



**CHESTER LE STREET CHURCH OF ENGLAND (CONTROLLED) PRIMARY SCHOOL  
MINUTES OF THE MEETING OF THE INTERIM EXECUTIVE BOARD HELD IN THE SCHOOL ON  
WEDNESDAY 9 OCTOBER 2019 AT 4.00PM**

**Present:**

Mrs B Watt (Chair) Mr B Piercy, Ms C Robinson, Mrs C Scott and Mrs H Smith

**Also present:**

Mrs S Atkinson, Acting Headteacher  
Mrs S Newton, Consultant Headteacher  
Mrs S Grant, Finance Officer  
Mr P Rickeard, Diocesan Director of Education  
Mr S Round, Clerk to the Interim Executive Board

		<b>Action</b>
<b>30</b>	<p><b>Introductions and Welcome</b></p> <p>The Chair introduced and welcomed Mr Rickeard, Diocesan Director of Education to his first meeting of the Interim Executive Board and introductions were made around the table.</p> <p><b>Confidentiality Statement</b> The Chair reminded all present the importance of the Confidentiality Statement.</p>	
	<b>Mr Rickeard opened the meeting with a Prayer</b>	
<b>31</b>	<p><b>Apologies for Absence</b> There were no apologies for absence.</p>	
<b>32</b>	<p><b>Declaration of Interest</b></p> <p>The following declarations of interest were received:</p> <p>Mrs B Watt – Governor at Witton le Wear Primary School Mrs C Scott – Headteacher at Seaham Harbour Nursery and Governor at Our Lady Star of the Sea Primary School Mr B Piercy – Governor at Framwellgate Moor Primary School, Independent Investigator and Trustee at Durham Sixth Form Ms C Robinson – Governor at Kirk Merrington Primary School Mrs H Smith – Headteacher at St Oswald’s C of E Aided Primary School and Governor at Thornhill Academy</p>	
<b>33</b>	<p><b>Financial Management</b></p> <p><b>Budget Update:</b> Ms Robinson confirmed that she had been working in collaboration with Mrs Grant, School Finance Officer to develop a strong understanding of the management of the school budget.</p>	

Mrs Grant explained that the school had utilised £53,000 to set this year's budget. Total Income was £366,882.61 and Total Expenditure was £1,236,418. The Estimate of carry forward was £139,547, thus requiring £66,000 from the carry forward for 2018/19 to set the budget.

Mrs Newton confirmed that, following discussion with Adam Turnbull School Funding Officer (SFO), the carry-forward balance, for Chester le Street CE Primary at the end of the financial year for 2020/21 is projected to be £63,236. Members were informed that four scenarios had been taken into consideration from the SFO regarding temporary staffing arrangements. Mrs Newton provided a summary of the projected figures and confirmed that each option would allow for a budget to be set for 2020/2021 relying profoundly on a large quantity of the 2019/2020 carry forward. Projected figures confirmed that using such a large proportion of the current carry forward was unsustainable and it was expected that a budget deficit for 2021/2022 would transpire.

Members were disappointed to note the school's budget concern and as a result delegated the request of a strategy meeting to the First/Pay Review Committee. The Clerk advised that this be arranged with support of Human Resources (HR) and School Funding (SF).

**Capital:**

Mrs Grant provided Governors with the Capital Statement received from the Local Authority. The balance brought forward was £47,408 and this years' allocation was £7,701 giving a total capital of £55,109.

**Breakfast Club/After School Club:**

Mrs Grant reported that the Breakfast Club and After school Clubs had generated a profit of £235.22. Staff salaries and funding for Pupil Premium children were discussed. A question was raised regarding capacity to place more Pupil Premium (PP) funding into the clubs to fund staffing costs to ensure PP children have an opportunity to access enrichment activities and breakfast.

Members asked for a summary of the staffing arrangements for both clubs. The Acting Headteacher explained that the school were compliant with the staff-child ratios set out in the Statutory Framework for the Early Years Foundation Stage. These requirements dictated the minimum number of adults needed to supervise children based on the number of children and their age. An overview of the timings and pricing was provided, Mrs Grant referred to competition from Selby Cottage Childcare Centre which was believed to have negatively impacted on the number of children attending.

Members requested that the Acting Headteacher provide the number of pupils attending Breakfast Club and After school Club in receipt of PP for the next IEB meeting.

Mr Rickeard confirmed that it was a requirement for the PP spend to be shared on the school website

Ms Robinson proposed that an analysis be established by staff and nominated herself to continually monitor the school budget with recommendation provided to the IEB.

	<p><b>Lettings:</b> Following a discussion regarding a review of lettings the Acting Headteacher confirmed that she would evaluate external providers to ensure appropriate costs are considered for maintenance and upkeep of the school premises. Mrs Grant would ensure policies and insurances are up to date and would begin to monitor provision on a termly basis. Members agreed that Lettings charges should be invoiced in advance to minimise loss of earnings if cancellation from the lender is issued. This would ensure a more consistent income was generated.</p> <p>Mr Rickeard ensured the school were aware that public liability insurance was a responsibility of the external provider. It was advised that the Mrs Grant request a copy to ensure appropriate cover was established.</p> <p><b>Internal Audit:</b> Members were assured that all actions highlighted had been acted upon. Mrs Grant provided Governors with a summary of actions adhered.</p> <p style="text-align: center;"><b>Mrs Grant was thanked by the IEB for her finance update. Mrs Atkinson, Mrs Grant and Mrs Newton left the meeting at this stage at the request of the Chair.</b></p> <p>A lengthy discussion ensued, and members explored a variety of options regarding the budget and the leadership of the school.</p> <p style="text-align: center;"><b>Mrs Atkinson and Mrs Newton were re-invited to the meeting</b></p> <p><b>AGREED ACTIONS:</b></p> <p>(a) Delegation of a strategy meeting to the First/Pay Review Committee;</p> <p>(b) To provide the number of pupils attending Breakfast Club and After school Club in receipt of PP;</p> <p>(c) Continually monitor the school budget with recommendations provided to the IEB;</p> <p>(d) Evaluation of external providers to ensure appropriate costs are considered for maintenance and upkeep of the school premises;</p> <p>(e) Letting charges to be invoiced in advance;</p> <p>(f) To ensure appropriate public liability cover is established by external providers using the school.</p>	<p><b>First/Pay Review Committee</b></p> <p><b>Acting Headteacher</b></p> <p><b>Ms Robinson</b></p> <p><b>Acting Headteacher</b></p> <p><b>Mrs Grant</b></p> <p><b>Mrs Grant</b></p>
34	<p><b>School Funding Update</b></p> <p>The IEB received an update from the School Funding Team on a range of financial issues.</p> <p>The IEB agreed to delegate responsibility for all matters relating to the preparation and implementation of a budget plan for the 2020/2021 financial year to the First/Pay Review Committee if necessary.</p>	

<p><b>35</b></p>	<p><b><u>Final End of Year Statements 2018/2019</u></b></p> <p>Governors received a briefing paper from the School Funding Team, which included the final end of year revenue statement for the financial year 2018/2019.</p> <p><b>AGREED ACTION:</b></p> <p>Final revenue balance to be incorporated into the budget plan for the financial year 2019/2020 taking into account the School Improvement Plan priorities.</p>	<p><b>IEB</b></p>
<p><b>36</b></p>	<p><b><u>School Budget 2019/2020 Update – Forecast of Outturn</u></b></p> <p>The Headteacher reported on the current position regarding the 2019/2020 budget and referred to the Forecast of Outturn Statement, which gave a forecast of the school’s expected carry-forward balance from the 2019/20 financial year.</p> <p><b>Mr Rickeard was thanked for his presence and left the meeting</b></p>	
<p><b>37</b></p>	<p><b><u>Minutes</u></b></p> <p>Members received and confirmed the minutes of the Interim Executive Board meeting held on 9 September 2019, which were signed by the Chair as a true record with the following amendments:</p> <p><b>Reference 21 (Matters arising)</b> The Chair reported that Mrs Newton would continue to lead on improvements in the Quality of Education for the whole school.</p> <p><b>Reference 26 (Acting Headteacher’s Operational Report)</b> <b>Staff/Parental Engagement:</b> The staff questionnaire was sent out at the end of last term. The Acting Headteacher stated that if it was re distributed, a more positive response would be expected.</p> <p><b>Safeguarding:</b> The Acting Headteacher explained how individual safeguarding concerns were identified and monitored by staff. Staff were given the opportunity to share and discuss the policy during the Autumn term to ensure a proactive and consistent approach be adopted.</p>	
<p><b>38</b></p>	<p><b><u>Matters arising</u></b></p> <p>The Action Points relating to the 9 September 2019 Interim Executive Board were received.</p> <p>The following updates were provided:</p> <p><b>Reference 7 (Matters arising)</b> Mrs Newton confirmed that all of Durham schools have had surveys undertaken recently by Independent Chartered Surveyors, Atkins and Chester le Street CE Primary was included in this process (both Buildings).</p>	

	<p>The surveys completed earlier this year and all the information for the whole of the school estate had been captured in the corporate property database. The Local Authority were now able to analyse the findings and consider the priorities for the capital programme within the next three years. It was confirmed that currently the school is planned for a heating distribution replacement in 2020 in the infant building at an estimated cost of £147,000.</p> <p><b>Reference 8 (Action taken by the Chair)</b> The Acting Headteacher met with the ICT Technician and discussed the outcome of the Spring term review. It was identified that poor performance of equipment had inhibited effective teaching and learning and was causing concern. Members advised that despite difficulties the computing curriculum could still be taught.</p> <p>Mrs Smith referenced the IT infrastructure and provided reassurance that the fundamentals were in place to deliver an effective curriculum. Mrs Smith provided a summary of the necessary actions needed to develop the quality of the provision and offered assistance to support the school and monitor progress.</p> <p><b>Reference 20 (Financial Management)</b> Mrs Smith completed an audit of the school website to ensure it complied with requirements of the Department for Education (DfE). A report was circulated to Members providing a conclusion to the review. Mrs Smith confirmed that she would uphold this role on a regular basis to maintain good practice and to ensure it remained up to date with the statutory requirements of publication.</p> <p><b>AGREED ACTIONS:</b></p> <p>To monitor the progress of IT developments.</p>	Mrs Smith
39	<p><b>Action taken by Chair/Vice Chair</b></p> <p>It was reported that no action had been taken under the Chair's emergency powers since the last meeting.</p>	
40	<p><b>Acting Headteachers Report</b></p> <p><b>SEN Update:</b> The Acting Headteacher confirmed that the new School Improvement Plan included all SEN recommendations from the most recent Ofsted report, LA review report and Pupil Premium Review. Members noted that following the allocation of SENCO time scheduled on a weekly basis it had enabled the SENCO to provide meetings with parents and external agencies.</p> <p>Ms Robinson provided details of her meeting with the SENCO. Previous action plans were shared and details of parental questionnaires in relation to SEN were provided and discussed. Ms Robinson presented Members with a summary of next steps and barriers to be considered by the school.</p> <p>Members noted that the Local Authority SLA, which was due to begin on Friday 13 September 2019, was delayed by the Local Authority by a week.</p>	

School priorities were discussed, and areas of support was identified with the SEND Advisory Officer. The Acting Headteacher provided reference to the SEN Self Evaluation Form (SEF) which was scheduled for completion by Senior Leaders and returned to the Send Advisory Officer. It was expected that the SEF would identify areas of need and would identify future SEN action planning within school.

An update was provided to the outcome of the top up funding request. Governors noted that the request had been rejected by the Local Authority at the quality assurance stage due to the one to one support requirement. It was understood that the funding that had been in place over the previous year had not been used to reduce the level of support for the child. The Acting Headteacher confirmed that an up to date EP report had been requested by school to ensure all assessments and advice were up to date with regards to the child.

The Acting Headteacher provided an overview of the School Improvement Plan Priorities for SEND highlighting the Quality of Education and Behaviour and Attitudes.

Governors questioned the impact of the behaviour support operated from the use of COL credits. The Acting Headteacher gave an overview to the support provided in school and highlighted the significance of the Early Intervention Programme.

Members questioned if SEN children had access to the Curriculum. Members were informed that the school was providing a broad and balanced curriculum for all pupils and have a key role in planning to increase access to the curriculum for all children. Additional provision was provided to enable pupils with learning difficulties to access the curriculum through the SEN Framework.

Members discussed the requirements of the SENCO role in combination of a full-time teaching capacity. It was agreed that the workload was excessive with requirement to alleviate workload to ensure the quality of education and staff wellbeing was not negatively impacted. Consideration was given to a proposal from Mrs Smith for a secondment opportunity for a staff member at St Oswald's C of E Aided Primary school to provide additional support for the SENCO at Chester le Street CE Primary school. Members proposed writing to the Diocese to request financial assistance for the identified requirement of support.

#### **Quality of Education:**

Members noted that Leaders had created a shared curriculum intent which addressed the barriers to learning encountered by pupils and reflected high ambitions for all. A long-term curriculum plan had been designed to ensure the school meet the requirements of mixed age classes and was underpinned by the shared intent.

Discrete and thematic subject teaching had been agreed. Curriculum content met the requirement of the National Curriculum over a two-year cycle (KS1) LKS2, UKS2) envisaged to provide preparation of the future of mixed age classes. Leaders would be held accountable to ensure it would be attainable.

Timetable weekly releases from class had ensured Phase leaders could share the most effective practice and support colleagues. There had been emerging evidence taken through the support provided which had led to improvements in some classes. Variation in the quality of teaching and learning had remained evident resulting in inadequate implementation leading to weak progress over time.

Discussion ensued, Mrs Newton assured the IEB that advice had been sought and the school bought in as a full partner for additional CPD.

**Behaviour and Attitude:**

The behaviour outcomes were analysed per stage and year group and presented to the IEB for the first four weeks of Autumn term. Members were delighted to learn that the consistent implementation of the Behaviour Policy had resulted in a positive impact.

Members enquired why one year group had encountered a large proportion of behaviour outcomes.

The Acting Headteacher explained that teacher application needed to be consistent throughout school and recognised that application was currently diverse. The IEB noted that staff CPD had been arranged with an additional Behaviour Consultant to provide training around the effective use of de-escalation strategies and to ensure all staff were following the same procedure.

Leaders have brokered an additional SLA with the LA Behaviour and Intervention Team (BIT) which had prioritised early behaviour and support intervention. The BIT key worker had been providing half a day per week of support and the rigorous approach to behaviour tracking had allowed the correct pupils to be targeted for specific intervention.

**Attendance:**

Members were pleased to note the improvement in attendance levels as a result of the monitoring and intervention protocols in place.

Members questioned what protocols were being used.

The Acting Headteacher confirmed that the Attendance Officer and the office staff worked closely to chase non-attendance, with home visits arranged as necessary; targets are set, and cases referred to the LA Attendance Enforcement Team for prosecution. It was noted that the school abides by The Keeping Children Safe in Education Guidance where staff should not be put at risk when they undertake home visits.

Reference was made to the high percentage of persistent absentees. Members enquired if more hours could be allocated from the COL for the Attendance officer.

The Acting Headteacher informed the IEB that funding allocation of COL expenditure had been exhausted. It was shared that the next phase was to ensure Leaders are reaching out to class teachers to signpost the requirements and to engage with children to promote improved attendance. A reward system was in place and it was anticipated that this should

	<p>promote improved attendance. It was highlighted that the current attendance had increased by 7% from last academic year figures.</p> <p>Following discussion, the IEB agreed to request for financial contribution from the Diocese to provide further resourcing to improve and promote better attendance.</p> <p><b>Leadership and Management:</b> A full review of Leadership roles and responsibilities were highlighted including the assignment of Subject Leaders and Phase Leaders. Four Phase Leaders have been established with key responsibility for staff welfare, safeguarding and support across their phase. This was to ensure distributed leadership was evident and demonstrated capacity to improve.</p> <p><b>School Improvement Plan (SIP):</b> The SIP Priorities linked directly to the SEF in that they refer to aspects of each category where the school performance was not yet good.</p> <p>The Chair confirmed that the SIP would maintain a central to the IEB and the process to establishing access measures to each priority.</p> <p><b>Parent Questionnaires:</b> The Acting Headteacher reported that 101 questionnaires were returned. It was noted that the questionnaires afforded parents/carers with the opportunity to provide anonymous feedback. A further questionnaire had been compiled so that more information could be gathered regarding communication between school and parents.</p> <p><b>E Safety:</b> In response to a query from the IEB, the Acting Headteacher provided more information on how the school communicated with parents/carers and addressed the control measures of the system operated.</p> <p><b>AGREED ACTION:</b> A request for financial contribution to be sent to the Diocese to enable further resourcing to improve and promote better attendance.</p>	<b>Acting Headteacher</b>
41	<p><b>Chairs Report</b></p> <p>The Chair presented her report and provided reference to the Action Plan. It was highlighted that the Chairs Report and Action Plan linked to the School Improvement Plan. Details of actions were accentuated including areas of significant concern. A summary was provided that detailed impact and highlighted areas that required consideration.</p>	
42	<p><b>Monitoring of Service Level Agreements and other Contracts 2019/2020</b></p> <p>Governors received a briefing paper, together with a list of the school's current Service Level Agreements (SLAs) and were reminded of the need to monitor and review SLAs on an annual basis.</p> <p>Governors noted that most SLAs offered to schools were on a "roll-over" basis and would continue unless notification was received in writing to withdraw.</p>	



	<p><b>AGREED ACTION</b> Current buy-back arrangements to be reviewed and confirm any changes as necessary.</p>	<b>IEB</b>
<b>43</b>	<p><b><u>Monitoring Link Governor Reports</u></b></p> <p>Governors reported on recent formal monitoring visits to the School as follows:</p> <ul style="list-style-type: none"> <li>• Ms Robinson – 5 September 2019 – To gain understanding of the current budget in school</li> <li>• Mrs Watt – 6 September 2019 – Single Central Register (SCR) Compliance</li> <li>• Ms Robinson – 9 September 2019 – Pupil Premium Pupils</li> <li>• Mrs Watt – 9 September 2019 – CG meeting with AHT and Lead CHT</li> <li>• Mrs Smith – 11 September 2019 – Curriculum</li> <li>• Mrs Watt – 16 September 2019 – L&amp;M Meeting with AHT and Lead CHT</li> <li>• Mr Piercy – 18 September 2019 – Review of HR files held in school</li> <li>• Mr Piercy – 20 September 2019 – To gain a more developed understanding of the County Teaching Assistant Review and the impact on school to ensure fair application and better inform staff of any relevant implications.</li> <li>• Mrs Scott – 20 September 2019 – to see how children had settled into school, how the environment is and how staff are adapting to new organisation</li> <li>• Ms Robinson – 23 September 2019 – To review 2019/20 budget and set 2020/21 budget</li> <li>• Ms Robinson – 23 September 2019 – SEN pupils</li> </ul> <p><b>AGREED ACTION:</b></p> <p>Written reports be forwarded to the Acting Headteacher for retention in school.</p>	<b>IEB</b>
<b>44</b>	<p><b><u>IEB Action Plan</u></b></p> <p>The Chair provided an update in relation to the Interim Executive Board Action Plan. The Chair informed members that the Action Plan needed close monitoring to check on progress towards completion of the developments.</p> <p>(a) Interim Executive Board Action Plan be reviewed in detail at the next meeting.</p> <p>(b) Action Plan continue to be presented at monthly meetings to ensure that the Governing Body can monitor progress towards the priorities.</p>	<p><b>Clerk</b></p> <p><b>Chair/Chair</b></p>
<b>45</b>	<p><b><u>Governor Training Planning, Feedback and Impact</u></b></p> <p>The following Governors reported on training they had recently undertaken:</p> <ul style="list-style-type: none"> <li>• Chairs Briefing – Autumn Term 2019 – Mrs Watt and Ms Robinson</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ofsted – Autumn Term 2019 – Mrs Watt</li> <li>• Taking the Chair – Autumn Term 2019 – Ms Robinson</li> </ul> <p>Training requirements would be reviewed. It was noted that the new training brochure was available.</p> <p><b>AGREED ACTION:</b></p> <p>Chair to circulate the slides from the Ofsted training.</p>	Chair
46	<p><b><u>Governance Update</u></b></p> <p>Members received the Governance Update briefing paper which included information on a range of national and local issues.</p> <p>The Interim Executive Board agreed to complete written reports on monitoring visits and forward to the Acting Headteacher for retention in school.</p> <p>The Interim Executive Board agreed to cooperatively review the Governor Training Policy together in agreement with the Acting Headteacher.</p> <p><b>AGREED ACTIONS:</b></p> <p>(a) Model role descriptors for Monitoring Link Governors to be emailed to the Chair of Governors and Headteacher;</p> <p>(b) Attend termly Chairs briefings.</p>	<p>Clerk</p> <p>Chair / Vice Chair</p>
47	<p><b><u>General Data Protection Regulations (GDPR)</u></b></p> <p>Members received a briefing paper which provided an update on the requirements of the GDPR and the availability of training for staff and Members.</p> <p>Members noted that an updated Data Protection Policy and Photographic Images Policy was available from the Local Authority which incorporated advice regarding dealing with a Subject Access Request (SAR).</p> <p><b>AGREED ACTIONS:</b></p> <p>(a) To review the school's data protection systems;</p> <p>(b) Regular briefings to be provided on data protection to the Governing Body at termly meetings.</p>	<p>IEB</p> <p>Acting Headteacher</p>
48	<p><b><u>Report of the Schools Advice and Support Team</u></b></p> <p>Members received a briefing paper from the schools' HR Advice and Support Team which provided information on new and updated policies and guidance. In addition, the paper provided details of available training for Members and staff.</p>	

	<p>The Interim Executive Board noted all policies which had been updated and agreed to adopt all new policies as stated on the briefing paper.</p> <p><b>AGREED ACTIONS:</b></p> <p>All staff to be made aware of the new and updated policies and guidance.</p>	<p><b>Acting Headteacher</b></p>
49	<p><b><u>Ofsted Inspection Framework</u></b></p> <p>Members received a briefing paper which outlined the significant change in focus, conduct and reporting of school inspections from September 2019. It was noted that the new Education Inspection Framework (EIF) would be used to inspect all maintained schools (including nurseries), academies and Further Education Colleges.</p> <p><b>AGREED ACTIONS:</b></p> <p>(a) To become familiar and confident with the new framework and the new focus of inspection;</p> <p>(b) To consider the work done so far by leaders in review of the curriculum and development of precise curriculum intent. To be clear about not just the overarching aims of the curriculum, but also the clarity of definition in specific knowledge to be gained in each subject area;</p> <p>(c) To consider the degree to which the quality assurance they receive from school leaders has evolved to reflect the focus of the Quality of Education judgement;</p> <p>(d) To be satisfied that school leaders ensure and assure the quality of education for all pupils in the school;</p> <p>(e) To be aware of the raised profile of special educational needs in the new framework.</p>	<p><b>IEB</b></p> <p><b>IEB</b></p> <p><b>IEB</b></p> <p><b>IEB</b></p> <p><b>IEB</b></p>
50	<p><b><u>Safeguarding Arrangements</u></b></p> <p>Members received a briefing paper which outlined the new arrangements for safeguarding children in County Durham effective April 2019.</p> <p>Members noted that the Local Children’s Safeguarding Board had been replaced by the Durham Safeguarding Children’s Partnership; a link to a document detailing the new arrangements was provided within the briefing paper.</p> <p><b>AGREED ACTIONS:</b></p> <p>All documentation to be updated to reflect the new safeguarding arrangements.</p>	<p><b>Acting Headteacher/ IEB</b></p>
51	<p><b><u>Internal Audit and Risk Management</u></b></p> <p>Members received a briefing paper which outlined the changes to the School’s Financial Value Standard (SFVS) for 2019/2020.</p>	

	<p><b>AGREED ACTION:</b></p> <p>To ensure completed submissions are made in the new format and submitted to Internal Audit by 31 March 2020 following approval by the Finance and Premises Committee/full Governing Body.</p>	<p><b>Acting Headteacher</b></p>
<p><b>52</b></p>	<p><b><u>Pupil Voice Update – Making Your Mark</u></b></p> <p>Members received a briefing paper which provided an update on the work with children and young people within all phases of Durham schools and settings to determine the extent to which they felt they had a ‘voice’. The paper provided information on the forthcoming ballot for representatives to join Durham’s Youth Council.</p> <p>The paper also provided information regarding the Making your Mark ballot which allowed children and young people to vote on issues to be discussed by the UK Youth Parliament.</p> <p><b>AGREED ACTION:</b></p> <p>To ensure all pupils have the chance to have their voice heard in school.</p>	
<p><b>53</b></p>	<p><b><u>Admission Arrangements 2021/2022</u></b></p> <p>Governors received a briefing paper from the Local Authority regarding admission arrangements for 2021/2022.</p> <p>Details of the school’s proposed Published Admission Number for 2021/2022 were also presented.</p> <p><b>AGREED ACTION:</b></p> <p>The Clerk inform the Local Authority of the proposed published admission number of 30 instead of 60.</p>	<p><b>Clerk</b></p>
<p><b>54</b></p>	<p><b><u>Any Other Business</u></b></p> <p><b>SEF 2019/2020</b> The IEB noted receipt of the SEF. Updates and reference to the School Improvement Plan could be identified.</p> <p>The Chair and Mrs Scott confirmed that they would work collectively to review the SEF.</p> <p><b>Approval of Teachers’ Pay and Appraisal Policy 2019/20</b> The Acting Headteacher presented the Teachers’ Pay and Appraisal Policy 2019/ 2020 which had been revised in accordance with the school Teachers’ Pay &amp; Conditions Document 2019. The Acting Headteacher confirmed that the pay policy had been adapted from the Local Authority’s model policy and would be inclusive of discretionary pay scales upon approval.</p>	

	<p><b>School Scrutiny Group (SSG) Meeting</b>  The IEB discussed the minutes of the SSG meeting held on 7 October 2019 and noted the following areas had been considered:</p> <ul style="list-style-type: none"> <li>• School update from Acting Headteacher and Consultant Headteacher</li> <li>• LA Report</li> <li>• IEB Report</li> </ul> <p>The Chair reported that Mr Crane (Director of Education) praised the school on the layout and level of detail shared in the Headteacher report. Members were pleased to note that Mr Crane recognised there was now a consistent view of the school from Leaders and offered to provide support to the school in preparation for Ofsted.</p> <p><b>Pen Portraits</b>  The Consultant Headteacher requested that members complete individual pen portraits to be displayed on the school website.</p> <p><b>AGREED ACTIONS:</b></p> <p>(a) The SEF be deferred to the next meeting for consideration;</p> <p>(b) The Chair and Mrs Scott to review the SEF;</p> <p>(c) All staff to be made aware of the revised policy;</p> <p>(d) Mr Crane to be invited into school to provide support in preparation for Ofsted.</p> <p>(e) Members to complete pen portraits and return to the school.</p>	<p><b>Clerk</b></p> <p><b>Chair/ Mrs Scott</b></p> <p><b>Acting Headteacher</b></p> <p><b>Acting Headteacher</b></p> <p><b>IEB</b></p>
55	<p><b>Dates of Future Meetings</b></p> <p>The following dates for meetings of the IEB were agreed:</p> <ul style="list-style-type: none"> <li>• Monday 4 November 2019 at 4.00pm</li> <li>• Wednesday 4 December 2019 at 4.00pm</li> </ul> <p>The following dates for meetings of the IEB were agreed:</p> <ul style="list-style-type: none"> <li>• Thursday 24 October 2019 at 9.00am</li> </ul>	

There being no further business the meeting closed at 18:45 pm

Signed .....

Date .....

Chair