



ST KATHERINE'S SCHOOL AND NURSERY

PUBLIC MINUTES FOR THE 2023/2024 MEETING OF THE INTERIM EXECUTIVE BOARD HELD ON MONDAY 27th November 2023

IEB governors present at the LGB meeting held on 29th January 2024 approved these minutes as a true and accurate record, and signed on Governor Hub electronically

PRESENT

Carina Cuddington (CC), Trustee (IEB Chair)	Ruth Epps (RE), IEB Member
Laura Payne (LP), IEB Member	Sarah Aikenhead (SA), Associate Member
Ray Lang (Headteacher)	Mark Chatley (MC), Trust Leader

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 Phil Reynolds (PR).

1.3 Quorum: The meeting was confirmed as quorate.

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

2.1 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: IEB Members present approved the public minutes, and confidential annexe as a true and accurate record of the meeting that took place on the 9th October 2023.

Clerk Action: Publish as approved.

3.2 Actions: IEB members received updates on the outstanding matters, which are recorded in the Action table.

3.2 Matters discussed in more detail:

- Benenden Health Membership benefits: MC reported that representatives from Benenden Health had recently attended Coxheath Primary School and provided staff with an insight into the extra benefits provided by the scheme. MC was considering asking Benenden Health to provide a similar briefing to staff at the January open day.

CC asked about the arrangements for staff joining Benenden Health. MC advised that staff automatically joined the scheme on appointment and had to opt-out.

4. Any other urgent business not on the agenda

4.1 No items were raised.

5. STRATEGIC SCHOOL MATTERS

5.1 Headteacher's Report

RL provided a summary of his HT's report to the IEB (which has been uploaded to Governor Hub for future reference). Key updates and discussion items are noted below:

- **Assessment - Writing:** RL reported that in-term moderation of writing highlighted insufficient opportunities for pupils to participate in writing tasks, and that they were heavily grammar based. Action had been taken to refocus on the four key principles of writing, which although had produced notable improvement still required further work. Writing is a trust priority and the English subject leads are coming together to review and plan what is taught, when and how to each year group.
- **Assessment – Comparative Judgement:** RL provided an update on the Year 3 comparative judgement advising that there was a focus on getting a clearer picture as to the reasons for the dip in standardised scores, which included comparing to Year 2 outcomes. Inconsistency in the delivery of teaching and learning had been identified as one reason. LP commented that in her school, presentation expectation sheets are used in every lesson, which are both referred to and reviewed regularly. RL said that they used to be used but had been taken out until teachers were being held more to account for delivery of teaching and learning.
- **Assessment – Maths:** RL advised that the improvement plans for maths were being repeated across Year 5, and that it was being implemented with support from the Maths lead at Coxheath.
- **Curriculum Developments:**
 - Reading: Previously there had been no framework for reading and as a result RL had worked with the reading lead to develop such, which will be introduced in January 2024.
 - Science: it was noted that St Kath's science lead had taken a Trust lead in creating new assessments, which the school were trialling. CC commented that it was good to see that St Kath's were also considered to provide best practice across the schools.
- **Attendance:** RL advised that attendance was below national averages and also that recorded in 2022/23. Attendance Policy is being followed and the LA engaged as appropriate but actual support received is minimal. It was noted that there are mitigating circumstances as attendance amongst some of those SEND pupils who are on a part time table are having a significant impact on the figures.

RE asked what is being done to facilitate SEND and PPM pupils access to the curriculum? RL said that current scaffolding enabled such pupils to access the curriculum in the same way as their peers and, achievements were on a par.

It was noted that post-Covid that there had been a significant change in parental opinions and behaviour as child mental health and well-being was more of a priority and keeping of school was required then this was facilitated by them especially with the increase in working from home.

MC advised that a recommendation coming out of the recent review was that the next steps as reported were being applied to all three schools.

- **Behaviour:** RL provided a summary of the behaviour incidents, and thoughts on why there had been a significant increase in the number of reasons for completion reflection forms in T2 (144) compared to T1 (107). It was noted that there might be multiple reasons for completing each form.
- RE asked how many forms had been completed? RL advised that this could be provided

ACTION: RL to provide analysis on the number of reflection forms completed.

An issue that requires further investigation is that a possible reason for the increase in reasons for completing the reflection forms is that the issue of such is by teachers who might see it as an easy and quick option to managing a situation.

Staff and Parent Surveys: See Confidential minutes

ACTION: RL to provide full analysis in T3.

- **Premises Update**

- RL informed IEB that the site team were making good progress on carrying out works identified following the H&S walk and compliance checks in T1.
- A priority was to carry out the maintenance work and repairs to the swimming pool. A challenge would be when to programme the works due to both school use and hires. CC suggested the school should explore opportunities for grant funding such as Sport England.

ACTION: RL to explore opportunities for gaining grant funding.

- Water RA report has been received and quotes are being sought for the remedial works.

5.2 School Specific Policies:

- It was noted that there were four school specific policies that required minor updates. These would be circulated to IEB members for approval.

ACTION: SA to circulate for approval

- PPM report is due for publication by 31st December 2023.
- **RE asked what opportunities were being provided to SEND / PPM pupils.** RL advised that they making funding available to these pupils to provide access to catch up learning opportunities.

ACTION: RL to ensure report is published by the deadline.

- AL asked to be added to St Katherine's policy tracker so that he receives weekly notifications of what is due and when.

ACTION: SA to action.

6. FINANCE

6.1 Monitoring: CC advised that the year-end out-turn forecast was for reserves to remain high, and consideration should be given to funding one-off projects such as the refurbishment of the swimming pool. There is a need to identify and agree priorities with a view to spending some of the reserves whilst taking note of the funding pressures in future years due to falling number of pupils on role.

CC asked IEB to review the October 2023 managements accounts and email her with any questions that they might have.

6.2 Number on roll: The reduction in pupil numbers had a detrimental impact on future reserves due to in-year budget deficits. IEB discussed the options to address the issue including having a mixed age curriculum, which was considered the least preferred option due to the adverse impact on the pupil experience and teaching and learning, and would also require a great deal of teacher input in producing the curriculum and plans to deliver. CC advised that by February 2024, there would be a clearer picture of 2024/25 funding, and that holding a high level of reserves when there is an educational priority need funding would come under scrutiny.

IEB agreed that reserves would be used to support the current situation, which would be reviewed either following Ofsted inspection or in the Spring when there is more information on future funding.

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 CIF Project update:

- AL advised IEB that the project to replace the boilers is almost complete as apart from a replacement door closer to the KS2 Boiler room, all the snagging has been completed. The boiler manufacturer needs to re-inspect the work to sign off the installation, and issue both the gas safe certificate and 5-year guarantee. Only once received will the balance of the outstanding invoice be paid.

- MC provided an update on the Fire Safety improvement project was still on hold and that the DfE would not provide an update on their investigation into Maun Funding. It was unlikely that the project would now proceed and would therefore, be re-submitted in December 2023.

8.2 Cleaning Contract update: *See 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 the Trust policies that had been approved in T1.

10.2 AL informed IEB that F&A received a new format risk register that was being considered by Trustees at their next Board meeting hence there was no update for T2. The new risk register would be received in T3.

11. GOVERNOR MONITORING

11.1 IEB received the monitoring reports provided with the agenda.

11.2 CC informed the IEB that she needed to write up the report from her most recent monitoring visit.

12. ANY OTHER GOVERNANCE MATTERS

12.1 **Future Governance Arrangements:** *see confidential minutes*

13. TRUST BOARD UPDATES

13.1 Nothing to feedback to Trustees in response to either Board or EEC minutes.

13. CONFIDENTIALITY

13.1 IEB members confirmed that paragraphs 5.1 (part), 8.2 and 12.1 would be recorded as confidential.

14. CLOSING REMARKS

14.1 **Date of next meetings:** All to be held at St Katherine's School commencing at 1700 on:

Monday 29th January 2024

Monday 11th March 2024

Monday 13th May 2024

Monday 1st July 2024

14.2 AGM: CC reminded IEB members that the AGM was on 6th December 2023 commencing at 1830 at Loose Primary School.

14.3 **Meeting close:** The meeting concluded and CC thanked all parties for their attendance and contribution.