

**NORTH YORKSHIRE COUNTY COUNCIL
WEAVERTHORPE INTERIM EXECUTIVE BOARD**

Meeting of the Interim Executive Board

22nd September 2020 at 5.00pm

Held virtually via Microsoft Teams

MINUTES

Present: Anne Conroy (Chair)
Rachel Ray (Head)
Howard Widdall
Carolyn Childs
Andy Bowden
Alison Smith

In Attendance Claire Twigg (Clerk) (CT)

Apologies: Liz Dyer

Minute	Details	Action
1.	<u>Welcome, opening prayer & Introductions</u> The meeting was opened with a prayer led by AB. As Chair, AC welcomed all governors to the meeting and introductions were made. AC reminded all governors to use their Weaverthorpe email addresses. AC to circulate details of the email addresses.	AC
2.	<u>Consideration of absences</u> Apologies were received from Liz Dyer which received consent.	
3.	<u>Confidentiality and Declaration of Interests</u> AC reminded all governors about the need for confidentiality. No declarations made.	
4.	<u>Registration of Business Interests</u> AC requested that any governors who haven't yet completed these two forms to do so and return to schools asap. Skills audit - AC asked governors to return the completed forms to her and she would then collate the results and share with governors.	All AC
4.	<u>Standing Orders & Code of Practice - Document</u> circulated prior to the meeting. AC reported that this document is based on a document received from Lindsey. <i>HW asked about the frequency of the meetings which are detailed within the document.</i> It was agreed that this would be discussed later in the meeting, but it was felt that the Board would need to meet monthly up until Christmas to ensure all required action and progress was being made. The frequency of meetings may then be reviewed in the new year. <i>Page 5 – HW raised that Standing order 18 is referred to but there is no Standing Order 18?</i>	

	AC to investigate. Document agreed.	AC
5.	<u>Election of Vice Chair</u> AB was nominated for the position of Vice Chair; this was agreed by all governors.	
6.	<u>Agree IEB Terms of Reference</u> - Document circulated prior to the meeting. AC reported that this document came from Lindsey and it details what the expectations of the IEB are. No comments or questions – document agreed.	
7.	<u>Agree working assumptions</u> - Document circulated prior to the meeting. AC advised governors that she put together some quick assumptions which CC then expanded upon. Questions or comments? <i>Point 14, Excellence in leadership, particularly in governors – does this need to be higher in the list to show higher priority?</i> A discussion took place and it was agreed that this point and point 15 need to be moved up the list to points 3 and 4. <i>Safeguarding – Does safeguarding need to be more explicit within the list?</i> After discussions it was agreed to add this point to point 8. It was felt that safeguarding is included within a number of points contained in the list. AS raised that policies need to be driven by the fact that Weaverthorpe is a Church school. AS suggested changing wording in Point 2 from ‘values’ to ‘vision’, this was agreed. CC to make the agreed changes. Governors understood and noted that some policies will need amending to ensure that a Christian ethos is included.	CC
8.	<u>HT update to cover:</u> - Report circulated prior to the meeting - Return to school - Progress with Post Ofsted Action Plan - H&S/Safeguarding Issues - Admission – PAN – to agree AC commented that the report shows what positive changes and improvements have already been made within school. It was noted that AB and CC have both completed link governor visits and produced very positive written reports which have been shared with governors. RR referred to the Pupil Admission Number (PAN) – RR proposed that this remains unchanged at 7 - This was agreed. RR asked for any questions relating to her report? <i>Are all children still in school?</i> 1 child has moved to Malton, now 29 on roll. 4 children are absent this week across the school due to illness or family members awaiting COVID test results. <i>Leadership – AB asked about the training that was undertaken for staff on the training day.</i> RR shared with governors’ details about this staff training, which was mainly covering expectations, working together and getting to know each other. <i>CC asked about staff absences</i>	

	<p>There has been 2 staff members absent due to dependent illness with one then leading to personal illness. <i>If staff are off how is safeguarding and all other duties being managed?</i> <i>What is school policy for carers absence?</i> RR explained the carers leave policy to governors. RR stated that all absence is monitored, and procedures followed at all times. RR to make enquiries regarding any changes to policies in light of COVID. RR reported that school has 1 additional adult who is now being re-assigned within school which will help with staff absence. CC suggested adding 'Staffing' as a standing agenda item for future meetings – this was agreed. AS suggested holding a virtual meeting for governors to meet with school staff -This was agreed. RR to discuss with staff and identify some potential dates. AB stressed that he would be happy to meet with staff in a pastoral / wellbeing capacity as required. <i>HW are new ipads up and running and what benefit will they provide?</i> RR expects that they are now ready. IT Support have been setting the ipads up with help from Rachel Laud who was setting up the remainder that day. RR reported that the children are very excited. RR stated that they will help with reading and phonics and apps have been purchased. RR hopes that they will enhance experiences and help with blended learning if this is required. <i>AB asked about the 'cornerstones' curriculum, can it deliver the impact required at Weaverthorpe?</i> RR explained that 'cornerstones' is a curriculum support tool which is used at Langton School. It provides resources with a good overview of curriculum coverage, and a progression of knowledge and skills throughout year groups. RR added that she is looking into how it will work for Weaverthorpe in relation to the 2 mixed age classes (KS1 and KS2). AC added that she has been involved with this software at Langton and feels that it is an excellent tool. <i>AS asked if there are any emerging themes which have already being identified relating to learning or wellbeing?</i> RR stated that she felt positive about the wellbeing of the pupils and parents having seen positive evidence of this. RR stated that it has been discovered that KS2 children aren't used to guided reading. Also, key knowledge and skills in Maths are not embedded. RR stated that baseline assessments are being undertaken this week. <i>CC asked about 'catch up funding' and how this is to be used?</i> RR reported that a sports coach is now providing PE provision enabling Jen to work, under direction of the teachers to lead catch up intervention work in small groups for the older children. RR stated that support staff are keen to undertake training and are booked on some training already to ensure that they have the necessary skills to undertake intervention catch up work. Governors asked to be given an overview of the baseline assessment results at the next meeting. <i>CC asked about after school club plans</i> RR explained her plans, with a sports club due to commence after October half term and another teacher-led club after Christmas.</p>	<p>RR</p> <p>CT</p> <p>RR</p> <p>RR</p>
9.	<p><u>Review proposal for 'Agreed IEB objectives and working practices for Weaverthorpe' - assign responsibilities/next steps – document circulated prior to the meeting.</u></p>	

AC referred to the document. Governors confirmed that they understood their roles.

AS offered to cover Liz Dyer's allocated areas - Governors accepted this offer with thanks.

AC confirmed governor responsibilities as follows:

CC	Safeguarding and Child Protection
HW	Quality of learning and monitoring
AS	Curriculum and Reading and Phonics
AB	wider curriculum
AC	EYFS

All governors agreed these roles.

Additional areas on the list were also agreed but it was agreed that these would be under constant review and RR would feedback any issues.

AC asked governors to go away and think about their area and ensure they understand what is required and put together an initial plan for next steps.

A discussion took place relating to evidence, in particular how this can be done with the current constraints. The following ideas were suggested:

-Virtual meeting with subject leaders

-After school visits to see the classroom environment and potential book reviews and book scrutiny.

AC also pointed out that part of the monitoring is questioning RR on the content of her report.

Governors understood and agreed that they can triangulate the evidence, collecting it will just need to be done a little more creatively at the moment.

AB asked about the best way to proceed with identifying training needs. It was agreed to wait until the results from the skills audit have been collated.

AC added that governors may find that they identify training needs as they begin their link roles. AB stated that he is happy to arrange any required training. It was agreed that AB is to maintain a record of governor training. AS raised about governor knowledge relating to Church School and SIAMS. She stated that the diocese has launched an online module for governors, and she suggested governors access the module to get some basic background knowledge. It was agreed that AS would arrange this training access for governors.

AB

AS

10.

Policy Review

Child Protection – document circulated prior to the meeting

AC stated that this is an updated policy from NYCC. She asked for any comments. CC asked that RR ensures that staff raise any comments relating to this policy. HW suggested minor word change. AC to action.

Code of Conduct – document circulated prior to the meeting

Governors agreed the standard 'Code of Conduct' document. Some minor wording amendments were discussed and agreed.

Keeping Children Safe in Education

All governors confirmed that they have read the up to date version of this document.

RR
AC

AC

11.

Training Needs

Discussed earlier in the meeting.

12.

Meeting dates (for the next term at least)

AC proposed that governors meet in 2 weeks for feedback and discussion

8	22.09.20	Governor and Staff virtual meet	RR to speak to staff and identify possible dates	RR
9	22.09.20	Baseline Assessment results	Feedback results to governors at next IEB meeting	RR
10	22.09.20	Child Protection Policy	To share with staff and ensure they are encouraged to raise any comments	RR
11	22.09.20	Code of Conduct & Child Protection Policy	Make agreed amendments to the document	AC
12	22.09.20	Governor Training Record	To maintain governor training record	AB
13	22.09.20	Diocese online module	To arrange access for governors	AS
14	22.09.20	Meetings	RR to set up next two meetings	RR