

**Meeting of Anney Catholic Primary School – Interim Executive Board  
Held on Tuesday 26<sup>th</sup> June 2018, at Central 8E, County Hall, Lewes**

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The meeting started at 1.30 pm and finished at 4.30 pm. It was clerked by Gaynor Newnham.

<b>Members Present:</b>	<b>Lindsey Diamond</b> (Chair) <b>Rob Carter</b> (Executive Headteacher) <b>John Cornish</b> (Former Chair of Anney Governing Body) <b>Bernadette Connor</b> (Diocesan Representative)
<b>Associate Members Present:</b>	<b>Janet Bowen</b> (Senior Personnel Officer) <b>Cara Starbuck</b> (Principal Finance Officer) <b>Carrie Beech</b> (ESCC Project Lead: Primary and Early Years)
<b>Also, in attendance:</b>	<b>Dave Carter</b> , (CEO, Bosco Catholic Education) Trust (for item 3 only) <b>Gaynor Newnham</b> , (Clerk)
<b>Apologies:</b>	<b>Claire Roberts</b> (Senior Manager: Support and Intervention) <b>Marie Ryan</b> , (Diocese of Arundel and Brighton Representative) <b>Anthony Moffat</b> (National Leader of Governance and Diocesan Representative)

## **MINUTES:**

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

- 1.1 The Chair welcomed everyone to the meeting and drew attention to the following:
- 1.1.1 Apologies were given, as Bernadette Connor and Marie Ryan have been missed off the attendance list. The clerk will ensure this does not happen again.
  - 1.1.2 It was explained that David Carter was not due to be in attendance. However, he offered to attend to present the outcome of the due diligence process.
  - 1.1.3 The agenda was reviewed, in view of Dave's presence at the meeting, so that progress with the consultation process, Due Diligence and the considering of evidence and voting to pursue becoming an academy was moved to after declaration of business interests. Future leadership arrangements would also be covered early in the meeting as it will be useful for Dave to be present for this item, before leaving the meeting.

1.2 Apologies had been received from Claire Roberts, Anthony Moffat and Marie Ryan.

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

- 2.1 No Changes to report

### **3. Progress with the consultation process**

#### **3.1 Stakeholder Consultations**

##### **3.1.1 Consultation meetings**

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

##### **3.1.2 Consultation response documents**

It was reported that there were only had 7 responses to the consultation process. All were in favour.

#### **3.2 Equality Impact Assessment**

The Equality Impact Form had been circulated with the meeting papers. It was explained that completion is statutory when changes are proposed. The Chair has completed the document to show that we have considered all potential negative impacts of what we are proposing i.e. to convert Anney to an academy.

Following a question, it was reported that the document was developed by ESCC for use with a range of services, such as restructure, closure and conversion.

The Bosco representatives asked if the document can be shared with the trust; this was approved.

#### **Action:**

- **Equality Impact Assessment form to be emailed to Dave Carter by the clerk.**

### 3.3 Due Diligence

Please refer to annex A, Confidential Minutes.

### 3.4 To consider evidence and vote on pursuing academy status

**Having considered all the documentation, members conducted a vote which was unanimously in favour of pursuing academy status.**

## 4. Future Leadership Arrangements

Please refer to Annex A, Confidential Minutes.

## 5. Minutes of the last meeting, 15<sup>th</sup> May 2018

**The minutes had been circulated with the agenda.**

The minutes and the confidential minutes were reviewed and some minor 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: Minutes to be amended.*

## 6. Matters arising from those minutes, not on this agenda

**The summary of actions had been circulated with the agenda.**

### 6.1 Matters Arising

6.1.1 It was clarified that the Sports and Pupil Premium Grants are paid by financial year but tracked by academic year.

6.1.2 It was clarified that parental contributions are included in the Governors' Fund, not PTA income.

6.1.3 It was clarified that the LA finance team can support the school with finance duties, only.

### 6.2 Review of actions

The summary of actions was reviewed and it was agreed that all actions are covered within the agenda, except for the Bursar capacity at the school. Please refer to Annex A, Confidential Minutes.

## 7. Executive Headteacher's Report

**The EHT Report had been circulated with the agenda. An overview document was also tabled at the meeting, as it had circulated by email, close to the meeting.**

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

### 7.1 Attendance

7.1.1 It was reported that persistent absence is an area of focus for the school.

7.1.2 Following a question from the chair, it was confirmed that the school has set an aspirational attendance target of 96%. Current attendance remains significantly below this.

7.1.3 It was reported that strategic attendance measures are planned, as a result of a local SSIF project.

### 7.2 Personal Development, Behaviour and Welfare

7.2.1 It was reported that there have been three fixed term exclusions since the last meeting.

7.2.2 The Chair asked if statutory training for looked after children (LAC) is in place for September. This is now even more important as the school will have a LAC on role. The executive head teacher reported that this had not yet taken place but was being looked in to. The school was advised to check whether LAC funding should be applied for from the virtual school.

#### **Action:**

- **Executive head to check if LAC funding should be requested from the Virtual School**

### 7.3 Site Security

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It was reported that security protocols are being enforced, related to the specific nature of the premises.

#### **7.4 Vulnerable Pupils**

7.4.1 It was reported that Pupil Premium is an area of focus for the school. Following questions from the chair, it was agreed that further information needs to be added to the school website.

**Action:**

**Executive Head to ensure the website is updated by the July IEB meeting.**

#### **7.5 PREVENT Audit**

This was not discussed at this meeting.

**Action:**

Executive head to ensure that this is covered at the next meeting

#### **7.6 Data**

Term 5 Data had been circulated with the meeting papers. It was reported that the DHT has tracked and moderated data. Please refer to Annex A, Confidential Minutes.

##### **7.6.1 Impact of accelerated learning for Y1 Phonics**

Please refer to Annex A, Confidential Minutes

##### **7.6.2 Attainment and Progress Data – all year groups**

7.6.2.1.1 It was reported that the accuracy of data has been improved this year, through better triangulation. Please refer to Annex A, Confidential Minutes.

##### **7.6.3 Identification of learning gaps and planned next steps**

7.6.3.1.1 Members noted the impact of pupil mobility on data, as improvements being made over time are not demonstrated.

7.6.3.1.2 It was agreed that previous and current years' data should be compared to ascertain what improvements in teaching and learning have been made; this data should include pupil voice and external reports.

7.6.3.1.3 The Chair recommended that pupils moving from EYFS to KS1, and from KS1 to KS2, should receive additional support as they cross key-stages. Transition arrangements for moving to secondary school also need to be robust.

7.6.3.1.4 The Chair challenged the need for two staff to lead English; it was explained that this is justified as one member of staff is employed part time and one is new.

#### **7.7 Draft School Self Evaluation Form (SEF)**

7.7.1 It was reported that the Executive Head teacher and the Deputy Head teacher have worked on a new SEF, to show clear improvement priorities. The Chair requested the addition of more impact statements. This will be reviewed at the July meeting. The school adviser will be reviewing the SEF during her next visit, and her report will be of value in helping IEB members form a view of the accuracy of the SEF.

7.7.2 It was noted that there have been significant improvements in governance and leadership this year; the focus for the new academic year will be improved teaching, learning and assessment. This will be addressed, in part, by recruitment of quality staff. Please refer to Annex A, Confidential minutes, Agenda item 10.

**Action:**

- **Impact Statements to be added to the SEF.**
- **SEF to be reviewed at next meeting alongside adviser's report**

#### **7.8 Adviser Visit Report**

The accuracy of adviser judgements was discussed as it was noted that these judgements are not triangulated; this will be fed back to Nicola Blake at ESCC.

**Action:**

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- **Comments re Adviser judgments to be reported to Nicola Blake**

#### 7.9 Pupil Premium

This was covered elsewhere in the meeting.

#### 7.10 Sports Premium

It was agreed to check if the Sports Fund has contributed to the cost of Premier Sports.

##### **Action:**

- **To check if Premier Sports was funded from Sports funding**

#### 7.11 Parents Meetings

This was covered elsewhere in the meeting.

### 8. Leadership Review Report

It was noted that all recommendations have been, or are on track to be, actioned.

### 9. Finance and Premises

#### 9.1 Finance Report

Please refer to Annex A, Confidential Minutes

#### 9.2 Governors' Fund and LC VAP

No update

#### 9.3 School Fund

The change of signatories was noted.

#### 9.4 PTA Contributions

It was confirmed that PTA funds are not contributed to the Governors' Fund.

#### 9.5 GDPR Update

It was reported that the Compliance Audit has been completed.

### 10. Staffing & Personnel

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

### 11. Safeguarding

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

#### 11.1 Governors' Checklist

The Chair reported that she visited the school on 14/6 to carry out a safeguarding check. The Governors' Checklist that this is progressing well, but there are still some gaps. These include gaps identified during the safeguarding review that should have been plugged by the end of Term 5. The key actions here are around the SCR. This is much improved but not yet complete. There are still other aspects outstanding that need to be initiated by school leaders. Some gaps remain in the single central record.

#### 11.2 Safeguarding Review Report

The East Sussex safeguarding team have agreed a second funded safeguarding review. This has been agreed for September. This will be helpful in giving the IEB the reassurance that all gaps have been plugged and that statutory safeguarding requirements are being fulfilled.

#### 11.3 HT Safeguarding Report

The HT Safeguarding Update was noted.

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**Initials:.....**

#### 11.4 PREVENT Audit

See 7.5

#### 12. Vulnerable Groups

It was reported that St Paul's are providing SENCO support for 1 day per week, supported by the Assistant HT. Following questions from members, it was confirmed that the post-holder is qualified for the role. From September the assistant headteacher will take up this role. She holds the SENCO qualification.

#### 13. Policies and Statutory Requirements

The Policies had been circulated with the agenda.

##### 13.1.1 Pay Policy 2017/18

The ESCC Model Policy was approved.

##### 13.1.2 Data Protection Policy

The ESCC Model Policy was approved.

##### 13.1.3 Supervision Policy

The ESCC Model Policy was approved.

##### 13.1.4 Website Audit

It was agreed that the EHT will check what progress has been made against the agreed actions and feed back at the July meeting.

**Action:**

- **Website compliance to be checked.**

#### 14. Agenda items for next meeting

- Update on SEF
- Leadership arrangements for September
- Draft SIP (July meeting)
- Attendance and Behaviour

#### Next Meeting:

- **Wednesday 18<sup>th</sup> July 2018, 1.30pm, WH12, Westfield House, County Hall, Lewes.**

Dates for meetings during the Autumn term were discussed and agreed, as follows:

- **Tuesday 18<sup>th</sup> September 10.00-13.00**
- **Thursday 18<sup>th</sup> October 10.00-13.00**
- **Tuesday 13<sup>th</sup> November 10.00-13.00**
- **Tuesday 11<sup>th</sup> December 13.30-16.30**

#### Summary of Actions

	Action	Actionee	Status
3.2	Equality Impact Assessment form to be emailed to Dave Carter.	Clerk	Complete
7.2.2	To check if LAC funding should be requested from the Virtual School	Rob/Cara	

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7.4.1	EHT to ensure website is updated re. vulnerable pupils by the July meeting		
7.5	EHT to ensure Prevent Audit is covered at the July meeting.		
7.7.1	Impact Statements to be added to the SEF.	Rob	
7.8	Comments re Adviser judgments to be reported to Nicola Blake	Carrie	
7.10	To check if Premier Sports was funded from Sports funding	Cara	
13.1.4	Website compliance to be checked.	Rob	

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