

ST. MARK'S CE PRIMARY SCHOOL INTERIM EXECUTIVE BOARD MINUTES**AUTUMN TERM 2019**Date: 19th September 2019

Time: 2pm

Venue: The School

BOARD MEMBERS PRESENT

Mrs C Williams (Chair), Mrs R Pritchard, Mrs J Ryan, Mr D Cattermole

IN ATTENDANCE

Ms J Castledine Governor Support Officer

| PART ONE | |
|-----------------|--|
| 1. | <u>INTRODUCTIONS AND WELCOME, DECLARATION OF INTERESTS</u> |
| | <p>The Chair warmly welcomed the IEB members to the meeting. Personal introductions were made round the table.</p> <p>Declarations of interest were invited:</p> <p>Mrs Pritchard is a school parent</p> <p>Mrs Ryan's daughter's friend has children at the school</p> <p>Mr Cattermole is Chair of governors at St Paul's CE Primary School in Stockport</p> |
| 2. | <u>BACKGROUND TO CREATION OF IEB</u> |
| | <p>The Chair suggested that it would be good practice for their meeting minutes to be divided into Parts One and Two. Part One would be approved and then uploaded to the school website for parents and members of the local community to access. Part Two would contain discussions of confidential items and would not be published for viewing outside of the IEB. It was AGREED that this would be good practice and would reassure parents that work was taking place to improve the school.</p> <p>The Chair undertook to write an initial letter to all school parents explaining the IEB's appointment and the work it would be undertaking. ACTION</p> <p>Panel A and Panel B were created in case of capability issues in the coming months. Panel A - Mr Cattermole and Mrs Ryan, Panel B - Mrs Williams and Mrs Pritchard.</p> <p>The Chair advised that there seemed to be a misconception among the staff and Headteacher that their conversion to a CDAT school (Chester Diocese Academy Trust) was a 'done deal'. She explained that the school would need to show rapid improvement before it was able to move into CDAT. Mrs Ryan added that there appeared to be an issue regarding the ownership of some classrooms on site (used for Sure Start children's work) – this was currently being discussed by the LA and the RSC. The Chair stated that it was important that the school leadership appreciated that the school would not move into CDAT without the necessary rapid improvement.</p> <p>The Chair noted that the most pressing issues for the IEB would appear to be concerns around safeguarding, the quality of teaching and learning, and the Ofsted judgements.</p> |
| 3. | <u>RESPONSIBILITIES OF IEB</u> |
| | The Chair made the IEB aware that they were able to make any reasonable requests for information, data etc. They acknowledged that they were in a powerful position with great |

| | |
|----|--|
| | <p>responsibility, and that they would be required to make regular reports to the local authority.</p> <p>The Chair reminded the IEB that the school was a religious establishment; its beliefs and values must be respected throughout their work and the religious identity of the school strengthened.</p> |
| 4. | <p><u>PRESENT SITUATION AT SCHOOL</u></p> <p>The school has been allocated a supervising Headteacher – Martin Henderson, Headteacher at Westmorland Primary School – who is supporting the school and Headteacher 2.5 days week. The Chair described his support as thorough, robust and rigorous.</p> <p>The school was judged inadequate in June 2019 and had been judged as requiring improvement on previous occasions. The staff have therefore been under considerable pressure, but the necessary improvements have not been made. A considerable gap between the SLT and teachers was noted; middle leaders are in place but they are not demonstrating aspiration towards the rapid improvement of the school. What is staff turnover like? Staff turnover was low; they appeared to be happy with the school's nurturing environment. Mrs Pritchard agreed with this statement and gave examples from her own experience as a parent. It was felt that the staff operated within a tight set of rules put in place by the Headteacher, with no apparent challenge to the status quo.</p> <p>The Chair has spent informal time in the staffroom with the staff. She felt that it was important that they were not defensive, and understood the role of the IEB to work in partnership with all stakeholders to support their development.</p> <p>She shared some concerns with the IEB from her visit to the school:</p> <ul style="list-style-type: none"> Noisy lunchtimes, food being thrown, children exhibiting poor behaviour which the midday assistants try to contain Pupils not generally positive about their school day <p>Mr Henderson has told the Chair that pupils were routinely sent out of class during the school day for misbehaving. He has reduced these incidences and has explained to teachers that pupils need to be catered for within the classroom whenever possible.</p> <p>Is the staffing structure right? The Chair suggested that there was a generous staffing of TAs and support staff. However, a substantial number of pupils were having their teaching delivered by support staff rather than qualified teachers.</p> <p>What do other parents think? Mrs Pritchard advised the IEB members that a survey had been carried out with parents and that the overall response was positive. She did note that a good number of parents had removed their children from the school since the publication of the most recent Ofsted report. Pupil numbers are substantially down; with Arden Primary School's numbers rising dramatically. What is the demographic of the area and the catchment? The Clerk undertook to find out this information ACTION</p> <p>The Chair drew attention to the Summary of Key Findings in the Ofsted Report. Ofsted's opinion was that the governors had been over-generous in their opinion of the school – governors were given information by the Headteacher and SLT which they had not challenged or investigated for themselves.</p> |
| 5. | <p><u>THE WAY FORWARD AND STRATEGY FOR ACHIEVING RAPID PROGRESS IN OUTCOMES FOR PUPILS</u></p> <p>To ensure rapid progress, the IEB will have to ensure that they are constantly issuing challenge in every meeting, whilst getting to know the school and examining the available evidence. The Chair has obtained a copy of the most recent SEF from April 2019; the Headteacher described the school then as being good. This document needs to be updated.</p> |

| | |
|-----|--|
| | <p>Martin Henderson helped the Headteacher put together the most recent Action Plan. The IEB must ensure that this document is implemented and that there is evidence supporting this. The Chair will ask for the Action Plan timeline to be published on the school website</p> <p>ACTION</p> |
| 6. | <u>HEADTEACHER FORTHCOMING REVIEW OF TARGETS 2018-19</u> |
| | The Headteacher's appraisal will take place on 30 th September; it was AGREED that Mrs Ryan and Mrs Williams will attend alongside Lynn Perry from the LA. |
| 7, | <u>WORKING WITH THE HEADTEACHER AND SLT</u> |
| | <p>Mr Cattermole briefly outlined how another governing board set up a quality monitoring group. A discussion was held around how best to receive information quickly which could then be discussed by the IEB. The Chair noted that they may experience some resistance; Mrs Ryan acknowledged this and suggested that it was explained to the SLT why they were asking for the information and how it would help to support the school's rapid improvement.</p> <p>It was agreed that the SLT, SENCo, and DHT would be asked to submit reports to the Chair by 28th October. Mr Henderson would be asked whether subject leads should also be involved. The Clerk undertook to draft a template report form with the headings 'Now and Next for your Area of Responsibility', 'How Can we Measure It', and 'What Support Have You Had'. ACTION It was agreed that the report shouldn't be too onerous – bullet points would be acceptable.</p> <p>At the same time, the SLT and Headteacher would be asked to present the IEB with an analysis of the data pack and a look at the ASP.</p> |
| 8. | <u>DIVISION OF IEB RESPONSIBILITIES</u> |
| | Two panels had been agreed upon at item 2. |
| 9. | <u>DATES FOR FUTURE MEETINGS AND VISITS</u> |
| | Dates for meetings after the half term holiday will be agreed upon. Mrs Pritchard stated that she did not want to compromise the work of the IEB, noting that she struggled with childcare. |
| 10. | <u>A.O.B.</u> |
| | <p>The Chair highlighted a need for the IEB to meet with the Headteacher to discuss serious safeguarding issues and challenge her actions around these. Thursday 26th September was agreed upon; time offered to the Headteacher for the meeting would be 9.30am.</p> <p>The rest of the meeting was minuted separately as Part Two.</p> |
| | Following Part Two discussions and with no further business to discuss, the Chair thanked everyone for their attendance and closed the meeting at 4.11pm. |

**ST. MARK'S CE PRIMARY SCHOOL
AUTUMN TERM 2019 IEB MINUTES
MEETING ACTION POINTS**

| MINUTE POINT | ACTION REQUIRED | ACTION FOR | DATE ACTION TO BE COMPLETED |
|---------------------|---|-------------------|------------------------------------|
| 2 | Chair to write to school parents | CW | Post meeting |
| 4 | Find out the demographic of the area and the school's catchment area | Clerk | Post meeting |
| 5 | Chair to request that the Action Plan is uploaded to the school website | CW | Post meeting |
| 7 | Clerk to draft a Report Form to be completed by SLT, DHT and SENCo | Clerk | Post meeting |