

**ST. MARK'S CE PRIMARY SCHOOL**  
**INTERIM EXECUTIVE BOARD MINUTES**

Date: 28<sup>th</sup> October 2019

Time: 10am

Venue: The School

**BOARD MEMBERS PRESENT**

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

**IN ATTENDANCE**

Ms J Castledine

Governor Support Officer

<b><u>PART ONE</u></b>	
1.	<p><b><u>WELCOME, DECLARATION OF INTERESTS, APPROVAL OF PREVIOUS MINUTES</u></b></p> <p>Board members were welcomed to the meeting by the Chair; there were no apologies for absence.</p> <p><u>Declarations of interest</u></p> <p>Mrs Williams is a Governor at a secondary school in Stockport and a Primary school in East Cheshire</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> <p><u>Approval of Previous Minutes</u></p> <p>The minutes of the meeting held on 26.9.19 were agreed to be an accurate record and APPROVED for publication.</p> <p><u>Actions from the Previous Minutes</u></p> <ul style="list-style-type: none"> <li>• Chair to contact HR to recommend OH review before HT returns – <i>COMPLETED</i></li> <li>• Locks to be removed by caretaker and lockable handles to be installed using DFC funds by 5<sup>th</sup> October. Supervising Headteacher (SHT) to contact Stockport Homes repair services to complete task - <i>COMPLETED</i></li> <li>• IEB strongly recommend 2 teachers on residential visits - <i>COMPLETED</i></li> <li>• IEB strongly recommend YR 6 residential taking place in Summer term after SATs – <i>carry forward. No further action for 19-20 though as residential has already taken place. ACTION</i></li> <li>• Acorn group to be reintegrated into mainstream with appropriate support from TA by half term. SENCO to prepare IEP for children in maths and English – <i>COMPLETED</i></li> <li>• Pupils leaving school early on a regular basis – <i>ongoing – IEB is rectifying the curriculum provision for pupils leaving early on a child by child basis. SHT and AHT are proactive in dealing with each case. An update to be given at next meeting ACTION</i></li> <li>• By end of first term, Life skills group arranged for Acorn group, CPD offered to TA staff, SENCO to provide PPA cover in KS2, impact of changes to be measured by</li> </ul>

	<p>taking views of pupils staff and parents by end of first term. SHT/HT/AHT to implement – <i>COMPLETED</i></p> <ul style="list-style-type: none"> <li>• SHT to prepare a reintegration plan to present to staff in staff meeting. This is a working document for staff to consider more ideas – <i>COMPLETED, extensive plan has been shared with staff.</i></li> <li>• SLT Report Form, SHT to present to staff on next staff meeting – <i>carry forward. IEB to check if this has been done</i> <b>ACTION</b></li> <li>• Mapping chests to be stored by Site Manager - <i>COMPLETED</i></li> <li>• SHT and CW to speak to SBM about work load - <i>COMPLETED</i></li> <li>• Clocks around school should show the same time to help pupils learning. Site manager to check – <i>COMPLETED</i></li> </ul>
2.	<u>RESIGNATION OF IEB MEMBER, CONFIRMATION FROM LA OF IEB COMPOSITION</u>
	<p>Mrs Pritchard's resignation from the IEB was noted. The Chair advised that Pam Dunham (local authority governor services) had contacted the Regional Commissioner, and it had been confirmed that the IEB would continue with a membership of three.</p> <p>Members discussed CDAT's involvement prior to the school entering the trust.</p> <p>It was noted that the Supervising Headteacher (SHT) and Acting Headteacher (AHT) had made the decision to purchase the Power Maths work scheme as the current scheme was not challenging the pupils. The Chair had supported this decision, having witnessed it in use at other schools, and CDAT undertook to finance this purchase. Outcomes following the implementation of Power Maths will be scrutinised over the next term.</p> <p>Mrs Ryan stated that CDAT had highlighted a lack of Christian distinctiveness at the school. Arrangements have been made for a colleague from St George's CE Primary School in Hyde to work on this at St Mark's one day a week.</p> <p>The IEB felt there was currently a lack of clarity around the extent to which CDAT was involved with the school at present; the Chair undertook to speak to Neil Dixon (CDAT CEO) and Pam Dunham about this <b>ACTION</b></p>
3.	<u>SIGNING OF BUSINESS INTEREST FORMS</u>
	<p>Business Interest forms were completed by the IEB members for upload to the school website. The Clerk undertook to send the GovernorHub link round so that members could upload their interests electronically. <b>ACTION</b></p>
4.	<u>SECTION 128 CHECKS</u>
	<p>The Clerk undertook to send information to the school office on how to carry out the check and to request confirmation when this had been completed. <b>ACTION</b></p> <p>Members confirmed that their DBS checks were in place.</p>
5.	<u>POLICIES</u>
	<ul style="list-style-type: none"> <li>• Supporting Medical Conditions – deferred to the next meeting <b>ACTION</b></li> <li>• Governor Visits – APPROVED</li> <li>• Pay – Mrs Ryan proposed that she meets with the AHT and SHT in order to agree upon the pay boundaries within the policy <b>ACTION</b>. The policy will then be circulated to all staff and the union for a consultation period. Members APPROVED this delegation of responsibility to Mrs Ryan. Approval of the pay policy to be added to the agenda of the next meeting. <b>ACTION</b></li> </ul>

6.	<u>UPDATE ON THE INTERROGATION OF THE BUDGET</u>
	<p>Mrs Ryan circulated two documents: <i>An Analysis of St Mark's Budget Expenditure (May 19)</i> and <i>Pupil Premium Grant Planned Expenditure Report 18-19</i> which had been shared via GovernorHub prior to the meeting.</p> <p><u>Analysis of the Budget Expenditure</u></p> <p>Mrs Ryan explained that cost centre E19 – Learning Resources - had a substantial balance. She requested a breakdown of this and has split out the money into six separate headings for clarity of purpose. It was noted that only a small amount had actually been allocated for Curriculum Class Equipment; this had been masked within the substantially larger Learning Resources budget.</p> <ul style="list-style-type: none"> <li>• E02 – supply teaching staff</li> <li>• E10 – supply teacher insurance</li> <li>• E26 - agency supply teaching staff</li> </ul> <p>Mrs Ryan noted the high costs of teacher insurance.</p> <p>A brief discussion around the budget was held; Mr Cattermole explained how SIMS works. Mrs Ryan summarised the IEB's next steps – to look at how the finances can support teaching and learning, with a focus upon how PP is being spent to support the individual needs of the PP pupils. The Chair noted that she would invite the Maths Lead (Claire Moore) to talk to governors to outline the impact of Power Maths (see item 13).</p> <p><u>Pupil Premium (PP) Planned Expenditure</u></p> <p>Mrs Ryan reported that PP is mainly spent on SEN children and pastoral support, with hardly any money going into classrooms. There seemed to be an assumption that PP pupils also have learning difficulties. A concern was noted that classroom teaching is already pitched towards the less able and middle ability pupils; no money appears to be allocated towards higher achieving children in receipt of PP. The IEB agreed that it needed to look at the data breakdown for PP pupils (103 children plus LAC) and see how the grant was being spent on them.</p> <p>The Clerk located the Pupil Premium Strategy Report on the school website and shared this with the governors.</p> <p>The SBM (School Business Manager) has secured a new job and will leave the school at the end of term. A new SBM has been recruited and will work at the school two days a week.</p> <p>Thanks were recorded to Mrs Ryan for all her hard work on understanding the school's finances. She will meet with the new SBM before the end of term. <b>ACTION/.</b></p>
7,	<u>CHANGES IN STAFFING AND STRUCTURE OF CLASSES, UPDATE ON HEADTEACHER'S ABSENCE</u>
	<p>The Chair stated that she has received and accepted a letter of resignation from a teacher (job share position) who will leave at the end of term. A Higher Level Teaching Assistant (HLTA) has requested to move into a TA role – this has also been accepted. The AHT has appointed a teacher on a short term contract to cover a maternity leave position.</p> <p>The Chair will meet with the AHT to consider how the staffing structure can best provide stability to the pupils for the whole of the academic year. It was noted that staffing costs may have to increase in order to ensure that teaching and learning makes the necessary rapid improvements.</p>

	<p>The Chair made the meeting aware of a lack of clarity around the job description and role title of the caretaker. It was AGREED that the IEB would instruct the school to analyse the current salary and job description for this position, and to appraise whether the performance of this role meets the needs of the school. <b>ACTION</b></p> <p><u>SMART Club (St. Mark's Activity and Recreation Time)</u></p> <p>The IEB has been informed by the school that the Club is breaking even. The SHT and AHT have proposed that the Club is closed down and replaced by a new breakfast and afterschool club run by an external provider. Mrs Ryan undertook to ask CDAT if they know of anybody who may be interested in running this facility. <b>ACTION</b></p> <p>The Chair advised that the Headteacher's Performance Management meeting had not taken place due to her continuing absence. An update was given at Part Two.</p>
8.	<p><u>PPA REORGANISATION</u></p> <p>PPA reorganisation has been costed at £27,500 although savings will be made against this, due to some contracts with external providers being cancelled with effect from January. The AHT has a plan to implement quality curriculum provision during PPA time from the beginning of the spring term.</p>
9.	<p><u>STAFF TRAINING, SAFEGUARDING AND BEHAVIOUR MANAGEMENT</u></p> <p>The Chair reported positively upon staff training. Safeguarding training has taken place and the SHT has delivered Behaviour Management training. Members agreed that they have witnessed improved behaviour around the school; it was noted that pupils and staff were no longer required to walk with hands behind backs.</p> <p>The Chair made the meeting aware that the notice publicising the staff safeguarding training had said "please try to attend". She has subsequently made it clear, on behalf of the IEB, that safeguarding training is mandatory for all staff.</p>
10.	<p><u>PAY STRUCTURE AND AHT SALARY</u></p> <p>This item was minuted confidentially as Part Two.</p>
11.	<p><u>Future targets for the IEB monitoring</u></p> <p>The IEB will come in to look at the impact of Power Maths – speaking to pupils, staff and the Maths Lead, looking at workbooks. Evidence from this visit can be written onto a pro forma and fed back to the AHT. The AHT will be asked to suggest pupils to speak to the IEB (pupils from a range of abilities including pupils in receipt of Pupil Premium). The IEB will also look for consistency in the marking policy. Mr Cattermole reminded the IEB of the 'deep dives' into subject areas which Ofsted would undertake as part of their visit.</p> <p>Power Maths is being discussed by staff today as part of their Inset. The Chair will ask the Maths Lead for a synopsis of the discussion. <b>ACTION</b></p>
12.	<p><u>BRIEFING PAPERS</u></p> <p>The articles within the local authority briefing papers were noted. Mr Cattermole drew the meeting's attention to the One Voice conversation which Lynn Perry (School Improvement) is leading on.</p>

	The Chair undertook to ask the AHT for evidence that all staff have read and understood the updated KCSIE (Keeping Children Safe in Education). <b>ACTION</b> The IEB confirmed that they have read and understood the document.
13.	<u>DATES</u>
	Monitoring Visit – 28 <sup>th</sup> November, 9.30am IEB Meeting – 4 <sup>th</sup> December, 10am It was agreed that the Maths Lead would be invited to attend part of the meeting to talk about the impact of Power Maths. <b>ACTION</b>
14.	<u>A.O.B.</u>
	There were no further items to be considered; the meeting continued with Part Two and was closed by the Chair at 12.30pm.

**ST MARK'S CE PRIMARY SCHOOL**  
**IEB MINUTES**  
**MEETING ACTION POINTS**

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
1	IEB to recommend that Year 6 residential takes place in the summer term after SATS (2020 onwards)	CW	Post meeting
1	Update upon curriculum provision for pupils who were leaving school early on a daily basis	CW	4.12.19
1	Check that SLT Report Form has been shared with staff	CW	Post meeting
2	Speak to the LA and CDAT to gain clarity on the CDAT brief for the school	CW	Post meeting
3	Circulate GovernorHub link so that members can update their business interests electronically	Clerk	Post meeting
4	Send information on Section 128 checks to the school office and gain confirmation that all IEB members have been checked	Clerk	Post meeting
5	Approval of Managing Medical Conditions policy to be deferred to next meeting	IEB	4.12.19
5	Mrs Ryan to meet with SHT and AHT to add increments to pay policy.	JR	Post meeting
5	Approval of Pay Policy to be added to next IEB meeting agenda	Clerk	4.12.19
6	Mrs Ryan to meet with new SBM	JR	Before end of term
7	Request that the school analyses the current salary and job description of the caretaker/site manager. Appraise whether performance in the role meets the needs of the school.	CW	Post meeting

7	Mrs Ryan to ask CDAT whether they know of anybody who may wish to run a Before and After School Club at St Mark's	JR	Post meeting
11	Chair to ask Maths Lead for a synopsis of Power Maths	CW	Post meeting
12	Chair to ask for evidence that staff have read and understood the revised KCSIE Part One	CW	Post meeting
13	Invite Maths Lead to part of the IEB meeting on 4.12.19 to talk about the impact of Power Maths	CW	Before 4.12.19