



**CHESTER LE STREET CHURCH OF ENGLAND (CONTROLLED) PRIMARY SCHOOL  
MINUTES OF THE MEETING OF THE INTERIM EXECUTIVE BOARD HELD IN THE SCHOOL ON  
MONDAY 4 NOVEMBER 2019 AT 4.00PM**

**Present:**

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

**Also present:**

Mrs S Atkinson, Acting Headteacher  
Mrs S Newton, Lead Consultant Headteacher  
Mr S Round, Clerk to the Interim Executive Board

		<b>Action</b>
<b>56</b>	<p><b><u>Apologies for Absence</u></b></p> <p><b>AGREED:</b></p> <p>An apology for absence from Mrs Smith be received and accepted due to work commitments.</p>	
<b>57</b>	<p><b><u>Declaration of Interest</u></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, Trustee at Durham Sixth Form Ms C Robinson – Governor at Kirk Merrington Primary School</p>	
<b>58</b>	<p><b><u>Financial Management</u></b></p> <p><b>School Budget:</b> The Lead Consultant 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 up to September 2019.</p> <p>It was confirmed that, following discussion with the School Funding Officer, the carry-forward balance, at the end of the financial year, was projected to be £63,236 which remained unchanged from the previous meeting.</p> <p>It was explained that a deficit balance was probable, and that the staffing reduction process had commenced.</p> <p><b>Comparison of Capital Expenditure with Budget:</b> The Clerk provided Members 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.</p>	

	<p><b>Consistent Financial Reporting:</b> The Lead Consultant Headteacher informed Members that the Consistent Financial Reporting (CFR) framework provided a standard template for schools to collect information about income generation and expenditure by financial years, which maintained schools could provide to their local authorities in a financial statement each year.</p> <p>This would enable the school to view a summary of the financial position through financial benchmarking website and formulate comparisons of income and expenditure profiles within similar Primary school settings.</p> <p><b>Schools Financial Benchmark:</b> The Schools Financial Benchmark was discussed. The Acting Headteacher provided an overview of what it would inform the IEB. The Acting Headteacher directed Members to the Schools Financial Benchmarking on the Government website and identified subsections that could offer further information.</p> <p><b>AGREED ACTION:</b></p> <p>(a) Strategy meeting date to be shared with IEB Members.</p> <p>(b) A summary of the school financial position to be circulated to the IEB to benchmark income and expenditure profiles within similar Primary school settings</p>	<p>Clerk</p> <p>Clerk</p>
59	<p><b><u>Minutes</u></b></p> <p>Members received and confirmed the minutes of the Interim Executive Board meeting held on 9 October 2019, which were signed by the Chair as a true record.</p> <p>Minutes of the following Committee meeting were received for information:</p> <ul style="list-style-type: none"> <li>• First/Pay Review Committee held on 20 September 2019</li> </ul>	
60	<p><b><u>Matters Arising including Action Points</u></b></p> <p>The Action Points relating to the October 2019 IEB meeting were received. All actions had been completed, the following updates were provided:</p> <p><b>Reference (Financial Management)</b> The Acting Headteacher informed the IEB of outstanding debts associated to ParentPay. Members noted that ParentPay is used for both Breakfast Club and After School Club. Members questioned if pupils attending were in receipt of Pupil Premium (PP); it was highlighted that there was a mixture of PP and non-PP children who attend on a regular basis.</p> <p>The Acting Headteacher stated that the school were trialling a pay up front model to accrue money to ensure no further debts are encountered. Members noted that the Local Authority (LA) approved process had been followed with referral to the Enforcement team following a sequence of published letters.</p> <p>The Acting Headteacher requested a letter from the IEB to inform parents of a permanent change to accrual of money from an upfront payment method with an</p>	

	<p>anticipated permanent feature commencement from January 2020. The Acting Headteacher explained that a cap of £50 debt was followed and once this was exhausted children were expected to revert to packed lunches.</p> <p>Ms Robinson volunteered to monitor the process and report back to the IEB.</p> <p><b>Reference (Acting Headteachers Report)</b>  The IEB submitted a request to the Diocese in hope of financial contribution to provide further resourcing to improve and promote better attendance. It had been confirmed that this was rejected. Members questioned what actions had been taken in respect of the Diocese decision.</p> <p>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. 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, it was highlighted that the roles and responsibilities were being reviewed to draw up clear guidelines of what is expected from staff.</p> <p><b>AGREED ACTION</b></p> <p>Ms Robinson to provide a monitoring visit to look at ParentPay.</p>	<p>Ms Robinson</p>
<p>61</p>	<p><b><u>Chair's Emergency Powers</u></b></p> <p>No action had been taken under the Chair's emergency powers since the last meeting.</p>	
<p>62</p>	<p><b><u>Acting Headteachers Report</u></b></p> <p><b>Attendance:</b>  Members were pleased to note the improvement in attendance levels had remained consistent. It was noted that attendance remained stable and continued to be above the National Average. Persistent absenteeism was discussed, and it was noted that holidays taken during term time continue to have a negative impact.</p> <p>Members provided some challenging questions to the Acting Headteacher: How many children have fallen below the persistent absenteeism threshold? 36 had fallen below the threshold in October compared to 29 in September, 18 of these children were Pupil Premium (PP) compared to 11 in September.</p> <p>Are there any patterns to times taken for holidays that could be looked at when allocating PD days? No, there is no pattern and no times more popular than others.</p> <p>Are parents honest about taking holidays or do some claim sickness? Some try to claim sickness, but the absences will go down as unauthorised if it is found to be a holiday absence.</p> <p>Have letters been sent out and what was the impact? Yes, several parents were shocked to find that their children are classed as persistent absentees.</p>	

What strategies had been imbedded to target persistent absentees? The Acting Headteacher stated that she would clarify the absence threshold with parents and reiterated the robust approach from school ensuring that home visits were arranged as necessary; targets are set, and cases referred to the LA Attendance Enforcement Team for prosecution when attendance levels become concerning.

It was shared that the next phase had been discussed with Phase Leaders to ensure they are reaching out to class teachers to signpost the requirements and to engage with children to promote improved attendance. A reward system continues to be embedded and it was anticipated that this should promote improved attendance.

### **School Improvement Plan 2018/2019**

The School Improvement priorities linked directly to the self-evaluation in that it referred to aspects of each category where the school performance is not yet good. Priorities are also drawn from the wealth of unresolved recommendations from Monitoring (LA, IEB, Previous Inspection).

The Lead Consultant Headteacher took Members through the developments to be undertaken, which will be monitored by the IEB via termly reports, Committee meetings and monitoring visits.

Members were referred to the priorities in relation to Governance encompassed within the Leadership and Management section of the plan. A Member asked if the priorities all related to issues which the IEB were aware of and the Lead Consultant Headteacher confirmed that they did. The plan gave more detail in relation to how the priorities related to e.g. specific groups. In response to a further question the Lead Consultant Headteacher assured Members that the school was continuing to progress.

### **Self-Evaluation Form**

The Lead Consultant Headteacher provided an update on the SEF following a review and the plan was circulated to Members. The Lead Consultant Headteacher stated that the targets currently set, reflected the new Ofsted framework.

### **Pupil Premium**

Details of the Pupil Premium Strategy for 2019/2020 were provided to show how the school will use the funding allocation in order to maximise outcomes for the pupils involved. The Acting Headteacher took Members through the proposals. Members noted that a lot of the Pupil Premium funding would be spent on ensuring support for pupils; the impact would be demonstrated in the progress made by this group of pupils.

### **Sports Premium Strategy:**

The Acting Headteacher distributed copies of the proposed spending plans for the increased allocation of £18,910. She explained that following the review of the spending plan for 2018/2019, she was happy that the measures introduced have had a positive impact on engaging pupils in sporting activities/after school clubs.

Members welcomed the presentation of the strategy for sports premium. The impact was shared, and Members noted that it would be used to fund additional and sustainable improvements to the provision of PE and sport to encourage the



development of healthy, active lifestyles. Programme of initiatives were highlighted with key indicator inclusive of costs.

### **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. Following the twilight for professional development, all staff had planned in their teams the skills progression for art, DT, and music using National Curriculum Programmes of Study. These focuses have been linked to the overarching humanities 'hook in' for the term. The Acting Headteacher confirmed that all year groups will be following a history 'hook in' this half term. The sequence of lessons for history and art has been devised and were shared with Members. The areas of the curriculum which had been identified for possible deep dives were science, history, art and PE. Over the next half term, Leaders will support subject leads in preparing for deep dives in these subjects.

The Acting Headteacher and SENCO attended a Diocese Curriculum Conference and gained valuable information about the inspection process and ways of evidencing the rationale for Curriculum design.

Phase Leaders had been confirmed as joint Maths and English Leads for their Phase. Members were informed that lesson observations of all staff have been completed. A list of key strengths was identified and shared with the IEB. Members questioned how they ensure children are being developed with more competency. The Acting Headteacher confirmed that a new homework policy ensured that children read four times per week with parents. Reading records had been purchased to ensure close monitoring could be provided. Members highlighted inconsistent use of the library and believed it should be promoted for use of books in and out of school and this would contribute to greater development in reading and writing

### **Personal Development**

Details of the Survey Monkey communication questionnaires were discussed. An incredible 109 responses were received and shared with Members. Following the feedback, various ways of sharing learning and rewards with parents were investigated. "Marvellous Me" was identified as a preferred option by the SLT and a demonstration was also organised for the administration team and the Children's Champion. Members noted that "Marvellous Me" would also provide the opportunity to send letters electronically, a desire which was clearly favoured following the results of the recent communication survey. In addition, an online booking system had been identified, and a free trial had been arranged for after half term, this would allow parents to book for Wraparound Care and other clubs. It was highlighted that training would commence for staff on 4 November 2019, with the system going live later that week.

Members welcomed the use of Survey Monkey to obtain the views of parents/carers on specific issues in a timely manner.

## **63 Teacher Appraisal and Acting Headteacher Performance Management**

### **Performance Management:**

The Acting Headteacher confirmed that Performance Management meetings had been held with all staff to agree targets for the current academic year.

	<p>Members questioned what the targets would focus upon. It was established that targets will reflect upon whole school priorities.</p> <p>Performance Management Governors confirmed the Acting Headteachers Performance Management review for last year had been carried out and objectives set for 2019/2020 at a meeting with the SLA on 25 October 2019.</p> <p>A summary overview was provided to Members which outlined individual targets.</p> <p>The Clerk advised that the Acting Headteacher if not already done so should ensure that all teaching staff are in receipt of the outcome from the performance management meeting held on 24 October 2019.</p> <p><b>AGREED ACTION:</b></p> <p>The outcome of the First Pay/Review meeting to be conveyed to all teaching staff in writing, together with an explanation of the employee's right of appeal.</p>	<p><b>Acting Headteacher</b></p>
<p>64</p>	<p><b><u>IEB Action Plan</u></b></p> <p>The Chair provided an update in relation to the Interim Executive Board Action Plan which had been circulated to members earlier. 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 IEB can monitor progress towards the priorities.</p>	<p><b>Clerk</b></p> <p><b>Chair/Clerk</b></p>
<p>65</p>	<p><b><u>Staffing</u></b></p> <p>The Acting Headteacher gave an update on staff changes and explained the organisation set up from November 2019. Members enquired if the new classroom arrangements were working effectively. The Acting Headteacher confirmed that the staff were finding it challenging but it was manageable. Phase Leaders had provided positive feedback to the supply staff currently recruited to school. Discussion ensued and budget restraints remained a factor in the recruitment of supply teaching, the Acting Headteacher confirmed this would be closely monitored to ensure it remained effective.</p> <p>The Chair provided recommendation for supply teaching services should further recruitment be necessary.</p>	
<p>66</p>	<p><b><u>Monitoring of Service Level Agreements (SLAs) and Other Contracts</u></b></p> <p>Members 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>Members noted that the majority of SLAs offered to schools were on a "roll-over" basis and would continue unless notification was received in writing to withdraw.</p>	

	<p>The Acting Headteacher reported that the school were currently considering buyback of the Behaviour Intervention/Early Intervention Programme and confirmed purchase order full partner option of the Education Support and Development Service.</p> <p>The First Committee would consider SLAs in the context of its planned review of the budget.</p> <p><b>AGREED ACTION:</b></p> <p>(a) Current buy-back arrangements to be reviewed and confirm any changes as necessary;</p> <p>(b) Service providers to be informed in writing where buyback of the SLA was not be continued with effect from 1 April 2020.</p>	<p><b>First Committee</b></p> <p><b>Acting Headteacher</b></p>
67	<p><b><u>Monitoring Link Governor Reports</u></b></p> <p>Members reported on recent formal monitoring visits to the school as follows:</p> <ul style="list-style-type: none"> <li>• Mrs Smith – 9 October 2019 – Website Check</li> <li>• Mrs Smith – 22 October 2019 - Curriculum Intent</li> <li>• Mrs Smith – 22 October 2019 - Children’s Leadership Team</li> <li>• Mrs Watt – 25 October 2019 - Children’s Leadership Team</li> <li>• Mrs Watt – 4 November 2019 - KS1 focus on phonics, reading, low PA writing</li> <li>• Mrs Smith – 4 November 2019 - KS2 Quality of Education</li> <li>• Mrs Scott – 4 November 2019 - EYs children’s progress, strategies for development, progress since previous monitoring visit</li> </ul> <p><b>AGREED ACTION:</b></p> <p>Written reports be forwarded to the Acting Headteacher for retention in school.</p>	<p><b>IEB</b></p>
68	<p><b><u>IEB Training Feedback and Impact</u></b></p> <p>The Acting Headteacher outlined the significant change in focus, conduct and reporting of school inspections from September 2019. It was highlighted that Mr Young, School Leadership Advisor (SLA) would be available to provide relevant training of the new Ofsted framework and it was recommended by the Chair that Members try to attend.</p> <p>The following Members reported on training they had recently undertaken:</p> <ul style="list-style-type: none"> <li>• Ms Robinson – Governor Conference</li> <li>• Mrs Watt – Ofsted Inspection</li> </ul> <p><b>AGREED ACTIONS:</b></p> <p>(a) Clerk to check Mr Young’s availability.</p>	<p><b>Clerk</b></p>

	(b) To attend Ofsted Inspection Framework training if not already completed.	<b>Members</b>
<b>69</b>	<p><b><u>New Policies</u></b></p> <p>The Educational Visits Policy Oct 2019 had been circulated to Members for comment prior to the meeting.</p> <p><b>AGREED ACTION</b></p> <p>The IEB adopt the Educational Visits Policy 2019</p>	
<b>70</b>	<p><b><u>Dates of Next Future Meetings</u></b></p> <p>The next meeting of the IEB will be held on:</p> <ul style="list-style-type: none"> <li>• Wednesday 4 December 2019 at 4.00pm</li> </ul>	
<b>71</b>	<p><b><u>Planned closure of the School for the General Election</u></b></p> <p>The Acting Headteacher informed the IEB that a full school closure email had been received from the Local Authority for the planned General Election scheduled for 12 December 2019. It was noted that the Returning Officer on behalf of the Local Authority had made the decision to use the school as a suitable location. The Acting Headteacher confirmed that on previous occasions only a section of the premises remained closed.</p> <p>Members noted that due to unforeseen circumstances at a previous election potential risks to children's welfare had arisen. It was reported that an incident occurred on site which led to the decision to ensure all future elections conveyed a full site closure to ensure safety remained a paramount.</p> <p>The Chair reported on the implications that a school closure would have on children's education and provided reference to the current judgement of standards and achievement. Following discussion, the Lead Consultant Headteacher informed the IEB that the closure would enable relevant training to transpire and would allow for all staff to utilise the opportunity of professional development at the support of the Senior Leadership Team.</p> <p>Members acknowledged the proposal and accepted to consent to full school closure on this occasion but would continue to review future requirements.</p> <p><b>School Website:</b> Following a discussion Members repeated earlier concerns regarding the quality of the existing school website. Members highlighted the lack of content and highlighted the delay in transition to the newly agreed website now hosted by the Local Authority.</p> <p><b>AGREED ACTION:</b></p> <p>To ensure the new website is available on-line next week.</p>	<b>Acting Headteacher</b>

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

Signed ..... *Bridgette Dalt* .....

Date ..... *4/12/19* .....

Chair