

St Katherine's Primary School
Interim Executive Board Meeting
Monday 17th October 2022 at 5pm
In School

Present: Carole Hardy (Chair of Trustees), Ruth Powell (HT), Ruth Epps (Co-opted IEB Member), Laura Payne (Co-opted IEB Member), Phil Reynolds (Co-opted IEB Member joined via Teams)

In attendance: Mark Chatley (Trust Leader), Sarah Aikenhead (Associate IEB Member)

Clerk: Nicky Wheeler (joined via Teams)

Item Number	Action
1 Welcome & any introductions 1.1 CH (CoT) welcomed everyone to the meeting and explained she would chair the meeting as PM is currently away. 1.2 PR and NW joined the meeting via Teams due to illness and the meeting was declared quorate.	
2 Apologies for absence 2.1 Apologies were received and accepted from PM.	
3 Declaration of Business Interest and any other admin matters 3.1 All IEB members have updated their declarations on GovernorHub and there were no new interests to declare.	
4 Minutes of the last meeting and any matters arising 4.1 The minutes of the last meeting held on the 6 th July 2022 were agreed and will be signed electronically by the CoT.	
5 Any Other Urgent Business 5.1 None reported.	
6 Trust Matters 6.1 The minutes of the last Trust Board meeting on the 13 th July 2022 had been received and noted by the IEB members. <u>Update re merger with OAT</u> 6.2 Discussions relating to the merger were held in a meeting on 11 th October 2022 and the update is on hold awaiting feedback from OAT. <u>Trust Strategic Actions</u> 6.3 MC explained that the action plan maps out medium and long term goals for the Trust. It aims to link more closely to the School Strategic Plans with actions which reflect the priorities of the schools. Personal development is not a focus at the current time and further advice is being sought on how to incorporate Early Years into the document. An EYFS external advisor, Ruth Swailes, recently hosted a session for staff which received extremely positive feedback across all schools and further sessions are planned. Q: When will the EYFS strategic actions be outlined? CH & MC explained that as the next meeting with RS is at the end of November there will be objectives presented to the Trust Board in December. <u>Reviewed Trust Vision & Mission Statement</u> 6.4 MC had circulated the revised document and asked for comments and feedback from IEB members. He explained that the amended version has been produced following feedback from the staff Inset Day in June. Common themes were identified that now need to be incorporated into the document to see how they can be quantified and show excellence across the Trust. CH advised that it is important to	

<p>have a short, clear mission statement which looks to embed excellence in all areas, not just academically. The final wording of the tag line is still under discussion and will be discussed by the Trust Board before it is finalised.</p> <p><u>Trust Data Pack</u></p> <p>6.5 CH explained that the Trust data pack has been developed by MC with BE (DHT CPS) to bring all of the schools closer together so that they can share excellence and look at progress and achievement across the whole Trust. RP confirmed that all of the HTs find it extremely useful as it enables them to clearly see each others strengths and work together to close gaps and identify areas to develop.</p> <p>6.6 The IEB members all agreed that the data was clear and easy to understand and it is useful for each LGB to have the whole picture across the Trust. MC advised that the data will be updated twice a year and will start to build a picture of progress across the Trust.</p>	
<p>7 Trust Policies</p> <p>7.1 The following policies, approved by the Trust Board meeting of the 13th July 2022, were duly noted by the governors:</p> <ul style="list-style-type: none"> • Lettings Policy • Governors Code of Conduct • Extended Services <p>7.2 NW confirmed that the updated Governors Code of Conduct had been uploaded to GovernorHub for approval by all trustees, governors and IEB members.</p>	
<p>8 School Strategic Matters</p> <p>Headteacher's report</p> <p>8.1 The HT report had had been circulated to governors and the following points were discussed:</p> <p>8.2 RP advised that progress measures in Maths remain a priority at STK and are being addressed in the proposed actions detailed in the new Strategic Document (SD). IEB members felt that the HT report needs to include more information on timelines for expected progress and impact of actions taken to enable them to monitor and measure progress. RP explained that as the changes have only recently been introduced there is no evidence of impact available yet and she will provide feedback in Term 2.</p> <p>8.3 MC explained that the SD will be updated termly with proposed actions for the next term following evaluations of impact of current actions. Whilst IEB members understand that the SD will be updated termly they agreed that a progress & expected impact column would be useful on the HT report for monitoring purposes.</p> <p>8.4 IEB members asked RP to provide regular updates on progress such as verbal feedback from staff and children on the impact they are seeing of changes introduced.</p> <p>8.5 PR also raised the information provided on training completed and asked for more information to be included in the HT report on why the training was selected and the impact it is having. He suggested the inclusion of the school's top 3 strengths and top 3 concerns on each HT report so that IEB members can track how these evolve over the year. MC & RP agreed that this would be useful and would also help to identify where the trust can further support the schools and ensure they have the capacity to address concerns.</p> <p>8.6 MC agreed to review the HT report format further to the suggestions made and ensure all schools use the same agreed format.</p>	<p>MC/RP</p> <p>MC / HTs</p>

Q: Contained in confidential annex.

Q: What methods are being introduced to improve outcomes in Maths?

RP explained that there is a focus on responsive teaching in lessons to ensure gaps in knowledge are addressed and misconceptions identified before moving on. In addition, teachers are focusing on model teaching using the I do, , we do, you do method. The use of Manipulatives to support Maths teaching has improved as this was a focus of the summer term.

School Strategic Document

8.7 All of the IEB members agreed that the new format of the Strategic Document was an improvement but asked why there was no information available for the spring and summer terms. MC explained that this information had been removed to make the document more current and easier to monitor closely. Once the actions implemented in the autumn term have been reviewed and the impact assessed, this information will be used to identify priorities and decide on the focus for the next term. Whilst the IEB members understood this rationale they emphasised the importance of having a forward-looking action plan in place. RP explained that she does have a draft plan for the whole year and will update the IEB members on the impact seen so far in Term 2 and provide an outline of the proposed actions for the spring term.

Q: How are staff held accountable for implementing changes?

RP explained that the school had held a number of PDMs focusing on responsive teaching techniques and offering support to staff this term. Next term there will therefore be an expectation for teachers to use diagnostic questioning in class and SLT will expect to see this in practise. If not, SLT will address this with staff concerned and have difficult conversations where necessary as there are clear records of the training and support staff have received to enable them to use these techniques.

Feedback from External Review

8.9 The report had been circulated for review & RP explained that issues referred to in the report are being addressed. MC explained that Sounds Write do not advocate starting the scheme in Nursery and he will speak to RS (EYFS advisor) for clarification on the best way to approach this. Nursery staff will be offered an understanding of the scheme but there is no expectation that the nursery children will follow the programme.

Q: Are sufficient staff trained in Sounds Write?

RP explained that all of the KS1 staff have received training and it is in use in KS2 for spellings with plans to rollout the scheme fully across KS2.. STK has more staffed trained than other schools in the trust and has developed a plan to become a Sounds Write school. SA advised that feedback from staff is positive and they can already see the impact of using the new scheme.

Q: Could parents also receive Sounds Write training?

RP confirmed that the phonics lead has already run some training sessions for parents and produced information sheets to send to them. She is also looking at the production of some videos to circulate to parents to explain the scheme further.

School Statutory Documents

8.10 The following documents, which had been circulated to governors, were noted and approved for publication with the following comments:

- Emergency Procedures (amend lockdown procedures to include which radio channel to use)
- Pupil Premium Report (deferred to Term 2 as publication date is 31st December)
- Uniform Policy (RP to check school specific uniform list mentions earrings)

RP

RP

<ul style="list-style-type: none"> • Parent / Carer Agreement (MC explained that this has been introduced to set out clear expectations due to increasingly aggressive behaviour from parents towards staff) <p><u>Year 6 Trip Approval</u></p> <p>8.11 The IEB members ratified the APPROVAL of the year 6 trip which had previously been agreed by email.</p> <p><u>Staffing Structure</u></p> <p>8.12 RP explained that she has a vacancy for maternity cover from January. She conducted an interview but only one candidate was available and was not suitable so she will be re-advertising the post.</p> <p><u>FAW Use of STK</u></p> <p>8.13 IEB members commented on the thoroughness of the agreement and RP advised that the arrangement is working well. FAW use 2 classrooms, the hall and library and pupils are integrating well. Staff from both schools are happy with the arrangement and are also mixing well.</p> <p>Q: How much income does the arrangement generate?</p> <p>RP advised that FAW are paying £20k for the year and have 34 pupils across the 2 classrooms.</p>	
<p>9 Finance</p> <p><u>August Management Accounts</u></p> <p>9.1 The August management accounts had been circulated to IEB members and questions were invited.</p> <p>Q: Other income was significantly lower than forecast. Is it likely to increase this year?</p> <p>RP explained that in 21-22 there was a reduction in extended services income however, she is expecting to see an increase in income this year with more children using the ASC. Also, the completion of an outside toilet will allow more opportunities to hire out the field.</p> <p>MC explained that due to insufficient interest the HPS will not run at STK this year despite attempts to increase numbers which included offering the service to Snodland CEP.</p> <p>Q: What is the £1,500 charge against pupil meals?</p> <p>RP explained that CDC, the school meal provider, now collect the dinner money directly from parents however previously the school were managing the payments and the charge relates to outstanding debts at the time that CDC took over. The school continue to try and reclaim this money from parents.</p> <p>Q: What are the plans for reserves c/f which are at almost 16%?</p> <p>MC explained that some of the additional reserves are due to reporting gaps last year which are now being addressed. In addition, reserves are higher due to a degree of underspend as a result of continued uncertainty of rising utility costs and the teachers' final pay award. He advised that budget meetings are being held with HTs on the 19th October to discuss spending priorities and allocate the funds this year.</p> <p>Q: Is there an update on the In-Year variation to PAN application?</p> <p>MC explained that the application had been turned down in the summer so the Trust is now reapplying via the regular route. Currently a 6 week consultation period is open and once it finishes on the 14th November the Trust, as admissions authority, will review any feedback received and make the final decision. The reduction will take effect from September 2024 so it does leave STK at risk again in September 2023. MC also explained that he is unsure how the reduction will impact existing year groups and is seeking further clarification on this matter.</p>	<p>MC</p>

10 Safeguarding and disability matters 10.1 Nothing to report.	
11 Any other school matters 11.1 Nothing to report.	
12 Governor Monitoring <u>Monitoring Priorities</u> 12.1 All agreed to adapt the monitoring pairs to focus on the 3 strategic plan priorities and RP agreed to circulate proposed dates & times.	RP
13 Any other governor matters 13.1 CH asked if IEB members felt the social event was valuable and LP confirmed that it was useful to meet other members of the Trust. CH advised that there will be another opportunity to meet at the AGM on the 7 th December.	
14 Agreement of confidentiality and action points 14.1 Contained in confidential annex. 14.2 Action points were agreed and listed in the table at the end of the minutes.	
15 Points to feedback to the Trust Board 15.1 Format of HT report 15.2 Data Pack comments 15.3 Vision statement feedback 15.4 Strategic document link to governor monitoring priorities	
16 Dates for next LGB meetings and any school events <ul style="list-style-type: none"> Tuesday 29th November 2022 at 5.30pm Tuesday 31st January 2023 at 5.30pm Tuesday 21st March 2023 at 5.30pm Tuesday 16th May 2023 at 5.30pm Tuesday 4th July 2023 at 5.30pm Governors to see weekly newsletter for school events	

Signed.....Phil Reynolds.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
8.3	IEB Members asked for progress & expected impact column to be included on the HT report for monitoring purposes	MC / RP
8.6	MC agreed to review the HT report format further to the suggestions made and ensure all schools use the same agreed format	MC / HTs
8.9	RP to amend lockdown procedures to include which radio channel to use	RP
8.9	RP to check school specific uniform list mentions earrings	RP
9.1	MC explained that he is unsure how the reduction in PAN will impact existing year groups and is seeking further clarification on this matter	MC
12.1	All agreed to adapt the monitoring pairs to focus on the 3 strategic plan priorities and RP agreed to circulate proposed dates & times	RP

APPROVED