

## Meeting of Anney Catholic Primary School Interim Executive Board Held on Tuesday 27 February, WH11, Westfield House, County Hall, Lewes

The meeting started at 1.30pm and finished at 3.50pm. It was clerked by Kathy Dawson.

- Members Present:**                    **Lindsey Diamond** (Chair)  
**Rob Carter** (RC) Executive Headteacher  
**John Cornish** (JC) Former Chair of Anney Governing Body
- Associate Members Present:**        **Janet Bowen** (JB) ESCC, Senior Personnel Officer  
**Claire Roberts** (CR) ESCC, Senior Manager: Support and Intervention  
**Cara Starbuck** (CS) ESCC, Principal Finance Officer
- In Attendance:**                    **Marie Ryan** (MR) Diocesan Director of Education  
**Michelle Thompson** (MT) ESCC, Senior Finance Officer
- Apologies:**                        **Carrie Beech** (CT) ESCC Project Lead: Primary and Early Years  
**Anthony Moffat** (AM) National Leader of Governance and Diocesan Representative  
**Patricia Metham** (PM) resigned 14/2/2018

### MINUTES:

<b>1.</b>	<p><b>Welcome and Apologies</b></p> <ul style="list-style-type: none"> <li>• Apologies had been received from <b>Carrie Beech and Anthony Moffat</b>.</li> <li>• The meeting was informed that <b>Patricia Metham</b> had resigned from the IEB.</li> <li>• The Chair welcomed Marie Ryan to the meeting. Marie explained that Bernadette Connor had been unable to attend.</li> <li>• The agenda was reviewed and the following matters added: <ul style="list-style-type: none"> <li>◦ Agenda item 9 – Safeguarding: <ul style="list-style-type: none"> <li>▪ Update on locks and key holders</li> <li>▪ Complaints</li> </ul> </li> <li>◦ Agenda item 10 – Future Leadership Arrangements: <ul style="list-style-type: none"> <li>▪ Absence Management of the HT</li> <li>▪ Performance Indicators for Executive HT</li> <li>▪ Update on appointment of interim school leader</li> </ul> </li> <li>◦ Agenda item 12 – Items for the next meeting: <ul style="list-style-type: none"> <li>▪ Safeguarding reports, to include the three-monthly headteacher safeguarding report, the school’s safeguarding audit action plan and the school’s PREVENT audit and report</li> </ul> </li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>The Chair suggested a meeting end time of 4.00 rather than 4.30 in order to ensure safe journeys home, given the snowy conditions.</li> </ul>
<p><b>2. Declarations of Business Interest</b></p>	<ul style="list-style-type: none"> <li>There were no additional Declarations of Business Interest.</li> </ul>
<p><b>3. To approve the minutes of the last meeting held on 25 January 2018</b></p>	<ul style="list-style-type: none"> <li>CS had previously notified corrections to wording in the Finance section. These were approved by the meeting.</li> <li>One action had been incorrectly attributed.</li> <li>JC notified a correction required to the Governor Fund signatories.</li> <li>The minutes were agreed subject to these changes.</li> </ul> <p><u>Action: Clerk to correct and submit to Chair for signature.</u></p> <ul style="list-style-type: none"> <li>The confidential minutes were agreed.</li> <li>The summary of actions was reviewed and it was agreed that all items would be covered by the agenda.</li> </ul>
<p><b>4. Matters arising from those minutes not on this agenda</b></p>	<ol style="list-style-type: none"> <li>JC explained that approximately £2000 had been allocated by the former FGB for Publicity and Marketing. Members wished to know whether such expenditure was still planned. RC said that it was not, and that no current year budget provision need be retained for the purpose.</li> <li>The Chair referred to discussions at previous meetings about a lack of clarity and detail around Sports Premium expenditure. CR stressed the importance of establishing the facts of expenditure as completely as possible. It was agreed that next year's funding needs to be appropriately allocated and measured for impact at every data drop, ie six times a year. A Pupil Premium summary report for 2017-18 and an action plan for 2018-19 need to be added to the school website. <u>Action: Clerk to add to next agenda.</u> <u>Action: RC and CS to establish nature of expenditure as far as practical, and report to the March meeting.</u> <u>Action: RC to add report and action plan to the website.</u></li> <li>RC reported that the PTA has been re-established and is already functioning, with 6 or 7 enthusiastic parents leading.</li> <li>Members asked how Anney promotes Positive Handling, and RC replied that this is done through staff meetings and training.</li> </ol>

	<p>v. A further meeting (as promised to parents) had been envisaged for term 5. Members discussed whether it should be incorporated in one of the regular parents' meetings established by PG. They agreed that it should be separate and held outside school hours. Directly after school would be ideal, as most children are collected by their parents. This would maximise the opportunity for attendance, and it is hoped to offer child care arrangements. The meeting is expected to last 60-90 minutes. Members agreed that it should be held at 3.30pm on Wed 25th April.</p> <p><u>Action: RC to arrange in consultation with the Chair, CR and CB.</u></p> <ul style="list-style-type: none"> <li>• See also Confidential Minutes Annex A</li> </ul>
<p><b>5. Partnership Agreement</b></p>	<p>i. Wording of the Partnership Agreement had been agreed. It had been signed by the Chair and the Diocese.</p> <p>ii. CR stated that it was customary for the local authority to sign such a document last after which, in accordance with a request from Jessica Stubbings (ESCC Partnerships and Governance), four authorised copies would be made and distributed to the four parties.</p> <p>iii. RC stated that funding has been agreed to cover his commitment, but that he would be unable to sign for St Paul's until the funds have been released.</p> <p>iv. MR said that the Annex, defining the operational arrangements, mentioned a deputy head rather than assistant. It was agreed that the annex would be corrected and separately signed.</p> <p>v. Members agreed that the existing operational arrangements should continue on the current less formal basis.</p> <p><u>Action: Chair to arrange for correction and signing of Partnership Agreement</u></p>
<p><b>6. Exec Headteacher report</b></p>	<p>i. <u>Staffing</u> Please refer to Annex A, Confidential Minutes</p> <p>ii. <u>Finance</u> Invoicing is up to date and a small budget surplus is now projected.</p> <p>iii. <u>Teaching and Learning</u> A link has been established with the Newick Teaching School Alliance, primarily, but not exclusively, focused on maths.</p> <p>iv. <u>Data – Term 3.</u></p> <ul style="list-style-type: none"> <li>◦ RC suggested that PG be invited to the data part of the Exec Head's report as he is responsible for preparing the data.</li> </ul>

Action: Members to consider PG's future involvement in IEB meetings.  
Action: Clerk to add to March agenda.

- Members asked whether the SIP should include any new items relating to support for teachers, but RC felt that the priorities were clear and included in the current SIP.
- Members recommended external benchmarking of data now that SLT are confident that there is a higher degree of accuracy.

Action: RC to investigate and report back to the next meeting.

- See also Confidential Minutes Annex A

v. Behaviour and Welfare

- Annecy continues to implement its 'clear expectations' behaviour policy and has adopted CPOMS – Child Protection Online Management – software. Whilst Ofsted does not endorse commercial software it welcomes the very detailed data such a system provides. Both the Chair and RC were aware of the need to load retrospective data, so that pre-implementation events can be part of the analysis. PG has defined the data to be added.

Action: CR to email RC the contact details from another school which has done this.

Action: RC to ensure that PG works with the other school to update CPOMS.

See also Confidential Minutes Annex A

vi. Attendance

- CPOMS is also being used to identify and manage areas of concern. Poorest attendance is among boys in the years with weaker teaching.
- Members asked what attendance strategy is being pursued, attendance having been below national average since September. RC replied that he is engaged with a group of East Sussex schools evaluating different attendance strategies, with the intention that Annecy should participate.

vii. Staff and Parental Engagement

- There were 35 responses to the January ParentView questionnaire, and the February questionnaire is now out. RC intends to repeat the exercise on a regular basis. He reminded members that the first questionnaire was prompted by Ofsted, but any changes from January onwards would more reliably illustrate shifts in opinion.
- RC felt that parents were increasingly engaged with the life of the school, but there was natural concern about the future.
- Members asked about staff morale within the school. The Chair had asked PG for his opinion on her recent visit, and he felt there had been a positive

shift, with leaders feeling more empowered to lead. RC believed that staff had responded well to PG's presence.

- RC wished to mention that there are many external examples of appropriate support enabling under-performing teachers to become strong teachers and develop leadership skills. This should be Annecy's aim.
- *See also Confidential Minutes Annex A*

## **7. Finance & Premises**

### **i. Finance Report**

- Funding had been received from ESCC to support school leadership.
- January's figures look better than December's. There is an expected small surplus for the end of year. Invoices have been input to 15 January. Low expenditure over the last few months means that the figures can now be considered more robust. CS considers that Annecy has done well to achieve this.
- Actual staffing changes were included, but no contingency has been allowed for supply.
- There was discussion about providing more reliable finance support to Annecy. MR had been looking elsewhere in the Diocese. Members wondered whether the bursar from Netherfield who had previously done some work for Annecy might do the same again. RC is clear that he would like a permanent or at least long-term solution and is working towards this. Members observed that circumstances change, and whether or not an individual school had been contacted in the past, there should be a blanket request to ask if bursars/business managers in other schools had spare capacity.

#### Action: RC

- *See also Confidential Minutes Annex A*

### **ii. Approval of the Scheme of Delegation**

The Scheme of Delegation is not yet complete and will come to the next IEB meeting.

### **iii. Governors Fund**

- Authorisation of expenditure was discussed. Expenditure (such as on IT) had previously been agreed by the former FGB. Members asked for clarification of who will authorise spending of the remaining £11,500. MR reported that previously authorised funds will continue to be spent on the items that had been approved. New spend from this fund will be authorised by the IEB, supported by the diocesan representative in attendance.

	<ul style="list-style-type: none"> <li>◦ Members pointed out the difficulty of paying off the diocesan loan at £150 per month when only £120 or thereabouts is being received in voluntary parental contributions. CR asked what is proposed; should the IEB make a further request to parents? Members agreed that this should be accompanied by information about why the contributions are needed, including that this is the source of the school's 10% contribution to capital projects. Members agreed that it was for the school to pursue this rather than the IEB, and RC recommended that timing might be more favourable in the summer term.</li> </ul> <p><u>Action: RC to write to parents in the summer term.</u></p> <ul style="list-style-type: none"> <li>◦ Members asked if the Fund could be replenished from fundraising. CS reported that this is permissible but there would be a potential conflict with PTA fund-raising, which would have to be addressed.</li> <li>◦ Members were reminded that, to avoid confusion, it should always be clear whether the abbreviation DFC is used to refer to the Diocesan Finance Committee or Devolved Formula Capital.</li> </ul> <p><b>iv. School Fund</b></p> <ul style="list-style-type: none"> <li>◦ It had not yet been possible to close this fund as agreed at the last IEB. ParentPay goes through it and therefore has to be delinked – a task which cannot be prioritised above day to day office work. RC hopes this can be achieved for the start of the school year 2018/19, and assured members that the Finance Assistant will monitor the balances in the interim.</li> <li>• See also Confidential Minutes Annex A</li> </ul>
<p><b>8. Personnel</b></p>	<ul style="list-style-type: none"> <li>• Please refer to Confidential Minutes Annex A</li> </ul>
<p><b>9. Safeguarding</b></p>	<p><b>i. Section 175 Audit and Action Plan</b></p> <ul style="list-style-type: none"> <li>◦ The Chair informed members that the CPOMS system has been adopted to address the two issues identified for action by the audit. However, it has been very recently adopted and during a safeguarding visit, the Chair had identified some issues within the system that PG is now addressing.</li> <li>◦ The second issue related to the reporting of safeguarding governor visits, which has not historically been recorded. The Chair is now undertaking a safeguarding task at every visit and will update the Governors' Safeguarding Compliance Checklist for each meeting (see below).</li> <li>◦ The Section 175 audit generates an action plan which the school will update and report to the IEB on a three-monthly cycle. RC will give an update at the next IEB.</li> </ul> <p><u>Action: Clerk to add to agenda.</u></p>

	<p>ii. <b>Online Safeguarding Training</b></p> <ul style="list-style-type: none"> <li>◦ All members present confirmed that they had read part 1 of Keeping Children Safe in Education.</li> </ul> <p style="text-align: center;"><u>Action: Clerk to request confirmation from those not present.</u></p> <p>iii. <b>Safeguarding Member's visit</b></p> <ul style="list-style-type: none"> <li>◦ The Governors' Safeguarding Compliance Checklist, distributed in advance of the meeting, showed that two safeguarding visits had taken place in February. Members requested that this document be circulated in the original format rather than in pdf form so that underlying evidence can be displayed.</li> </ul> <p style="text-align: center;"><u>Action: Clerk to note.</u></p> <ul style="list-style-type: none"> <li>◦ See also Confidential Minutes Annex A</li> </ul> <p>iv. <b>Locks and Alarms</b></p> <ul style="list-style-type: none"> <li>◦ Locks had not yet been changed. It was agreed that this was now an urgent action, as it was carried forward from before the IEB was formed.</li> </ul> <p style="text-align: center;"><u>Action: RC to ensure that this has taken place before the next meeting.</u></p> <ul style="list-style-type: none"> <li>◦ It was reported that the fire alarm could be used to produce a different sound to signal a lockdown.</li> </ul> <p style="text-align: center;"><u>Action: Clerk to source ESCC Lockdown Policy for agreement at or before the next IEB.</u></p> <ul style="list-style-type: none"> <li>• See also Confidential Minutes Annex A</li> </ul>
10.	<p><b>Leadership Arrangements</b></p> <ul style="list-style-type: none"> <li>• See Confidential Minutes Annex A</li> </ul>
11.	<p><b>Policies and statutory obligations</b></p> <ul style="list-style-type: none"> <li>• <b>Teachers' Pay Policy</b> <u>Action: Clerk to remove tracking from the previously submitted document and circulate to members.</u></li> <li>• <b>Attendance Policy – approved</b></li> <li>• Members agreed that the Clerk would review the other policies suggested for approval at this meeting but not circulated. If standard ECSS policies they would be circulated for electronic approval, otherwise they are to be brought to the next IEB.</li> </ul> <p><u>Action: Clerk to review:</u></p> <ul style="list-style-type: none"> <li>◦ Accessibility Plan</li> <li>◦ Behaviour Policy</li> <li>◦ Freedom of Information</li> </ul>

	<ul style="list-style-type: none"> <li>◦ Supporting Pupils with Medical Conditions</li> <li>◦ Anti-Bullying</li> <li>◦ Crisis Management</li> <li>◦ Safeguarding</li> <li>◦ Lockdown</li> </ul>
	<p><b>12. Items for next meeting:</b></p> <ul style="list-style-type: none"> <li>• MAT update – report from Diocesan meetings (RC, Diocesan representative)</li> <li>• SEN Information Report (AM)</li> <li>• Safeguarding - Report, Audit, Action Plan, Prevent provision, Safeguarding Review</li> <li>• Policies as mention in item 11</li> <li>• Sign-off of budget (CS)</li> <li>• ESCC Webshop requirements.</li> </ul> <p><i><u>Action: CS and RC to recommend service level requirement for the next year.</u></i></p> <ul style="list-style-type: none"> <li>• Presentation/Q&amp;A with BOSCO representative.</li> </ul> <p><i><u>Action: RC and MR to arrange.</u></i></p>
	<p><b>13. Next meeting</b>  <b>Thursday 29 March 2018, 13:30, WH11 Westfield House, County Hall, Lewes.</b></p>

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