



ST KATHERINE'S SCHOOL AND NURSERY

PUBLIC MINUTES FOR THE 2022/2023 MEETING OF THE INTERIM EXECUTIVE BOARD HELD ON MONDAY 15TH MAY 2023

Trust Board present at the meeting held on 3rd July 2023 approved these minutes as a true and accurate record, and signed on Governor Hub electronically

PRESENT

Carina Cuddington (Chair) CC	Sarah Aikenhead (Associate Member) SA
Laura Payne (Committee Member) LP	Mark Chatley (CEO (Chief Executive Officer) and Trustee) MC

PART A – PUBLIC MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 All parties were welcomed to the meeting; welcomed new attendee Carina Cuddington and Chair

1.2 Apologies from Ruth (Unwell) and Phil Reynolds (Prior Commitment)

The meeting was confirmed as not quorate.

2. DECLARATIONS OF INTEREST

2.1 All parties were given the opportunity to declare any additional declarations of interest against the agenda to which none were declared.

3. GOVERNING BODY MEMBERSHIP

3.1 No changes to note.

4. MINUTES FROM THE PREVIOUS MINUTES

4.1 *Public*; Trustees present approved both the public and confidential minutes from term 4 presented as a true and accurate record of the meeting that took place on the

5. ACTIONS FROM THE PREVIOUS MEETING

Action	Detail	Owner	Update
<i>Matters arising from Term 4 IEB meeting</i>			
1.	MC to share SEND review date with Governors.	MC	Visit cut short. Report chased and should be available for the next meeting. Time to complete the remaining visit postponed this academic year due to time pressures
2.	MC to confirm Safeguarding review date with Governors	MC	Safeguarding review complete – report due following SCR check and linked governor talk
3.	MC to check who is responsible for the insurance and breakdown cover and ensure policy reflects this.	MC	To be taken forward, passed to Andy Lacey

4.	MC to update the review date within the Nursery Outdoor Play Policy.	MC	Review date yet to be updated
5.	MC to make amendments to the policies as requested, and Governors to be sent them for electronic approval.	MC	To be carried forward.
6.	RE to complete monitoring visit report and share with Governors.	RE	To be carried forward. CC to email and chase regarding this.
7.	MC to communicate term 5 monitoring dates with IEB	MC	To be carried forward – CC will chase regarding this.

6. HEAD TEACHER RECRUITMENT

6.1 Advert went out for the head teacher role. A lot of applicants received; tours given to interested individuals. Three candidates were shortlisted for interview. One applicant withdrew after the first day. Panel members were sure to appoint not just the best out of the remaining candidates, but someone who was right for the role. One of the candidates was offered and accepted, he will step into the role in September 2023. The appointed head teacher showed enthusiasm and willingness. He will attend site week commencing 22nd May to meet staff and will attend in PM to the inset day. He will be attending for certain days in term 6 as much as his current school is able to release.

8. RAPID IMPROVEMENT PLAN UPDATE

[Phase 2](#) document update was outlined to attendees.

8.1 In addition to the new Behaviour Policy, a further document is shared with staff to advise levels of sanctions for specific behaviours; to ensure consistency.' and wasn't shared prior to meeting and shows behaviour and sanctions. Staff have voiced they feel supported by this. More behaviour incidents will be logged this term due to the process being clarified and the correct practice has been shared. This in turn makes it easier to discipline following the incidents. **It was clarified that the data is more accurate now to what it has been before** due to the logging of incidents and process of escalation being clearer including time and date in order to look for trends.

8.2 Uniform was discussed, it was raised footwear is so varied within pupils, it is to be more uniform as shown in Footwear document under *point 12*. **It was questioned considering cost of living crisis** and was advised parents aren't to go out and buy new items, however if item breaks or is faulty then when replace, replace with a uniform exemplar practice.

8.3 Suspensions will be higher this academic year due to the stricter behaviour and sanction implementation. But in turn should be lower next year. Data is needed for Ofsted regarding Year 6 in terms of suspensions and discipline.

9. HEAD TEACHER REPORT

[Term 5](#) report was circulated and outlined.

9.1 New assessments given, year 1 and 3 are performing better.

10. FINANCE

[Management Accounts](#) were outlined.

10.1 The CEO raised that the new appointed head teacher would like x2 assistant headteachers, that also teach and assist with leadership team. There was a discussion around secondment opportunities for a year/two, **it was questioned whether it would be preferred to have someone in house** this raised discussions regarding the belief it would be better to have someone external in order to get fresh eyes and new ideas.

10.2 It was outlined that a lot of SLT time is spent implementing the new Behaviour Policy currently. Capacity should naturally increase over time once the new rules are embedded

10.3 National tutoring is given to pupils in all year groups where capacity is available. In the next academic year, the current year 4's (then year 5's) will receive tutoring following the inconsistency this year.

11. SAFEGUARDING AND HEALTH AND SAFETY MATTERS

11.1 Safeguarding review was had first week back. Report is to be provided to committee members. Praise was given regarding staff; staff knew protocols and processes. Site walk was completed, and discussed the point

raised in Action 2 within point 5 of meeting. Safeguarding points to be put in Newsletter, all feedback was constructive to improve trust.

11.2 It was raised that Governor and trustee training for safeguarding is to be completed and certificates to be received.

12. POLICIES AND IMPORTANT DOCUMENTS

12.1 Committee members considered the policies presented by the Chair.

- [Behaviour Policy](#) is to be circulated by CC approval; to be ratified at the next meeting.
- [Footwear](#). This document was to be noted and not for approval.
- [Uniform](#) A committee member suggested to include at the bottom of the document – the option of financial support is available. Uniform policy to be put on the website for parents. This document was to be noted and not for approval.
- Allegations against staff – not linked.
- Attendance and Complaints – refreshed document also not linked.

12.2 It was noted that the behaviour process is now clear for staff following the update of the policy, and this can be seen and heard when walking around the school, visiting classes and seeing lunch supervisions.

13. GOVERNOR MONITORING

13.1 No written reports provided yet for this. Verbal report given by CC.

13.2 Headteacher interviews and lessons given in presence of Chair. Feedback was positive, lessons were engaging for pupils. Chair was on site for SATs review, all understood rules and was no maladministration and notes will be provided on this in due course.

13.3 It will be requested other governors attend site.

14. TRUST BOARD UPDATES

14.1 Term 5 minutes are not yet typed up due to clerk annual leave.

14.2 Update on cleaning contracts for sites.

14.3 Confidential

14.4 Confidential

15. ANY OTHER BUSINESS

15.1 Confidential

15.2 A letter was written to Year 6 parents outlining a list of behaviours classed as unacceptable and advising pupils will be suspended following these actions. Response from parents is varied, mostly positive and without obstruction.

15.3 Confidential

15.4 Confidential

15.5 Discussions are to be had with PSCO regarding them being implemented to staffing for two months and they are then the one that gets called for any incidents. There were strategies put in place for the leadership team to find time for tasks needed but due to incidents the time is lacking.

15.6 Sports coach at lunch time for 'structured play' this could have more positive impact on certain parts of the day.

15.7 Confidential

16. CONFIDENTIALITY

16.1 Trustees and Chair elements of the Year 6 discussion in Any other business is to be listed as confidential.

16.2 Confidential information highlighted as shown

17. DATE OF NEXT MEETING

Monday 3rd July 2023 at 5pm.

The meeting concluded.

ITEM	ACTION	OWNER	UPDATE
<i>Actions outstanding from March 2023</i>			
1	MC to share SEND review date with Governors.	MC	Better to be rebooked in new year. MC to get a report of any information.
2	MC to confirm Safeguarding review date with Governors	MC	This action was marked as completed, however will be taken forward due to drown risk.
3	MC to check who is responsible for the insurance and breakdown cover and ensure policy reflects this.	MC	To be taken forward.
4	MC to update the review date within the Nursery Outdoor Play Policy.	MC	Changes to be made pending review.
5	MC to make amendments to the policies as requested, and Governors to be sent them for electronic approval.	MC	To be carried forward
6	RE to complete monitoring visit report and share with Governors.	MC/CC	To be carried forward – CC to email and chase regarding this.
7	MC to communicate term 5 monitoring dates with IEB	MC/CC	To be carried forward – CC to email and chase regarding this.
<i>Matters arising from term 5 meeting</i>			
1	Behaviour policy to be circulated ASAP to trustees for feedback and potential approval at next meeting	CC	
2	On Bottom of uniform/footwear document the option of finance support is to be added & uniform policy to be put on website for parents.	MC	
3	Look into PSCO employment for site until end of academic year to deal with behaviour incidents.	MC/SA	
4	Look into sports coach for lunchtime 'structured play'	MC/SA	
5	Sarah to provide Catherine with Laura's email address.	SA	