

NORTH YORKSHIRE COUNTY COUNCIL
WEAVERTHORPE INTERIM EXECUTIVE BOARD
Meeting of the Interim Executive Board
15th December 2020 at 8.30am
Held virtually via Microsoft Teams
MINUTES

Present: Anne Conroy (Chair) (AC)
Rachel Ray (Head) (RR)
Howard Widdall (HW)
Andy Bowden (AB)
Alison Smith (AS)
Carolyn Childs (CC)
Iain Spittal (IS)
Diane Mousley (DM)

In Attendance Claire Twigg (Clerk) (CT)
Fiona Robinson (Bursar) (FR)

Apologies: Liz Dyer (LD)

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> CT asked about Liz Dyer's attendance and AC stated that she had not heard anything recently from NYCC but assumed that she 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, 23.11.2020</u> The minutes from the meeting held on 23.11.2020 were agreed as an accurate record and will be signed by the Chair. These will be forwarded to school for filing. The confidential minutes were also agreed as an accurate record. <u>Minutes of update meeting, 02.12.2020</u> The minutes from the update meeting held on 02.12.2020 were agreed as an accurate record.	AC

5.	<u>Matters Arising</u> 23.11.2020			
	Point	Subject	Action	Outcome
	1	Minutes	To sign and forward to school for filing	To be done as soon as possible
	2	Online Banking	Look into online banking possibilities/options	To be carried forward
	3	NYCC communications to Headteachers	AC to contact NYCC re: concerns around how/when certain communications are sent to HTs	AC reported that she had done this and had no response. It was agreed that AC would send direct to Stuart Newbold
	4	Diocese Leadership online sessions	AS to share details of sessions with RR. AS to look into the possibility of reporting concerns at these sessions	Actioned
	5	'Safer Working Practices' training	Share information with governors Governors to confirm read & understood	Actioned
	6	Governance Healthcheck	Contact NYCC for further information regarding this planned session	AC reported that this hasn't taken place as yet. Lisa Jones to attend the January IEB meeting.
	7	Improvement plan/developing School Improvement Plan	RR to meet with SEA re: updating plan/developing SIP	RR has meeting with Lisa Jones in the new year
	8	Thanks to staff	To pass governor thanks to all staff for hard work done so far	Actioned
	9	Improvement Plan	To add reference to governor visits in the plan	Actioned
	10	Wellbeing Policy	To put together draft document	AS and AB to action
	<u>Matters arising from update meeting -</u> <ul style="list-style-type: none"> AC confirmed that the policies had been amended as agreed. 			
6.	<u>Finance</u> FR referred to the <u>November Monitoring report</u> circulated prior to the meeting. She highlighted changes since September which included: <ul style="list-style-type: none"> Refunds for staff work undertaken at Malton hub COVID school grants received. Early Years funding has been adjusted to just 1 child 			

	<ul style="list-style-type: none"> • Meals is still a very low take up • Additional funding linked to COVID catch up funding • Teaching staff – salary paypoint has been included • No savings on MSAs • GTAs and supply costs to be monitored. It was agreed that FR would factor in supply costs and send the revised summary. • Learning resources still has quite a lot to be spent. • Estimated carry forward £15000 which is a reduction of £14000 from start budget. <p><i>IS asked if there had been any unexpected or unplanned expenditure?</i> FR stated that the GTA supply was not planned and the net extra cost of this is £250 per week.</p> <p><i>Can you confirm all spending has been in line with NYCC restrictions?</i> Yes.</p> <p><u>Revised Budget Summary</u> – document circulated prior to the meeting FR explained that this document details the current carry forward for this year and forecasts for following 3 years. She explained that she has based the predictions on 0.5 head teacher and staffing in post currently. FR added that to be viable, school needs to remain at around 28 pupils on roll. Budget includes increments on staff salaries</p> <p><i>Have you got any indication around new families in the community etc</i> RR and AB reported that they were unaware of any.</p> <p><i>Are there due to be any new housing developments nearby?</i> Odd houses but no big development.</p> <p><i>How does this compare to other schools?</i> FR stated that COVID has had an impact on all schools so isn't relevant. She felt that Weaverthorpe are in a stronger financial position than some other similar sized schools. Most worrying thing is pupil numbers declining moving forward. It was felt that the finances had not been spent in the past which had been to the detriment of the pupils. IS suggested that if there are some things the leadership team feel would benefit the children's education this should be purchased to run the budget at a minimum surplus. This was agreed.</p> <p><u>SFVS</u> – document circulated prior to the meeting Dashboard – FR explained that this data is compared nationally. Areas identified as being high or low were highlighted. Questions on the SFVS were reviewed Question 18 – AS suggested adding something regarding the school's current position relating to potential academisation – FR actioned this. No other comments from governors. The document was agreed. Revised summary agreed subject to update re: GTA supply costs which will be shared with governors. <i>FR left the meeting.</i></p>	FR
7.	<p><u>Head Teacher report</u> Attendance - RR stated that this is currently very positive. Pupil numbers – RR was confident that no one will leave, and she stated that she is receiving positive feedback from families. End of term assessments - RR reported that these assessments have been taking place over the last couple of weeks. Some teachers are finding it quite difficult as children are not used to carrying out these assessments</p>	

and lack resilience. RR to share results in January.
 RR referred to the targets for the children.
IS asked if it will be possible to see the impact of what has been done so far in January?
 RR stated that it would be possible to see. In January she will share the data from September and now. The children's increased confidence is difficult to record but can be discussed.
 RR referred to the year 6 children – hopeful that 100% at expected standard could be achieved.
AS asked about years 1 and 2 data.
 RR explained that hopefully, with practice, the reading results will come in line with writing.
IS asked for information showing the results of varying groups of learners in the new year.
 Leadership and Management - RR pleased to report that the 2 teachers have taken on and understand the importance of the leadership element in such a small school.
 Governors acknowledged that it is RR who has developed their skills and confidence. RR feels that the next step is to get them into other settings when this is possible.
 Staffing - Staff absence is being managed and RR gave governors an update on the current position.
 CPD - RR reported that an awful lot of CPD has been undertaken this term.
 AC added that staff and governors had undertaken the wellbeing training organised by MIND this week.
 School Improvement Plan - RR reported that she had applied to see whether school would be able to get some support from the English Hub which was accepted. At the end of January an early years reading and phonics audit will take place. This could lead to additional funding.
 Premises - No major problems to report.
 Complaints - No complaints have been received.
 Health and Safety and Safeguarding - No safeguarding referrals.
 RR reported that there are now locks on the gates. The door to the portacabin is also locked when not in use.
 HW to review the height of the fence at his next visit.
 HW confirmed that most of the Health and Safety actions have been completed.
 DM referred to the most up to date NYCC Health and Safety Policy. RR confirmed that school's policy is being updated to reflect the most recent changes.

SIAMS

AS gave governors an overview of what work and information a possible SIAMS inspection would require and how to develop a self-evaluation. She suggested developing a small working group to work with RR to gather some of the evidence around the 7 SIAMS strands.

AS to send IS and DM a link to access an online training session.

AS suggested some more in depth SIAMS training regarding the expectations to ensure governors have an understanding of the expectations. AS to arrange this training session.

She also stressed the need to ensure the vision is embedded throughout school.

RR agreed that Church School needs to be a priority next term. AS and RR felt that a lot of groundwork had been done this term.

AS

AS

8.	<p><u>Staffing</u> Covered under item 7.</p>	
9.	<p><u>Policies to adopt/review:</u> A discussion took place re: reviewing policies and AS suggested working groups taking on the reviewing role to spread the responsibility out. IS stated that he felt that standard NYCC policies could be agreed and prioritise others. After discussion it was agreed to wait until RR had met with Lisa Jones in the new year when discussions will be had about the next steps and future working before a decision is made regarding the policy review process.</p> <ul style="list-style-type: none"> - Hearing and Appeals – Minor wording amendments agreed. DM to contact NYCC re: definitions and confirmation of other points. - Extreme Weather - Attendance Management Policy - Attendance Management Guidance - Staff Disciplinary - Behaviour Policy - Medical Policy <p>Policies agreed - AC to make suggested amendments and recirculate to governors for checking.</p>	
14.	<p><u>Any Other Business</u> AC referred to the 5 priorities that RR had identified and had been shared with governors. A discussion took place about working smarter as an IEB moving forward. CC keen to see what RR and Lisa Jones come up with re: School Improvement Plan before planning future groups and priorities. This was agreed by governors. <i>IS left the meeting.</i></p>	
10.	<p><u>Updates on any Health and Safety or Safeguarding issues</u> During the visit to the school by Karen Butler, the LA Safeguarding Adviser, on 26.11.20; she met with CC. It was a very detailed, useful, and supportive meeting. KB has raised helpful suggestions for actions, many of which are already in hand. KB's report has now been received by the school and is available to governors. CC has written her link governor visit report for the meeting and will share it with governors at the start of next term. Safeguarding audit document has been received. CC suggested governors complete as much as possible before then sharing with RR for her input. Safeguarding report will be done after the audit. CC asked governors that if any safeguarding training is completed by governors, to please let CC know so that it can then be minuted as evidence. Certificates to also go to AB and Sally. CC working on a lockdown policy and procedure. Staff handbooks have now been shared with staff. HW stated that he will be attending the next visit that the NYCC Health and Safety adviser undertakes.</p>	

11.	<p><u>Governor Training – to identify need and report on attendance</u> Covered previously in the meeting.</p> <p>A discussion took place re: wellbeing survey. AC to send survey to AS to assist with putting together wellbeing policy.</p>	AC
12.	<p><u>Impact of Meeting</u></p> <ul style="list-style-type: none"> • Confirmed SFVS • Looked into concerns about staff absence and management of this • Looked at commitment of putting policies into practice • Developed thinking about the religious aspect of the school 	
13.	<p><u>Date of Next Meeting</u> IEB meeting – Thursday 28th January 9.00am</p> <p>RR passed on her thanks for the support to herself and the school from the IEB.</p>	
15.	<p><u>Closing Prayer</u> AB closed the meeting with a prayer.</p>	

Signed By

Date:

Appendix 1

Point	Date	Subject	Action	Action
1	15.12.2020	Minutes	To sign and forward to school for filing from IEB meetings on 23.11 & 15.12	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	15.12.2020	Health and Safety	HW to review height of fence during next visit to school	HW
5	15.12.2020	Training link	AS to send IS and DM church schools online training link	AS
6	15.12.2020	SIAMS training	AS to arrange more in depth SIAMS training for governors	AS
7	23.11.2020	Improvement plan/developing School Improvement Plan	RR to meet with SEA re: updating plan/developing SIP	RR
8	15.12.2020	Revised budget	FR to factor in supply costs and send to governors	FR
9	15.12.2020	Next meeting	Include following items on agenda of next meeting: -Assessment data (including data for vulnerable groups) -Updates on Post Ofsted Action Plan -Safeguarding	CT & RR

			-Church School Development -Academisation update	
10	23.11.2020	Wellbeing Policy	To put together draft document	AS&AB
11	15.12.2020	Wellbeing survey	AC to share with AS	AC
12	15.12.2020	Lisa Jones	Invite Lisa Jones to attend the next IEB meeting	RR/AC