



## ST KATHERINE'S SCHOOL AND NURSERY

### PUBLIC MINUTES FOR THE 2023/2024 MEETING OF THE INTERIM EXECUTIVE BOARD HELD ON MONDAY 9<sup>th</sup> OCTOBER 2023

*Governors present at the meeting held on 27<sup>th</sup> November 2023 approved these minutes as a true and accurate record, and signed on Governor Hub electronically*

#### PRESENT

Carina Cuddington (CC), Trustee ( <b>IEB Chair</b> )	Ruth Epps (RE), IEB Member
Sarah Aikenhead (SA), Associate Member	Carole Hardy (CH) Chair of Trustees
Mark Chatley (MC), Trust Leader	Ray Lang (Headteacher)

#### IN ATTENDANCE

Andy Lacey (AL) Governance Professional	
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**Highlighted** text demonstrates challenge and questions to the Headteacher

#### PART A – PUBLIC MINUTES

##### 1. WELCOME AND APOLOGIES FOR ABSENCE *(led by Chair)*

**1.1 Welcome:** CC (Carina Cuddington) welcomed all parties to the meeting.

**1.2 Apologies:** Apologies were received and accepted from Laura Payne (LP) and Phil Reynolds (PR).

**1.3 Quorum:** The meeting was confirmed as quorate.

##### 2. DECLARATIONS OF INTEREST *(led by Chair)*

**2.1** All were reminded of the need to update their business interest declarations on Governor Hub if not already done so.

**2.2** CC gave all parties the opportunity to declare any additional declarations of interest against the agenda to which none were declared.

##### 3. MINUTES FROM THE PREVIOUS MINUTES *(Led by Chair)*

**3.1 Approval of Minutes:** Subject to the 'challenges' being highlighted, IEB Members present approved the public minutes, and confidential annexe as a true and accurate record of the meeting that took place on the 3<sup>rd</sup> July 2023.

**Clerk Action:** Amend minutes as agreed and publish as approved.

**3.2 Actions:** IEB members noted that all of the actions were either complete or on the agenda to discuss.

##### 4. Any other urgent business not on the agenda

**4.1** LGB / IEB representatives attending Education Committee: An item raised at Education Committee was how could representation and involvement of LGBs be improved with the suggestion of a second representative either as a reserve or to also attend all meetings.

IEB agreed that CC would discuss with LP regarding her continuing as St Katherine's representative, and she would attend in her absence.

## 5. STRATEGIC SCHOOL MATTERS

### 5.1 Headteacher's Report

RL provided a summary of his HT's report to the IEB 'whilst the last 6 weeks had been exhausting and a challenge, it had been enjoyable and staff are buying into the new ways of working'. Change was incremental and there had been some quick wins, with a noticeable improvement in pupil behaviour. Pupils demonstrating persistent disruptive behaviour had been marginalised.

CH said that the change can be seen especially in the environment and CC commented that there was a 'calmness' in the school.

A recent visit by school improvement advisor had also commented that both pupil engagement had improved and there was a calmness around the school.

RL had identified enrichment as an area for improvement as when attending interview, pupils found it difficult to talk about enrichment. As a result, RL had set this as a priority and has invested in workshops and events, which has been supported by PTA funding. He had not realised the limited extent to which parents engaged with the school and was seeking to increase such via newsletters and linking activities. A recent example was the MacMillan coffee morning when on the second day, no parents came to the event.

RL had introduced an 'enrichment book' so pupils could capture their experience and refer to it overtime, which was aimed at engaging with pupils and establishing a culture of wanting to learn.

A key focus has been to empower staff to take greater responsibility for resolving issues and taking forward new strategies and procedures but with support and time allocated to facilitate such e.g. SA commented on the new curriculum coverage sheets for which staff had been released to enable the completion of such within the school day.

CH appreciated the challenges faced by RL but that he appears to have 'hit the ground running' and achieved a considerable amount of change and improvement in the first 6 weeks. SA said that there was a new culture within the school where staff felt they could be open and free to express their views and concerns, which has supported the development of trust between staff and SLT.

CH commented that the trust has a culture of openness and encourages discussion. She appreciated the level of detail in the HT's report, which gave her a good feel as to what was going on and the sense of achievement.

CC commented that there were still pockets of poor behaviour such as that in Year 1. RL agreed and added that there is a need to understand cohorts and classes within year groups to address such but examples he had seen include some unkindness and rudeness directed towards other children.

MC added that how people interpret behaviour is also subjective. RL advised that Leaders of Learning had been provided with guidance and clear expectations set, which included recording and analysing reflection forms and reporting to SLT.

CH asked why physical aggression in Year 2 had a high score? RL said that they need to ascertain the detail from the reflection forms, which Leaders of Learning are currently unpicking. To help gain a better understanding of the frequent offenders and the reasons, any pupil with three reflections is identified on a tracking form for SLT to view and their parents are also informed.

Attendance: It was noted that attendance had improved but there is a need to better understand persistent offenders and the reasons for not coming into school.

RE expressed a concern about issuing awards for attendance which could be seen as being discriminatory. RL said that some attendance awards are weekly so reflecting short term, and also other rewards to reward consistent attendance includes an attendance range from 97% - 100%, which tries to negate discrimination.

RE asked about staff well-being and what support was available to employees? MC advised that staff are offered membership of Benenden Health which includes support for well-being. RL also advised that the first Wellbeing Team meeting was scheduled for the last week of term.

CH asked if the school was aware who was not in the Benenden Health scheme, and how did we ensure that those who are in the scheme are aware of the well-being support that is available.

Action – MC to check and confirm to IEB.

RL provided an update on premises matters, which included a new PPA room that was being created in the staffroom during half term.

RE asked about communication to parents in that it could include more interesting information such as the litter picks – how much rubbish was collected? Also, there had been safeguarding awareness ‘Clever Never Goes’, which has replaced the traditional ‘Stranger Danger’ theme, as there are times when a stranger’s help is needed. RL advised that this also links to assemblies and pupils have had situational awareness, which parents are informed about via the fortnightly newsletter.

CH asked that the newsletters are circulated to both IEB and Trustees.

RL to action.

## 5.2 School Strategic Document

RL explained that the SEF presented the current position at St Kath's, which had been written by MC/BT, whereas he had written the School Development Plan (SDP) that looked to the future.

CH asked how and when would the SDP be reviewed and reported in a way that would clearly demonstrate progress?

MC said that the SEF is a stand-alone document but the SDP would be reviewed termly. Ofsted would ask to see both documents.

CH asked when would the IEB and Trustees be provided with a single briefing document in readiness for Ofsted?

Ofsted’s focus was very different in the recent inspections of Coxheath and Loose – Coxheath was LGB focused whereas at Loose they concentrated on the Trust.

RL said that he would circulate such by the end of the week.

## 5.3 School Specific Policies were approved subject the amendment where shown:

- Business Continuity Plan: RL contact number was missing, and there was still a reference to the previous HT. There was a need to include emergency contact details for FAW.

Action - AL / RL to review and update before adoption.

- Evacuation Plan: Need to reflect FAW use of the site and include classroom TAs

Action - RL to update and issue

- Uniform: IEB asked how the second- and uniform was promoted, and whether PPM funding was made available to support families. RL advised that second hand uniform was promoted within the school newsletter. MC advised that it was for each school to adopt the Trust policy with school specific requirements such as the use of PPM funding.

IEB questioned the arrangement where pupils were allowed to come into school in their PE kit. RL responded by saying that for Year 6s it was a question of privacy, and for the younger children it was about maximising the learning time rather than getting changed at the start of the PE lesson.

- Mini-bus and Behaviour policies approved without amendment
- PPM report is due for publication by 31<sup>st</sup> December and will be reported to the IEB in T2

ACTION: Clerk – agenda item for T2

## 6. FINANCE

7.1CC summarised the year end out-turn advising that there was a need to provide for some flood damage repairs not covered by the insurance including that to the soakaway.

MC advised that the budgets for 23/24 were to be reviewed in October

CC asked if dates had been agreed for the finance meetings as were still showing as TBC on the governance calendar.

**ACTION – MC to confirm times for the November finance meetings**

7.2 CH asked about the DfE error in calculating pupil numbers and what impact this might have on the budget?

CC said that the outcome would not be clear until Dec/Jan but that the school is likely to be ok due to the prudent approach taken when setting the budget.

MC was of the view that the DfE will try to find a way of making good the error.

## **7. SAFEGUARDING AND ACCESSIBILITY MATTERS**

7.1 RL advised that there were no issues to raise with the IEB.

## **8. ANY OTHER SCHOOL MATTERS**

**8.1 FAW use of St Katherine's:** MC provided an update to the IEB advising that following the first-year trial, it was proposed to offer FAW a 7-year agreement for the continued use of the classrooms. The agreement did have break clause enabling either party to terminate at the end of an academic year if notice was given before the end of December.

RL informed the IEB that there were some operational matters that needed resolving but nothing significant.

IEB agreed to renew the agreement and that RL and CH would sign the agreement subject to Board approval.

**ACTION: Clerk to ensure Board item for 18<sup>th</sup> October meeting**

### **8.2 CIF Project update:**

- AL advised IEB that the project to replace the boilers will be completed by the start of T2.
- MC provided an update on the Fire Safety improvement project was still on hold and that the DfE appeared to have made little progress with their investigation into Maun Funding. Not knowing whether this was likely to proceed is causing an issue in respect of what two projects will be submitted this year.

**ACTION: MC to chase DfE for an outcome**

- Confidential Minutes

## **9. TRUST MATTERS**

9.1 MC advised that the data packs had been shared with leaders. RL had covered the school specific data in the HT report and update.

## **10. TRUST POLICIES**

10.1 Governors noted Trust policies that had been approved in T6.

## **11. GOVERNOR MONITORING**

**11.1** Dates for monitoring should not be set until the future governance arrangements had been agreed, and Governors appointed to the LGB.

CC suggested that some monitoring should be carried out in the Autumn term. It was agreed that CC:

- Would carry out monitoring of personal development on 16/10/23.
- Contact LP and PR with a view to doing further monitoring on 14/11/23 in conjunction with the finance meeting

**ACTION: CC to progress monitoring**

11.2 CC agreed to be the governor to provide oversight for trips and visits.
<b>12. ANY OTHER GOVERNANCE MATTERS</b> <b>12.1 Confidential Minutes</b> <b>12.2 Confidential Minutes</b> <b>12.3</b> MC advised that he had sent the strategic safeguarding training for governors which they need to complete <b>ACTION: All governors to complete the training</b> <b>12.4</b> RL advised governors that school open days are planned for November and would welcome attendance. <b>Action: RL to provide dates to CC and CH</b>
<b>12. TRUST BOARD UPDATES</b> <b>12.1</b> Nothing to feedback to Trustees.
<b>13. CONFIDENTIALITY</b> <b>13.1</b> IEB members confirmed that paragraphs 8.2, 12.1, and 12.2 would be recorded as confidential.
<b>14. CLOSING REMARKS</b> <b>14.1 Date of next meetings:</b> All to be held at St Katherine's School commencing at 1700 on: <p style="margin-left: 40px;">Monday 27<sup>th</sup> November 2023  Monday 29<sup>th</sup> January 2024  Monday 11<sup>th</sup> March 2024  Monday 13<sup>th</sup> May 2024  Monday 1<sup>st</sup> July 2024</p> <b>14.2 Meeting close:</b> The meeting concluded at 19.15. CC thanked all parties for their attendance and contribution.

## ACTIONS TABLE

ITEM	ACTION	OWNER	UPDATE
<b>Matters arising from T1 meeting (9<sup>th</sup> October 2023)</b>			
1.	Benenden Health Membership – confirm number of staff not in the scheme	MC	
2.	Circulate newsletters to Governors and Trustees	RL	
3.	Business Continuity Plan – finalise reflecting amendments discussed	RL / AL	
4.	Evacuation Plan – amendments to be made before adoption	RL	
5.	PPM report – agenda item for T2	AL	
6.	Confirm dates and times for finance meetings	MC	
7.	FAW use of St Katherine's – refer to Board for decision	AL	
8.	CIF Fire safety project outcome – chase DfE	MC	
9.	Governor monitoring arrangements for T1	CC	
10.	Communication re future role of IEB	RL / MC	
11.	Completion of strategic safeguarding training	ALL	
12.	Open days – inform governors of dates / times	RL	

APPROVED