section 175 Audit and action plan

It was reported that no further action is required.

10.2 Safeguarding review update

The Safeguarding review has been arranged for the 20th April 2018 and will therefore be reported at the next IEB meeting.

10.3 Safeguarding member's visit report

- 10.3.1 The report showed that many actions have not yet been implemented, due to capacity issues. It was agreed that the AHT must be supported to enable her to impact positively on safeguarding at the school.
- 10.3.2 It was also noted that there must be support regarding the PREVENT action plan; Lindsey has completed the action plan, which must now be followed up.
- 10.3.3 It was confirmed that a further visit will be completed in Term 5.

10.4 KCSIE

All members confirmed that they have read the document.

10.5 HT Safeguarding Report

The HT had nothing to report.

11. SEND Information Report

This was deferred to the next meeting.

12. Future Leadership Arrangements

This was covered under Agenda Item 3.

13. Governance

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13.1 Attendance of Interim School Leader at IEB meetings

This was discussed and it was agreed that he should not attend regularly as he is needed at school. Any questions on data will be fed back to him via the EHT.

13.2 Confirmation of Admissions Ranking for September 2018

It was agreed that the Diocesan Admissions Ranking system should be retained.

13.3 MAT update – report from Diocesan meetings

There was no further discussion.

14. Policies and Statutory Requirements

The Pay Policy had been circulated with the agenda.

14.1 Policies approved since last IEB

14.1.1 Pay Policy 2017/18

Janet requested that she be sent an electronic copy of the Pay Policy to be reviewed for the next meeting.

Action:

- *Pay Policy to be reviewed for next meeting – Gaynor to send Word version*

14.2 Policies tabled at the meeting

There were no additional policies.

14.3 Data Protection Policy

See Agenda item 8.1.1

15. Agenda items for next meeting

It was agreed that David should be invited to the next IEB meeting.

- Website Audit
- SIP & SEF
- Progress update for the next meeting, to show progress from the end of EYFS, KS1 to the end of KS2.
- Budget Ratification
- Governors’ Fund and LC VAP
- School Fund
- PTA contributions
- Safeguarding Review Report
- Leadership Review Report
- SEND Information Report

Next Meeting:

- **Tuesday 15th May 2018, 1.30pm, WH12, Westfield House, County Hall, Lewes.**

Summary of Actions

	Action	Actionee	Status
3.1	Cross school teaching event to be arranged.	Derek	
3.5	One-page report to cover ALL Y7-11 data, including English, Maths, Attainment 8, to show	Matt	

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	gaps between disadvantaged and other pupils, with dp3 and dp4 predictions, to be available at the March meeting.		
4	February minutes and summary of actions to be corrected, as requested.	Gaynor	
14.1.1	Pay Policy to be reviewed for next meeting – Gaynor to send Word version	Janet Gaynor	

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