



**CHESTER LE STREET CHURCH OF ENGLAND (CONTROLLED) PRIMARY SCHOOL**

**MINUTES OF THE MEETING OF THE INTERIM EXECUTIVE BOARD HELD IN THE SCHOOL  
ON MONDAY 9 SEPTEMBER 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  
Mr C Young, School Leadership Advisor  
Mr S Round, Clerk to the Interim Executive Board

**Action**

<p align="center"><b>17</b></p> <p><b>Introduction and Welcome</b></p>	<p>The Chair introduced Mrs Atkinson to the meeting of the Interim Executive Board as the Acting Headteacher. Members noted that Mrs Atkinson had been appointed on an interim arrangement in the absence of the substantive postholder.</p> <p>Mrs H Smith was introduced and welcomed to her first meeting as a Member of the Board as was Mr C Young, School Leadership Advisor and introductions were made around the table.</p> <p>The Chair outlined the main function of the IEB for the benefit of new members:</p> <ul style="list-style-type: none"> <li>• To secure governance of the school, developing a sound basis for rapid school improvement, leadership and management and pupil progress</li> </ul> <p><b>Confidentiality Statement</b> The Clerk reminded all present the importance of the Confidentiality Statement.</p>	
<p align="center"><b>18</b></p> <p><b>Apologies for Absence</b></p>	<p>Members considered and accepted the following apologies for absence:</p> <ul style="list-style-type: none"> <li>• Mrs S Grant – personal</li> <li>• Mrs S Newton – work commitments</li> </ul>	
<p align="center"><b>19</b></p> <p><b>Declaration of Interest</b></p>	<p>The Chair requested that the Clerk share the 'Register of Governors Interest' form with Members which required completion by the date of the next meeting of the IEB.</p> <p>The Chair invited Members to declare any personal interests in agenda items at this or any point during the meeting.</p>	

	<p>The following declarations of interest were received:</p> <ul style="list-style-type: none"> <li>• Mrs B Watt – Governor at Witton le Wear Primary School</li> <li>• Mrs C Scott – Headteacher at Seaham Harbour Nursery and Governor at Our Lady Star of the Sea Primary School</li> <li>• Mr B Piercy – Governor at Framwellgate Moor Primary School and Independent Investigator into a complaint of another County Durham school for the LA</li> <li>• Ms C Robinson – Governor at Kirk Merrington Primary School</li> <li>• Mrs H Smith – Headteacher at St Oswald’s CofE Aided Primary School and Governor at Thornhill Academy</li> </ul> <p><b>AGREED ACTION:</b></p> <p>THAT the Clerk be requested to issue ‘Register of Governors Interest’ forms.</p>	<b>Clerk</b>
<b>20 Financial Management</b>	<p><b>Budget Update</b></p> <p>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. Ms Robinson stated that the estimate of carry forward was £139,548, thus requiring £76,000 from the carry forward for 2019/20 to set the budget. This has left a carry forward to 2020/21 of £63,000.</p> <p>The Acting Headteacher confirmed that she would be meeting with Mr Turnbull, School Funding Officer to review the budget on 3 October 2019. Members raised concern about the budget and following discussion projected a likely deficit to emerge. At the request of members, the Clerk provided a summary of the staffing reduction process in anticipation of a budget deficit.</p> <p>Members were advised to delegate all matters relating to the preparation and implementation of a budget plan for the financial year 2020/2021 to an appropriate committee of the Interim Executive Board.</p> <p><b>Capital:</b></p> <p>The acting Headteacher provided Governors with the Capital Statement received from the Local Authority. The balance brought forward was £47,408 and this year’s allocation was £7,701 giving a total capital of £55,109. Some construction work had been carried out and new furniture and fittings and computer equipment had been purchased.</p> <p>Discussion ensued regarding further projects that Capital could be spent on. The Acting Headteacher requested approval from the Interim Executive Board for the purchase of three new computers for the administrative team at a total cost of £1500.</p>	

**Website:**

It was reported that the website cost from the Local Authority was £615. Members questioned if the school would receive a penalty for the cancellation of the existing website. The Acting Headteacher believed this would be the case and would provide a cost at the next meeting. Linda Buchanan, IT Officer from the Local Authority was expected to meet with leaders on Wednesday 11 September to discuss the arrangements of the new website. Members noted that the SLA would ensure the school website was compliant.

A Member questioned the process for making parents aware that the school had changed their website address. The Acting Headteacher assured Members that notification would be included in the newsletter and it was expected that re-routing from the old website would be achievable.

Mrs Smith provided an insight into the application her school uses to inform parents of notices via technology. Members noted that the application was supported by all platforms and was easily downloadable and accessible for most devices. Mrs Smith suggested that the cost of the application was £300 and remained very successful amongst her parents and guardians.

Mrs Smith informed Members that once the new website was live and inclusive of the recommended documents and policies, she would complete an audit. 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 documents required to be published.

**Oracle statement:**

Following the complexity with the understanding of the Oracle statement, the Chair confirmed that Mrs Newton (Lead Consultant Headteacher) had issued a request to the School Funding Team to make available a more detailed report. The Chair stated that the expectation of the report would enable members to scrutinise allocations clearly with a greater understanding to budget allocation.

**Internal Audit Report:**

Consideration was given to the Final Internal Audit Report, which identified substantial assurance to the financial measures in place currently at Chester le Street CE Primary School.

Substantial assurance provided members with clarity that the control framework and procedures in place were effective in managing the associated risks.

The following six best practice recommendations were identified during the audit:

- Leadership and Governance
- Budgets and Budgetary Control

	<ul style="list-style-type: none"> <li>• Wrap around care</li> <li>• Procurement and Payments</li> <li>• Income and Banking Procedures</li> <li>• Voluntary and Private School Funds</li> </ul> <p>The recommendations were discussed, and members questioned why some areas still required consideration. Members requested that in the absence of the School Finance Officer more detail would be required at the next meeting to monitor progress of the recommendations and to ensure strategies were in place to develop forthcoming assurance opinion.</p> <p><b>AGREED ACTIONS:</b></p> <p>(a) An audit of the website to be undertaken once it is live;</p> <p>(b) A more concise finance report to be provided for future IEB meetings;</p> <p>(c) Cancellation costs of the existing website to be presented at the next IEB meeting;</p> <p>(d) Progress of the Internal Audit recommendations to be presented at the next IEB meeting;</p> <p>(e) The First/Pay Review Committee be delegated responsibility for all matters relating to the preparation and implementation of a budget plan for the 2020/2021 financial year if necessary.</p>	<p><b>Mrs Smith</b></p> <p><b>Mrs Newton</b></p> <p><b>Acting Headteacher</b></p> <p><b>Mrs Grant</b></p> <p><b>First/Pay Review</b></p>
<p style="text-align: center;"><b>21</b></p> <p><b>Interim Leadership Arrangements</b></p>	<p>It was understood that a clear protocol for leadership arrangements had now been implemented from September 2019. Mrs Atkinson had now been confirmed as Acting Headteacher with the expectation to step up and become the leader of the school in the absence of the existing Headteacher.</p> <p>Members noted that support continued from Mrs Newton, Headteacher from Sedgefield Hardwick Primary School. She would continue to provide 0.6FTE support as a Lead Consultant Headteacher in a shared capacity with 0.3FTE support of Mr Harrison Headteacher from Ox Close Primary School.</p> <p>The Chair reported that Mrs Newton would continue to lead on improvements in Teaching and Learning in Key Stage 1 and Key Stage 2. There remained an expectation of Mrs Newton to provide coaching opportunities for the Acting Headteacher and uphold additional support where necessary to ensure maximum leadership was exploited. Mrs Atkinson would have a duty to maintain the operational values of the school and work collaboratively with both Mrs Newton and Mr Harrison.</p>	

	<p>It was noted that Mr Harrison would be providing continued support to increase Behaviour and Wellbeing ensuring that high expectations were consistently followed resulting in more positive attitudes and a greater commitment to learning.</p> <p><b>Mrs Atkinson left the meeting at this stage at the request of the Chair</b></p> <p>Mr Young, School Leadership Advisor, introduced himself to Members and explained his role. Mr Young provided a range of possible options for Members to consider in the absence of the Headteacher. A lengthy discussion ensued and members explored a variety of alternative options.</p> <p><b>Mrs Atkinson was re-invited to the meeting</b></p>	
<p><b>22</b> <b>Minutes</b></p>	<p>Members received and confirmed the minutes of the Interim Executive Board meeting held on 29 July 2019, which were signed by the Chair as a true record with the following amendments:</p> <p><b>Reference 4 (Declaration of interest)</b> The following declarations of interest were received:</p> <ul style="list-style-type: none"> <li>• Mrs C Scott – Headteacher at Seaham Harbour Nursery and Governor at Our Lady Star of the Sea Primary School.</li> </ul> <p><b>Reference 12 (Key Priorities and Focus Work of the IEB)</b></p> <ul style="list-style-type: none"> <li>• Ensure robust processes and procedures for staff appraisal are introduced and that staff are held to account for performance.</li> </ul> <p><b>Reference 11 (School Leadership from September 2019)</b></p> <ul style="list-style-type: none"> <li>• Members were made aware that Mr Harrison had brokered support in the capacity of an additional year 4 teacher from Oxclose Primary School for one term which would be funded by Chester le Street CE Primary School.</li> </ul>	
<p><b>23</b> <b>Matters arising</b></p>	<p>The Action Points relating to the 29 July 2019 Interim Executive Board were received.</p> <p>The following updates were provided:</p> <p><b>Reference 7 (Matters arising)</b> It was noted that the report remained outstanding by the Local Authority to identify the condition of the school site.</p> <p><b>Reference 8 (Action taken by the Chair)</b> A review of the ICT resources was required to ascertain how much spend was required from capital expenditure</p> <p><b>Matters arising from the Finance and Premises Committee held on 17 June 2019:</b></p>	

	<p><b>Reference 11 (Lettings Review)</b> Members questioned the financial arrangements from the income generated from lettings. A concise break down was requested to be able to ascertain affordability and consistency of pricing strategies to external agencies.</p> <p><b>AGREED ACTIONS:</b></p> <p>(a) The condition survey to be presented at the next meeting;</p> <p>(b) Further information to be required for the IEB identifying the planned spend on ICT equipment;</p> <p>(c) A concise breakdown be provided in order to ascertain affordability and consistency of the pricing strategy to external agencies;</p> <p>(d) Mrs Grant (Finance Officer) to be invited to the next meeting to provide a Finance update.</p>	<p><b>Mrs Newton</b></p> <p><b>Acting Headteacher</b></p> <p><b>Mrs Grant</b></p> <p><b>Clerk/ Acting Headteacher</b></p>
<p><b>24</b> <b>Chair's Action</b></p>	<p>It was reported that no action had been taken under the Chair's emergency powers since the last meeting.</p>	
<p><b>25</b> <b>Chairs Report</b></p>	<p>The Chair's report was presented for Members consideration and the following noted:</p> <p>Most actions had been completed. Any actions that were outstanding or ongoing would be taken from the plan to create a new plan in the Autumn term and this would then feed into the School Improvement Plan for the new academic year. Updates would then be given in the Acting Headteacher's monthly report.</p> <p>Mr Piercy informed Members that he intended to meet with the Acting Headteacher on Tuesday 10 September to address a parental complaint.</p> <p><b>AGREED ACTION:</b></p> <p>The Chair's report will be presented at monthly meetings to ensure that the IEB can monitor progress towards the priorities.</p>	<p><b>Chair</b></p>
<p><b>26</b> <b>Acting Headteacher's Operational Report</b></p>	<p><b>Pupil mobility:</b> Only 25 pupils had been admitted to Reception at the start of term. The Acting Headteacher confirmed that mobility appeared to have been largely stable over the Summer term. Governors were informed that two pupils had transferred into Year 1, one of which had significant needs. Intimate care had been identified as a requirement to the pupil and the parent had signed consent of the Care Policy enabling the school to make the necessary provision. The SENCO had contacted the Safeguarding Lead from the pupil's previous school and the Safeguarding Lead from Chester le Street OnePoint Service. This had provided information to aid the submission of a new application to be created to apply for an Educational Health Care Plan (EHCP).</p>	

**Pupil Attendance:**

The Acting Headteacher stated that attendance was currently lower than expected. Following a question from a Member, the Acting Headteacher outlined the procedure place for managing pupil absence which involved sending text messages, making telephone calls and the Attendance Officer actively pursuing pupils who fail to attend. It was explained that there would be an expectation for office staff to become more involved in pupil attendance with a duty to report to the Acting Headteacher when required.

**Pupil Exclusion:**

The Acting Headteacher informed members that following the Senior Leadership Team's (SLT) implementation of the behaviour monitoring report, it had showed significant signs of improvements to pupil behaviour. A copy of the monitoring report was circulated to Members. This identified phases of behaviour including percentages to areas of concern. It was reported that behaviour was tracked more robustly and as a result no pupil exclusions had occurred this term, which was a significant improvement from previous years.

**Staff:**

The Acting Headteacher provided Members with an update on the current staffing arrangements. It was confirmed that KS1 would be organised in single age classes for morning sessions, with a mixed Year1/2 class for the afternoon sessions. Members noted that from the beginning of the Autumn term, changes had been made to the Teaching Assistant (TA) support timetable. There would be an expectation that the changes would enable a more equitable spilt of time throughout school. Members were informed that a review of TA's would be required to clarify issues around duties, hours and pay scales.

**Staff/Parental Engagement:**

The Acting Headteacher reported that questionnaires had been issued to all staff which had resulted in a positive response. It was planned for questionnaires to be distributed to parent's week beginning 23 September 2019 and an analysis would be provided to the IEB.

**Safeguarding Update:**

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 Summer term to ensure a proactive and consistent approach be adopted. This provided opportunity for all policies to be reviewed and adopted including the new Keeping Children Safe in Education.

**School Improvement Plan:**

Members noted and agreed the details of developments to be undertaken in the current year 2019/2020. They were detailed in the Headteacher's Report covering the whole curriculum, intended outcomes and Member responsibility for monitoring.

**Operational Changes:**

- PPA and phase support leader timetables were now in place. Members noted that it had been organised to ensure phase leaders could meet their team more effectively on a regular basis. It is anticipated that the changes would lead to improvements in the planning and sequencing of lessons and to establish the role and responsibility of the phase leader.
- Diary dates had been reviewed and events were cut back to ensure the focus was firmly on improving the quality of teaching and learning, standards of behaviour and staff wellbeing. In order to improve behaviour and safety at lunchtime, an increased staff presence was implemented. KS1 and KS2 staff have been working together to target movement around school and between buildings.

Members questioned if any impact could be identified. The Acting Headteacher confirmed that the manners of pupils had improved including general social skills. Further recognition had been received from support staff and positive comments were provided on the impact of the changes and calmer atmosphere in the hall.

- The plans to move the main office to the KS1 building were underway. It was envisaged that this would provide a more business-like impression to parents and visitors with a more robust process to managing site security.
- The 5R's system for behaviour and learning conflicts with the new behaviour policy and was no longer in use. As a result, there was an improved focus during classroom reflection time on the core Christian values. Members noted this had been evidenced within classroom display and the themes of Collective Worship.
- The Daily Mile had been moved from a morning to an afternoon session to maximise teaching time of English and Maths. The Acting Headteacher confirmed that it had warranted improvements and reduced the amount of unnecessary movement around school providing a calmer learning environment for pupils.
- Parents had been made aware of the administrative problem with Class Dojo. An alternative reward system called 'Class Charts' would be presented to School Leaders on Wednesday 11 September and further considerations would be given on how the school would communicate with parents.

**AGREED ACTION:**

- (a) Questionnaires to be distributed to parent's week beginning 23 September 2019.

**Acting  
Headteacher**



	(b) An update of 'Class Charts' be provided to the IEB prior to its potential introduction.	<b>Acting Headteacher</b>
<b>27 Local Authority Review</b>	The Acting Headteacher reported on the recent visits to school by Mrs Bennett and Mr Young, School Leadership Advisors.  Members were provided with a summary of the visits and a copy of the Local Authority Review was shared for information.	
<b>28 Ofsted Inspection</b>	<b>AGREED ACTION:</b>  Ofsted Inspection agenda item to be deferred to the next meeting for consideration.	<b>Clerk</b>
<b>29 Date and Time of Next Meeting</b>	The following meeting dates be agreed:  <b>First Committee</b> <ul style="list-style-type: none"> <li>• Friday 20 September at 10.00am</li> </ul> <b>Interim Executive Board</b> <ul style="list-style-type: none"> <li>• Wednesday 9 October at 4.00pm</li> <li>• Monday 4 November at 4.00pm</li> <li>• Wednesday 4 December at 4.00pm</li> </ul>	

There being no further business the meeting closed at 6.40pm

Signed .....

Chair

Date .....