

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

Meeting of the Interim Executive Board

23rd November 2020 at 9.00am

Held virtually via Microsoft Teams

MINUTES

Present: Anne Conroy (Chair) (AC)
Rachel Ray (Head) (RR)
Howard Widdall (HW)
Andy Bowden (AB)
Alison Smith (AS)

In Attendance Claire Twigg (Clerk) (CT)

Apologies: Liz Dyer (LD)
Carolyn Childs (CC)

Minute	Details	Action												
1.	<u>Welcome & opening prayer</u> The meeting was opened with a prayer led by AB. The Chair welcomed all governors to the meeting													
2.	<u>Consideration of absences</u> Apologies were received from Carolyn Childs which received consent. It was confirmed that Liz Dyer is still absent from work.													
3.	<u>Confidentiality and Declaration of Interests</u> AC reminded all governors about the need for confidentiality. No declarations.													
4.	<u>Minutes of the last meeting, 22.10.2020</u> The minutes from the meeting held on 22.10.2020 were agreed as an accurate record and will be signed by the Chair. These will be forwarded to school for filing. <u>Minutes of update meeting, 12.11.2020</u> The minutes from the update meeting held on 12.11.2020 were agreed as an accurate record.	AC												
5.	<u>Matters Arising</u> <u>22.10.2020</u>													
	<table border="1"> <thead> <tr> <th>Point</th> <th>Subject</th> <th>Action</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Minutes</td> <td>To sign and forward to school for filing</td> <td>Actioned</td> </tr> <tr> <td>2</td> <td>Publishing minutes</td> <td>To obtain clarification re: publication of IEB minutes on school website</td> <td>Actioned. CT had confirmed that minutes can be published.</td> </tr> </tbody> </table>	Point	Subject	Action	Outcome	1	Minutes	To sign and forward to school for filing	Actioned	2	Publishing minutes	To obtain clarification re: publication of IEB minutes on school website	Actioned. CT had confirmed that minutes can be published.	
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3	Training information	To share detail of governor training to enable updating of school records and identification of training gaps	Governors were asked to Share certificates with Sally.
4	Discussion re: contacting RSC	To agree a plan to contact RSC regarding future plans for Weaverthorpe	Actioned
5	Agenda for next meeting	Include 'Ofsted Priority report Forms' on the agenda for the next IEB meeting	Actioned
6	Next meeting	To set up next 2 meetings on Microsoft Teams	Actioned
7	Safeguarding	To raise premises and staffing with NYCC safeguarding lead in arranged meeting	Meeting to take place this week
8	Online banking	Look into online banking possibilities/options	To be carried over
9	Catering supplies	Explore other catering supply options	RR reported that she has made some enquiries, but it was agreed that this would be parked for the time being
<p><u>Matters arising from update meeting -</u></p> <ul style="list-style-type: none"> • RR confirmed that she has not received the report from Ofsted as yet. • Progress reporting – Governors confirmed that reports have been sent to RR. • List of policies circulated by AC with an agreed designated governor for each policy. • Weaverthorpe governors have been invited to the wellbeing training. 			
7.	<p><u>Staffing</u> Confidential minute.</p>		
6.	<p><u>Head Teacher report to include Post Ofsted Improvement Plan update – document circulated prior to the meeting</u> AC recognised the amount of work that has been done in school in a short time by RR and the staff. <i>AS joined the meeting.</i> AS gave feedback from the meeting she had attended last week with Ofsted. RR shared with governors her concerns about the ever-increasing list of duties that are becoming the responsibility of schools such as purchasing</p>		

<p>meal vouchers and dealing with HSE Health and Safety spot checks and how these are being communicated to Headteachers. It was suggested and agreed that AC would contact NYCC to raise concerns about how and when these additional duties are communicated to Headteachers. AS reported that the diocese Leadership Online sessions are taking place next week and this may be a good way to communicate concerns, and feedback to various bodies. AS to investigate this. AS to also share details of these sessions with RR,</p>	<p>AC AS</p>
<p><u>Post Ofsted Improvement Plan</u> RR explained how she has put together the plan which was shared with governors prior to the meeting.</p> <p><u>Safeguarding</u> No questions from governors. AC felt that the layout was very clear. RR added that CC has been working very hard looking into the safeguarding area. RR made the following comments:</p> <ul style="list-style-type: none"> • Confident that the single central record is compliant. • The file recording all training has been updated. <p>All governors present at the meeting confirmed that 'Prevent' training has been completed and they have read the 'Keeping Children Safe in education' document. All governors present have completed the 'Act' training but not all were able to print the certificate. RR to send out 'Safer Working Practice' information.</p> <ul style="list-style-type: none"> • Purchased Educare which will be a key way to ensure all staff can access relevant training. • Actions from the Health and Safety visit by NYCC Adviser are being addressed. • Attendance is very positive. • Safeguarding Health check taking place this week. • Completing the new Safeguarding Audit in due course. 	<p>RR</p>
<p><i>Under 'where are we now' have October milestones been met?</i> Awaiting the visit on Thursday for confirmation that this is the case. RR added that she is expecting to take part in a Governance Healthcheck on Thursday but has not received any detail about what this will entail. AC to contact Lisa Jones for further information.</p>	<p>AC</p>
<p><u>Quality of Leadership</u> RR reported that leadership has completely changed. RR explained what has been carried out re: lesson observations etc. RR felt that along with evidence provided by governors, milestones had been met so far.</p>	
<p><u>Curriculum</u> RR reported that it had been decided to use the long-term plan that was already in place in school. This plan is being enhanced. Lots of work done already to show progression in all areas. A joint virtual staff meeting with Langton is taking place this evening to look at the use of Purple Mash and hope to be able to do more joint working in the future.</p>	
<p><u>Early reading and phonics</u> AC was surprised at how little had been done historically, which has left huge gaps even for KS2 children which is being addressed. RR added that the speech of a number of children in Willow Class is poor. RR is very disappointed that the SEN team are currently not visiting schools to provide support. AS acknowledged these emerging priorities which have come to light. RR to meet with Lisa Jones to go through the post ofsted plan to update and add these newly identified priorities. AC suggested after Christmas developing a</p>	<p>RR</p>

	<p>School Improvement Plan. It was agreed that RR would discuss this with Lisa Jones. A discussion took place around reading. <u>Wider Curriculum</u> RR gave an update on progress made including engaging pupils in team sports etc. RR reported that children are keen to come to school and parents have shared this with RR. Vision Statement – Governors agreed this, but it is to be discussed at the next interim meeting. <u>Early Years</u> RR noted thanks to the teacher in this class for all her hard work. RR also recognised the support received particularly from Elaine Broadbent (LA). RR added that further CPD has been arranged for the teacher next term. RR recognised that there is still work to be done in this area, but feels that they are on the right lines. AC and all governors wanted to pass on thanks to all staff in school for the hard work done so far. AC to add reference to the governor visits/dates on the plan.</p>	<p>AC</p> <p>RR AC</p>
8.	<p><u>Academisation</u> Confidential minute.</p>	
9.	<p><u>Policies to adopt/review:</u> - Vision & Values Statement – Agreed. Will be brought to the interim meeting to discuss with 2 new members. - Whistleblowing Policy - agreed - Feedback and Marking Policy - agreed - EYFS Policy - agreed</p>	
10.	<p><u>Updates on any Health and Safety or Safeguarding issues</u> Covered under item 6.</p>	
11.	<p><u>Governor Training – to identify need and report on attendance</u> It was reported that CC has undertaken SEND training.</p>	
12.	<p><u>Any Other Business</u> Wellbeing Policy – AS shared with governors the work she has done so far. She asked RR if the policy should encompass just staff or pupils and staff? RR confirmed that it should cover both. AS to forward some information to AB and then a document will be put together. AB, AS and RR would then meet after Christmas to discuss.</p>	AS &AB
13.	<p><u>Impact of Meeting</u> -Governors have gained a good understanding of how much has been done this term and details of the plan moving forward which was all very positive. -Information received regarding possibilities for the future of Weavertorpe has been a positive experience.</p>	
14.	<p><u>Date of Next Meeting</u> Interim update meeting – Wednesday 2nd December 4.30pm-5.30pm IEB meeting – Tuesday 15th December 8.30am</p>	

15.	<u>Closing Prayer</u> AB closed the meeting with a prayer.	

Signed By

Date:

Appendix 1

Point	Date	Subject	Action	Action
1	23.11.2020	Minutes	To sign and forward to school for filing	AC
2	23.11.2020	Online Banking	Look into online banking possibilities/options	RR
3	23.11.2020	NYCC communications to Headteachers	AC to contact NYCC re: concerns around how/when certain communications are sent to HTs	AC
4	23.11.2020	Diocese Leadership online sessions	AS to share details of sessions with RR. AS to look into the possibility of reporting concerns at these sessions	AS
5	23.11.2020	'Safer Working Practices' training	Share information with governors Governors to confirm read & understood	RR All
6	23.11.2020	Governance Healthcheck	Contact NYCC for further information regarding this planned session	AC
7	23.11.2020	Improvement plan/developing School Improvement Plan	RR to meet with SEA re: updating plan/developing SIP	RR
8	23.11.2020	Thanks to staff	To pass governor thanks to all staff for hard work done so far	RR
9	23.11.2020	Improvement Plan	To add reference to governor visits in the plan	AC
10	23.11.2020	Wellbeing Policy	To put together draft document	AS&AB