

**Meeting of Annecy Catholic Primary School – Interim Executive Board  
Held on Wednesday 18<sup>th</sup> July 2018, at WH12, Westfield House, County Hall, Lewes**

The meeting started at 1.45 pm and finished at 3.43 pm. It was clerked by Gaynor Newnham.

**Members Present:** **Lindsey Diamond** (Chair)  
**Rob Carter** (Executive Head Teacher)  
**John Cornish** (Former Chair of Annecy Governing Body)  
**Carrie Beech** (ESCC Project Lead: Primary and Early Years)

**Associate Members Present:** **Janet Bowen** (Senior Personnel Officer)  
**Bernadette Connor** (Diocesan Representative)  
**Marie Ryan**, (Diocese of Arundel and Brighton Representative)

**Also, in attendance:** **Gaynor Newnham**, (Clerk)

**Apologies:** **Claire Roberts** (Senior Manager: Support and Intervention)  
**Cara Starbuck** (Principal Finance Officer)

**Absent:** **Anthony Moffat** (National Leader of Governance and Diocesan Representative)

## **MINUTES**

### **1. Welcome and Apologies**

1.1. Apologies were received from CS and CR.

### **2. Declaration of Business Interests**

No changes were reported.

### **3. To approve the minutes of the last meeting – 26<sup>th</sup> June 2018**

**The minutes and confidential minutes of the previous meeting had been circulated with the agenda.**

The minutes were reviewed and minor amendments were requested. Subject to these changes being made, **the minutes were approved as an accurate record of the meeting.**

### **4. Matters arising from the minutes, not on the agenda**

4.1. The summary of actions was reviewed and it was noted that all actions are on the current agenda.

4.2. It was confirmed that Premier Sports should be funded from Sports Premium; it was noted that the school must show impact of the spending.

4.3. It was confirmed that the Parish Priest had been informed of the change of leadership at the school and of the intention to convert to academy status. It was also reported that a Newhaven Parish Priest is keen to offer pastoral support to the school.

### **5. Review Agenda**

The agenda was reviewed and it was agreed to cover Year 6 data headlines early in the meeting.

### **6. Leadership Arrangements from September Please refer to annex A, Confidential Minutes**

### **7. Progress with consultation process Please refer to annex A, Confidential Minutes**

### **8. Executive Head Teacher Report**

**The EHT Report had been circulated with the agenda.**

**8.1. Attendance**

It was reported that attendance is 94.92% for the year; some pupils' illness has contributed to concerns with attendance levels in some year groups. **(See annex A, Confidential Minutes)**

**8.2. Behaviour and Exclusions**

There have been no exclusions since the last meeting.

**8.3. Site Security**

There are no issues; it is ensured that the school gates remain closed while pupils are in school.

**8.4. Vulnerable Pupils**

The HOS has received restraint training.

**8.5. PREVENT Audit**

All actions have been completed.

**8.6. Data, including Year 6 SATS published data**

**8.6.1. Year 6 data headlines**

A data summary, showing the three year trend for KS2 outcomes, was tabled at the meeting. The report showed that combined scores have increased 26% in the current year; progress in Reading and Maths exceeds national and is in line with national in Writing.

Reading – Annecy 86.2%	National – 75%
Writing – Annecy 75.9%	National – 78%
Maths – Annecy 79.3%	National – 76%
Combined – Annecy 69%	National – 64%
GPS – Annecy 83%	National – 78%

Following a question, it was reported that the national unvalidated data has been published; national validated data will be published in the autumn term. Parents will be notified of their own children's test results in their school reports at the end of term.

The IEB discussed how best to publicise the positive outcomes to demonstrate that Annecy pupils are better prepared for the next stage of their education than their peers in the town. It was agreed that a press release should be issued before the end of term, also to be sent to local parishes.

**Action:**

- **RC to organise press release.**

**8.6.2. Pupil outcomes**

**Please refer to annex A, Confidential minutes**

**8.7. Adviser Visit Report**

**8.7.1. The adviser's report was noted.**

It was reported by the EHT that issues identified in the report will be overcome in the next academic year, due to the new staffing structure and improved leadership capacity at the school.

**8.7.2. Please refer to Annex A, Confidential Minutes**

**8.8. Pupil Premium (PP) The PP Report and SEND Provision Report was tabled at the meeting.**

**8.8.1. SENCO provision**

**Please refer to annex A, Confidential minutes.**

**8.8.2. PP Report for the website**

**8.8.2.1.** It was noted that the report is not compliant for the website, as impact is not shown; this will be the responsibility of the new SENCO to complete (currently the assistant head) before the start of the new academic year.

**8.8.2.2.** It was clarified that not all the PPG has been allocated; only £574 is currently accounted for; this will also be addressed in the new academic year, before the meeting on 18/9/18.

**Action:**

- **PPG report to be made compliant for the website.**
- **PPG funding to be tracked in full.**

**8.9. Sports Premium (SP) The SP Report was tabled at the meeting.**

**8.9.1. SP Report for the website**

It was noted that the report is not compliant for the website, as impact is not shown; this will be addressed in the new academic year and there is not a statement/action plan for the current year.

**8.9.2. Sports Provision at Annecy**

It was reported that sports teaching will be delivered by Annecy teaching staff, with staff working in their specialisms or areas of interest. Local sports partnerships will also be investigated.

**Action:**

- **Sports funding report to be made compliant as it will be part of the OFSTED evidence base**
- **Website to be updated to show evidence of compliance**

**8.10. Parents Meetings**

8.10.1. The EHT reported that there have been no meetings since the last IEB, though there have been two parents' surveys. Summary reports were tabled. It was reported that there were 36 responses showing generally more positive trends than were previously recorded. 72% of parents indicated that they would recommend the school. A full report will follow.

**Action:**

- **Parents' Survey report to be circulated to the IEB in advance of meetings.**

It was noted that this was the EHT's last IEB meeting; members recorded thanks for his time at, and contribution to, the school.

**9. School Self-Evaluation Form (SEF) Update**

The EHT reported that initial work has been completed on the SEF, which has been shared with the external adviser. The aim is for the document to be more strategic than previously, and to have accurate evidence of impact in the school; ownership of the SEF will extend to the IEB and staff, as well as the leadership team. This will now be looked at more forensically, section by Section. Leadership and Management will be updated first.

**Action:**

- **Updated SEF (L&M) to be circulated with September IEB papers**

**10. School Development Plan (draft)**

**The SIP had been circulated with the meeting papers.**

It was reported that the SDP will be further developed with the HOS and Primary Leads in the new academic year.

The opening statements were discussed and amended, to ensure that targets and activities will be cross-referenced in the document. It was agreed that there should be a small number of focused targets, based on priorities identified in the SEF. The document will also show who will lead on specific areas.

**Action:**

- **Updated SDP to be circulated with September IEB papers.**

**11. Leadership Review Report – update**

It was confirmed that all recommendations made by the review have been followed and the report has been updated accordingly.

**The Leadership Review Report was signed off.**

## 12. Finance and Premises

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

### 12.1. Finance Report

Please refer to annex A, Confidential Minutes.

### 12.2. Governors' Fund and LC VAP

A revised ICT proposal had been circulated with the meeting papers.

It was reported that the ICT proposal has been reviewed, so that iPads and laptops could be purchased for use around the school, thus freeing up the ICT suite for other learning. It was agreed that this would be a good use of space.

The possibility of submitting a possible second bid, in October, was discussed, as the school may not be eligible to apply, following any change of status. **It was agreed that paperwork should be prepared, in case there is an opportunity to apply.**

It was confirmed that applications must include three quotes, though it was not clear if these are needed for each component of the project (i.e. improvements to the space, equipment, e.t.c.) This will be checked.

The availability of LC VAP for furniture will also be checked.

#### **Action:**

- **Checks to be made as to whether three quotes are required for each phase of the ICT project, and whether funding for furniture can be requested.**
- **LC VAP proposal to be prepared for submission in October, if appropriate.**

### 12.3. School Fund

It was agreed that this should be removed as a standing agenda item.

### 12.4. PTA Contributions

It was agreed that this should be removed as a standing agenda item.

### 12.5. GDPR Update

It was agreed that this should be removed as a standing agenda item.

## 13. Personnel

### 13.1. Staffing Structure from September 2018

The staffing structure overview was tabled at the meeting.

It was noted that the HOS's title is incorrect on the document and will, therefore, be corrected as an action.

Likewise, the Finance Assistant's job title should be changed to Bursar.

It was also agreed that, for consistency, full names should be used throughout the document.

A coding (N) will be put alongside new staff members.

NQT and NQT+1 will also be added.

The SEN support (INA) has been missed off the staffing structure and will be added.

#### **Action:**

- **HOS title to be amended on the staffing structure overview document.**
- **Staffing structure to be amended to include full names for all staff.**
- **Finance Assistant's job title to be changed to Bursar on the Staffing Structure Document.**
- **Full names to be used throughout the staffing structure document.**
- **Coding to be added to new staff members.**
- **NQT and NQT+1 to be added.**
- **SEND support to be added to the staffing structure document.**

### 13.2. Recruitment and Resignations

Please refer to annex A, Confidential Minutes.

### 13.3. Staff Absence

No issues were raised.

- 13.4. Personnel Issues**  
No issues were raised.

**14. Safeguarding**

- 14.1. Governors' Safeguarding Checklist**  
It was reported that all actions have been completed or are in hand; a full update will be provided at the September meeting following the external visit on 12/9/18.
- 14.2. HT Safeguarding Report**  
There was no report, due to the short time elapsed since the last IEB meeting.
- 14.3. PREVENT Audit**  
All actions have been completed.

**15. Vulnerable Groups**

It was reported that a gap analysis will be completed by the HOS and key priorities will be highlighted to ensure that actions are in place to improve impact.

**16. Policies and Statutory Obligations**

- 16.1. Attendance and Behaviour Policy**  
**The ESCC Model Attendance and Behaviour Policy was approved.**
- 16.2. Website Audit Actions**  
It was reported that the EHT will ensure actions identified at the previous audit have been completed.

**Action:**

- **Website audit actions to be ensured to have been completed.**

**17. Items for next meeting**

- New standing item: Leaders' preparation for the Section 8 Monitoring Visit, to ensure progress is being made towards 'Good.' (Sept focus: Leadership and Management)
- Standards Visit update (Sept/Oct)
- Progress towards Academisation (DASB application)
- Application to RSC
- Feedback of leadership structure
- Meeting times (Oct/ Nov/ Dec)
- ESCC Model Pay Policy (Oct/Nov)
- Remove School Fund, PTA and GDPR.

**18. Date of next meeting – Tuesday 18<sup>th</sup> September 10.00 – 1.00**

<b>Agenda item</b>	<b>Details</b>	<b>By</b>	<b>Status</b>
8.8.2.1	PPG report to be made complaint for the website	SENCO	For September
8.8.2.2	PPG to be tracked in full.	SENCO	
8.6.1	RC to organise press release.	RC	
8.9.1	Sports Funding report to be made compliant for the website Website to be updated to show evidence of compliance		
8.10	Parents' Survey report to be circulated to the IEB.	RC	
9	Updated SEF (L&M) to be circulated with September IEB papers		

10	Updated SDP to be circulated with September IEB papers.		
12.2	Checks to be made as to whether three quotes are required for each phase of the ICT project, and whether funding for furniture can be requested.	JC/RC	
12.2	LC VAP proposal to be prepared for submission in October, if appropriate	JC/RC	
13.1	HOS title to be amended on the staffing structure overview document.	RC	
13.1	Staffing structure to be amended to include full name for all staff. Finance Assistant's job title to be changed to Bursar on the Staffing Structure Document. Full names to be used throughout the staffing structure document. Coding to be added to new staff members. NQT and NQT+1 to be added. SEND support to be added to the staffing structure document.	RC	
16.2	Website audit actions to be ensured to have been completed.		