



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

Present:

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

Also present:

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

72	<u>Apologies for Absence</u>	Action
	<p>AGREED:</p> <p>An apology for absence from Mrs Scott be received and accepted due to work commitments.</p>	
73	<u>Declaration of Interest</u>	
74	<u>Phase Leader Update</u>	

The following declarations of interest were received:

Mrs B Watt – Governor at Witton le Wear Primary School
Mr B Piercy – Governor at Framwellgate Moor Primary School, Trustee at Durham Sixth Form and Independent Investigator.
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

The Chair introduced and welcomed the following Phase Leaders to the meeting and introductions were made around the table:

- Mrs Southern
- Mrs Aldridge
- Miss Harvey
- Mrs Dawson

Each Phase Leader provided a summary of their role and as a collective emphasised to the IEB that they were accountable for the coordination of planning, teaching and learning with a responsibility for their own phase/key stage. An overview of collaborative working was presented as was the key areas that were currently being developed to ensure continuity and progression accentuated throughout the curriculum for each cohort.

Members of the IEB provided the following questions to Phase Leaders:

Members asked if improvements had been identified?
Phase leaders confirmed that improvements had emerged, reference to the RAG rating proforma demonstrated that continuous improvements had been worked toward with red rating emphasised as of importance for further focus.

Marking codes had been distributed to staff following the identification of skills errors, this has helped staff ensure they are consistent in their practice with a robust approach adopted by everyone.

Has the framework from Phase Leaders been put in place?

Yes, the new curriculum has been implemented.

Is it helping other teaching staff?

Teachers are more confident with subject knowledge and have a more structured approach to the sequence of lessons. Children are more confident and are developing resilience and independence, particularly lower ability.

Do you think as Phase Leaders you could identify personal professional development?

Phase Leaders suggested that rapid development could be identified including growth in confidence.

How do you approach consistency?

Timetable weekly releases from class had ensured Phase Leaders could share the most effective practice and support colleagues in Teaching and Learning and Behaviour Management. Agendas continue to be planned with the Senior Leadership Team (SLT) and the expectations identified to ensure all Phase Leaders are providing a consistent approach.

How was it communicated to staff?

Phase Leaders confirmed that a whole staff meeting was the preferred choice to inform staff.

How do you feel you are supported?

Discussions during phase meetings feed into SLT meetings, all Phase Leaders felt comfortable and supported and commended the SLT. Reference to expectations were provided and all Phase Leaders knew what was expected with guidance available when requested.

PPA and phase support leader timetables were now in place. The IEB 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.

What difference is it making to pupils?

Collaboration between Phase Leaders has had a positive impact on many aspects of school including the use of marking and editing codes, the work developing the Reading Core Offer and the development of the monitoring and feedback form. Having a planned sequence of lessons in English has had a positive impact. There has been an increase in the number of opportunities for children to write independently. The confidence of children to articulate the skills they are developing is more evident in independent work. Higher expectations for all are developing within phases.

Phase Leaders provided the IEB with current priorities identified:

- Weekly monitoring is essential.
- To improve subject knowledge of some staff in order to be more successful in planning and adapting English teaching.
- Continue to monitor the teaching of phonics across KS1 and evaluate the impact of the delivery.

- Identification of basic skills errors in marking.

The Acting Headteacher confirmed that updates would continue to be presented to the IEB within her report at monthly meetings which would enable developments to be identified.

Members thanked the Phase Leaders for the updates provided and they left the meeting.

75 Financial Management

School 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 was projected to be £100,000.

Members were informed that School Budget Share Formula had changed giving the school an extra income of £47,000. Further clarity had emerged on the vacant Headteacher post which had enabled more accurate costing and a clearer view of what is needed moving forward. Two staff had provided a resignation and although partly replaced through supply would further generate budget savings.

Financial Audit

The Schools Financial Audit was discussed. Ms Robinson informed Members that all actions had been addressed and provided the following updates from her visit to school.

- SFVS reported to full Governing Body meeting during 2017/2018 on 25/06/2018 and for 2018/2019 on 11/03/2019;
- Annual statement for Breakfast Club and After School Club reported to full Governing Body meeting during 2017/2018 on 30/04/2018 and for 2018/2019 on 17/06/2019;
- Asset Register updated and detailed value of goods to be determined by Governing Body or Finance Committee;
- All financial data to be prepared in advance of full Governing Body meetings;
- Annual Stock check completed.

Ms Robinson informed Members that laptops assigned to teaching staff required serial numbers attached to them and for individuals to be named as users. It was identified that a system was required to record borrowed items which would enable a more accessible approach for the annual stock check to be presented to the IEB.

Pupil Premium (PP) Strategy (2019/2020)

Details of the Strategy for 2019/2020 were provided. Members agreed with the allocation and spend for PP for 2019- 2020. Mrs Newton confirmed that the school would continue to use the money to meet the broad and complex

	<p>needs of disadvantaged pupils within school to raise aspirations and outcomes for this pupil group. Members asked how sustainable some areas of spend are. Mrs Newton explained that the cost of areas is reviewed termly to ensure value for money and impact remains effective. Members requested termly updates on impact of spending.</p> <p>Breakfast/Afterschool Club Mr Piercy raised concern to the information provided within the profit and loss account. Mr Piercy highlighted, that figures were not sufficiently detailed which presented no clear picture of the actual costs and charges. The C/F balance of £4,374.24 from 2016/2017 to 2017/2018 accounts submitted to Finance Committee on 30 April 2018 appeared not to have been included. Apprentice Levy had only been recorded for 2018/2019. LG Pension Deficit varied and was shown separately to Staffing Costs, it had increased from £620.99 in 2016/2017 to £1046.61 in 2018/2019. Miscellaneous Expenditure for both clubs was not itemised. School Pupil Premium Subsidy had not been included within the Profit & Loss Account.</p> <p>Members questioned where the C/F balance from 2016/2017 had gone. The Acting Headteacher confirmed that this had been a historical process and that current school leaders responsible did not have any involvement.</p> <p>Following recommendation from Mrs Newton Members provided consideration to a brokered service from the Local Authority for the provision of Internal Audit for school accounts including Breakfast and After School Clubs.</p> <p>Members noted that Mr Harrison (Consultant Headteacher) was in the process of formulating a pilot regarding booking for the Clubs which would be issued to parents. Mr Piercy and Ms Robinson confirmed they were in the process of identifying agreed actions.</p> <p>AGREED ACTION:</p> <p>(a) A system to be created to record borrowed items to enable easier completion of the annual stock check.</p> <p>(b) Termly updates to be presented for impact of Pupil Premium expenditure.</p> <p>(c) Local Authority to be contacted to request provision of the brokered services for internal audit provision of school accounts.</p> <p>(d) Agreed actions to be presented at the next meeting regarding breakfast/after school club.</p>	<p>School Finance Officer/ Acting Headteacher</p> <p>Consultant Headteacher</p> <p>Acting Headteacher</p> <p>Mr Piercy/Ms Robinson</p>
76	<p><u>Minutes</u></p> <p>Members received and confirmed the minutes of the Interim Executive Board meeting held on 4 November 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"> • First/Pay Review Committee held on 24 October 2019 	
77	<p><u>Matters Arising including Action Points</u></p> <p>The Action Points relating to the November 2019 IEB meeting were received. All actions had been completed, the following updates were provided:</p> <p>Schools Financial Benchmark: The Schools Financial Benchmark was discussed. The Clerk informed the Interim Executive Board that a copy had been received from Mrs Grant (School Finance Officer) and would be circulated to Members.</p> <p>Library The Acting Headteacher confirmed that the Library had now been included in the timetable for pupils. It is envisaged that this would contribute toward greater development in reading and writing.</p> <p>Members asked if this would be monitored? The Acting Headteacher stated that it was intended for uninterrupted reading and it would be included as part of teachers planning, preparation and assessment (PPA) time. Designated timetables had been issued and expectations had been identified which would be reviewed during formal monitoring.</p> <p>AGREED ACTION:</p> <p>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>	Clerk
78	<p><u>Chair's Emergency Powers</u></p> <p>The Chair reported that she had authorised the decision to close the school following absence notification of approximately one hundred pupils. The closure was in line with the National Guidelines issued by the Department of Health.</p> <p>The Local Authority had been informed of the closure agreement and provided a deep cleanse of the building to minimise future risk and to ensure infection control was secure.</p>	
79	<p><u>Acting Headteachers Report</u></p> <p>The Acting Headteacher presented her report to Members. As the report had been circulated prior to the meeting, the Acting Headteacher asked Members if they had any questions in relation to the content.</p> <p>Attendance: The Acting Headteacher stated that as was the case in many other schools' attendance had recently been affected due to the winter virus and was currently lower than expected. Following a question from a Member, the procedures in place for managing pupil absence were shared inclusive of the work recognised by the Attendance officer and the Administrative staff.</p>	

Members challenged the Acting Headteacher with the following questions:

Are the administrative staff aware of expectations for managing attendance?

Yes, it was explained that the Administrative staff had a clear understanding of what is expected and continued to issue weekly summary reports to the Acting Headteacher. Members noted that collaboration work between the Administrative staff and Attendance officer continued to be effective. Reference was provided to the Administration staff and Members noted that they were able to operate unaccompanied as confidence and understanding had vastly developed.

What strategies had been embedded 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.

Members noted that Mr Cox (School Improvement Officer) from the Local Authority updated SIMS to ensure letters are automatically generated for attendance that falls below the 90% threshold. This had been well received by staff and has aided the reduction in workload.

What steps had been used to address gaps in learning?

The Acting Headteacher referred to the agenda created with Phase Leaders and advised Members to the priorities of learning. Members were informed that gaps are usually identified a couple of weeks after the absence occurred. Staff continued reduce the gaps where possible. Further assessment would be required which would be established by Phase Leaders.

Ms Robinson informed Members that she had visited school to review systems in place for monitoring attendance. A positive summary of findings was presented to the IEB by Ms Robinson.

Staffing

The Acting Headteacher reported that staff absence had continued to be an issue this term with several short-term absences and voluntary redundancies. Members noted that this had resulted in a significant impact on the school budget however the school had tried to minimise the impact as much as possible. Supply teaching support would continue during the Spring term.

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 and was in place to ensure the school meet the requirements of mixed age classes which would be underpinned by the shared intent.

The medium-term planning format for the new curriculum had been finalised a summary of what was included was provided to members.

The Acting Headteacher confirmed that each termly plan contained a core curriculum driver taken from either a History or Geography programme of study. The curriculum had been sequenced according to a two-year cycle in order to accommodate differing class structures between single and mixed aged. Members noted that curriculum delivery was planned around a thought provoking 'hook in' question which encouraged a sense of curiosity from pupils. Independence and resilience are encouraged through the involvement of pupils in uncovering new information for themselves to reach an answer.

The core reading offer was presented, and Members noted this had been published on the school website.

Behaviour and Attitude:

The behaviour outcomes were analysed per stage and year group and presented to the IEB for Autumn term 2 to date. Members were delighted to learn that the consistent implementation of the Behaviour Policy had resulted in a positive impact.

The Chair requested that the headlines for behaviour be identified within the report. It was confirmed that an analysis of data would be provided at the next meeting.

The Acting Headteacher informed Members that a systematic tracking system for pupils with SEN had been implemented. This had enabled leaders to judge the rates of progress of individual children but also draw trends against pupils' specific needs. Members noted that the tracking system had been communicated to parents and would continue to be monitored.

Members asked if it was linked to provision mapping.

Yes, but that only occurred for pupils who are entitled to top up funding or have an Educational Health Care Plan.

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. The programme of initiatives was highlighted with key indicators inclusive of costs. Sport Premium impact from previous years and the new Sports Premium expenditure plan had been uploaded to the school website.

Open Day:

Members questioned if the open day had been beneficial?

The Acting Headteacher confirmed that the school had facilitated an open day to demonstrate to children and parents the positives and potential the school exposed. Members sought clarification to the attendance received. It was reported that the turnout was minimal in the first open day however following a big leaflet drop and additional exposure it is expected more engagement will be received on future events.

Safety:

In response to a query from the IEB, the Acting Headteacher provided more information on how the school communicated with parents/carers and

	<p>addressed the control measures of the system operated. Marvellous Me updates were provided including a running total of how many people were enjoying the updates about their children's learning and character development.</p> <p>Members asked if the school were targeting parents/carers who were not using the Marvellous Me system?</p> <p>Yes, the Acting Headteacher confirmed that measures were in place to address this, text messages had been issued and consideration to a demonstration day had been discussed.</p> <p>AGREED ACTION:</p> <p>An analysis of behaviour headlines is added to the Acting Headteachers Report and to be provided at the next meeting.</p>	<p>Acting Headteacher</p>
<p>80</p>	<p><u>Safeguarding</u></p> <p>No safeguarding issues were reported.</p> <p>The Single Central Register was compliant and up to date following a monitoring visit by the Chair.</p>	
<p>81</p>	<p><u>Website</u></p> <p>The new website had recently been launched, Mrs Newton had been working alongside the IT Officer to ensure all relevant policies were included on the website in order to comply with statutory requirements. Members noted that Miss Harvey would take responsibility for maintaining the school website.</p> <p>Mrs Smith confirmed that she had completed an audit of the school website to ensure it complied with the DFE statutory guidelines. A summary was shared with Members.</p> <p>The Acting Headteacher informed Members that following a meeting with Mr Hodgkinson (Educational Development Advisor) it is envisioned that a Facebook page would be created and embedded into the school website.</p> <p>Members thanked Mrs Newton and the Acting Headteacher for their hard work.</p> <p>AGREED ACTIONS:</p> <p>(a) Acting Headteacher to ensure that website security and quality assurance were in place to ensure the website was regularly reviewed, updated and remains compliant;</p> <p>(b) Interim Executive Board to ensure that school leaders were held accountable for the quality of website communication in relation to their area of responsibility;</p> <p>(c) Interim Executive Board to ensure that, when requested, paper copies of information on the school's website were easily available free of charge.</p>	<p>Acting Headteacher</p> <p>IEB/Acting Headteacher</p> <p>IEB/Acting Headteacher</p>

82	<p><u>Chair's Report</u></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>	
83	<p><u>IEB Action Plan</u></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 continued to be closely monitored to ensure progress towards completion of the developments.</p> <p>AGREED ACTION:</p> <p>Action Plan continue to be presented at monthly meetings to ensure that the IEB can monitor progress towards the priorities.</p>	Chair/Clerk
84	<p><u>Monitoring Link Governor Reports</u></p> <p>Members reported on recent formal monitoring visits to the school as follows:</p> <ul style="list-style-type: none"> • Mrs Scott – 4 November 2019 – KS1-Y1 • Mrs Watt – 4 November 2019 – KS1-Y1 • Mr Piercy – 26 November 2019 – To review the current operation and costs with both the Breakfast and After School Clubs • Ms Robinson – 26 November 2019 – To review the current operation and costs with both the Breakfast and After School Clubs • Ms Robinson – 26 November 2019 – To review systems in place for monitoring attendance • Ms Robinson – 26 November 2019 – Follow up to Audit Report March 2018 <p>AGREED ACTION:</p> <p>Written reports be forwarded to the Acting Headteacher for retention in school.</p>	IEB
	<p>Mrs Atkinson and Mrs Newton left the meeting at this stage at the request of the Chair</p>	
85	<p><u>Staffing</u></p> <p>The Chair provided Members with an update on the current staffing arrangements and discussion ensued.</p> <p>Mrs Atkinson and Mrs Newton were re-invited to the meeting</p> <p>AGREED ACTION:</p> <p>Times Educational Supplement not to be used as an additional resource to advertise the Headteacher vacancy.</p>	

86	<p><u>IEB Training Feedback and Impact</u></p> <p>It was highlighted that Mr Young, School Leadership Advisor (SLA) had attended school on 4 December 2019 to provide relevant training of the new Ofsted framework to the following Members:</p> <ul style="list-style-type: none"> • Mr Piercy • Ms Robinson • Mrs Smith • Mrs Watt <p>AGREED ACTION:</p> <p>Clerk to contact Education Development Services to request certificate of attendance.</p>	Clerk
87	<p><u>Dates of Next Future Meetings</u></p> <p>The following dates for meetings of the IEB were agreed:</p> <ul style="list-style-type: none"> • Wednesday 15 January 2020 at 4.00pm • Monday 24 February 2020 at 4.00pm • Wednesday 23 March 2020 at 4.00pm 	
88	<p><u>Any other Business</u></p> <p>Policies Members discussed the latest Code of Conduct Ppolicy for adoption in school. The Chair highlighted that the policy had been adopted in Summer term 2019 prior to the conversion to the IEB. Members delegated responsibility to the Chair and Vice Chair to ensure it remained effective for use.</p> <p>Exit Interview The Chair and Vice Chair provided an exit interview for a member of staff in accordance with the procedure. Members noted that it was a positive outcome.</p> <p>TA Review Mr Piercy reported that following a monitoring visit in September 2019 with the Acting Headteacher and Human Resources (HR) several actions had been undertaken as part of a process to clarify roles/responsibilities as well as actual hours worked and contractual requirements to ensure the school is fully compliant with the LA Review completed several years ago.</p> <p>Mr Piercy informed members that Mr Harrison (Consultant Headteacher) is leading the review and detailed the focus of previous meetings including the points that emerged following the audit of existing arrangements.</p> <p>The next steps were provided for information and a plan presented for what is envisaged for the future.</p> <p>Visit It was reported that Mr Crane (Director of Education) from the Local Authority would be attending school with Cllr Smith on 13 December 2019 to discuss funding.</p>	

	<p>AGREED ACTION:</p> <p>To ensure the latest Code of Conduct policy continue to be effective for use</p>	<p>Chair/ Vice Chair</p>
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There being no further business the meeting closed at 18:45 pm

Signed *R. D. T. G. Watt*
Chair

Date *15th January 2020*