

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

Meeting of the Interim Executive Board

21st September 2021 at 1.30pm

Held at school

MINUTES

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

In Attendance Claire Twigg (Clerk) (CT)
Linda Bowman (LB)

Apologies: Alison Smith (AS)

Minute	Details	Action
1.	<u>Welcome & opening prayer</u> The meeting was opened with a prayer led by AB.	
2.	<u>Consideration of absences</u> Apologies were received from Alison Smith which received consent.	
3.	<u>Confidentiality and Declaration of Interests</u> Item 11 is to be confidential, and any other confidential items would be highlighted. AC reminded all governors about the need for confidentiality. No declarations.	
4.	<u>Administration – agree Standing Orders, Appoint vice chair, Register business interests/gifts & hospitality</u> Vice Chair - A nomination was received and seconded for AB which was agreed by governors. It was stated that meetings would be held monthly for the short term until Christmas. RR suggested and governors agreed that the timetable of meetings moving forward would be revisited at the next meeting. Meetings up to Christmas would be a mixture of face to face and virtual. AC to amend standing orders to reflect discussions and re circulate to governors. AB confirmed he was happy to continue maintenance of the governor training log and governor monitoring visit log. Governors completed the 'Register of Business Interests' and 'Gifts and Hospitality' forms as required. These were passed to LB to be filed in school. CT to ask AS to complete the forms and forward to school.	AC CT
5.	<u>Identify any items for discussion under Any Other Business</u> None raised.	

6.	<u>Minutes of the last meeting, 13.07.2021</u> The minutes from the meeting held on 13.07.2021 and confidential minute from this meeting, were agreed as an accurate record and will be signed by the Chair and filed in school.			AC
7. Matters Arising - 13.07.2021				
Point	Subject	Action	Outcome	
1	Minutes	To sign and forward to school for filing from meeting, 27.05	Actioned	
2	Confidential minutes	Make agreed amendment to wording	Actioned	
3	Pupil perception survey	If results are available share with governors	To be done. <i>CC asked about how the children have dealt with the return to school.</i> LB and RR reported that all children are happy and have settled well into school.	LB
4	Ethos group	Add as agenda item for next meeting	Next ethos group meeting is 19/10. Agenda item for next IEB meeting.	CT
5	Health and Safety Adviser report	To update action list reflecting status of actions and share with HW	RR had provided updates on the actions to HW prior to the summer holidays. HW then circulated to IEB. There had been 3 outstanding actions pre summer holidays: -EYFS planter repair – LB to check -EYFS-shed finger trap hazard – hook and eyes have been fitted. -Grass wearing thin beneath play equipment – grass has now grown, and this will be monitored.	LB
6	Safeguarding audit	Chase up the safeguarding report.	Actioned. Report received and CC has reviewed the report.	
7	Safeguarding training	To share information from training with governors	Actioned.	
8	'Working together to safeguard children' document	Governors to read this document and record that this has been done	Ongoing. RR explained educare to governors and how it could be used by governors to access some training. RR to arrange for governors to have access. CT to find out if there is a list of statutory training governors are	RR CT

			required to complete and how often.		
9	Safeguarding training for governors	RR to share details of any training that governors are required to carry out	Actioned. Governors have completed training and certificates filed in school. AB to check that training log updated	AB	
10	Keeping children safe in education document	To share most up to date version of this document with governors	Actioned. As 9 above		
11	Sexual Harassment guidance	To be shared with governors	Actioned		
12	Diocese weekly update	To share with governors	RR to forward on to governors.	RR	
13	Visit report	To complete visit report following English Hub	To do	AS	
14	Policies	To make agreed amendments and add to website	Actioned		
15	Finance Monitoring report	To clarify points relating to Teaching and learning resources spend and PE grant with Fiona	Actioned <i>CC raised several queries which led to a discussion re: finance.</i> After detailed discussion it was agreed that Fiona would be invited to a future meeting to help clarify some areas that some governors would like further knowledge/clarification.	RR	
16	Thank you email	To send thank you email to staff from the IEB	Actioned		
17	Phonics assessment data	To ask Linda Bowman to share information with governors	LB confirmed that she had shared the information with AS. LB explained the very recent changes to the phonics scheme. LB shared recent assessment results and actions that have been taken as a result of these assessments including, Purchase of additional books including electronic versions. Staff training is underway. Phonics catch up sessions are taking place daily. Governors passed on thanks to staff for the huge amount of work done on		

			phonics since July.		
18	End date for TA post and existing staff contracts	To communicate with NYCC re: extending date to the end of academic year 2021/22	Actioned. Currently advertising for a 1:1 TA. RR stated that school will have to continue using supply if unable to secure an applicant.		
19	Invite Linda B to next meeting	Invite Linda B to the next meeting	Actioned.		
20	Cornerstones	Include on the agenda for the next meeting	Actioned.		
10.	<p><u>Introduction to Cornerstones</u> LB led a presentation explaining Cornerstones. She showed governors how the system works and is used to provide curriculum resources for teachers. She explained how the system provides ideas for cross curricular topics to be used across all year groups. She showed how teachers are able to see what knowledge and skills each topic covers and then record each child's progress. <i>Are teachers well enough resourced to undertake the suggested tasks?</i> LB explained that there are lots of resources included on the system. RR added that Katherine Cummings (from Langton) is the key link for the system and is very knowledgeable. <i>LB left the meeting.</i></p>				
8	<p><u>Head Teacher report (Verbal) – to include staffing & updates on H&S and Safeguarding</u> RR reported that the return to school has gone well for pupils and staff. <u>Staffing</u> New TA from the supply agency who is secured for this half term. Good addition to the staffing. Katherine Cummings has started her PPA cover which has been received positively. Katie Church has achieved her HLTA accreditation. <u>Health and Safety</u> Health and Safety Adviser next in school 21st October, RR invited HW to attend. <u>School Education Adviser</u> RR has confirmed with the LA that the PAN will remain at 7. RR reported that herself and AC have met the schools new Principal Adviser, Louise Wilson. Planning meeting is taking place in October and AC and RR will feedback to governors. <u>Safeguarding</u> CC confirmed that she had written to NYCC re: safeguarding report. She had received a response and confirmation that acknowledgement of receipt of reports will be undertaken in the future. CC has since reviewed the report and highlighted some actions. RR added that the single central record check is taking place this week.</p>				
	<i>LB re-joined the meeting.</i>				

11.	<u>WT-Future update</u> Confidential minute.	
9.	<u>SDP/Ofsted priorities</u> Circulated prior to the meeting. RR asked for comments or questions <i>CC felt that the headings were key priorities.</i> Governors thanked RR and LB. <i>AC pointed out that preparation for SIAMS is not included.</i> LB stated that she is working on the SIAMS SEF and this will be used to add to the SDP. <i>AC thinks that WT future should be in the document as a separate piece of work.</i> RR stated that it could be a separate action plan. RR added that the SDP is a working document.	LB&RR
12.	<u>Allocation of Responsibilities & any Link Visit Reports</u> Governor links and responsibilities were agreed as follows: CC – Safeguarding, SEN, PP, COVID – impact/catch up HW – Finance, H&S, Premises, Risk assessments, HT performance Management, EYFS AB – Head Teacher performance management, Collective worship, pastoral, dealing with community, training and visit logs, vice chair, personal development, behaviour and extra-curricular AS – Diocesan liaison, school future liaison, curriculum, church priorities AC – Policies, website compliance, Head Teacher performance management, managing meetings, liaison with Langton, stakeholders It was agreed that leadership and management and quality of education is covered by all governors and leadership team during meetings and monitoring visits. <i>CC asked about nursery.</i> RR stated that the plan is that hours will be extending to 30 per week after Christmas. RR mentioned that a preschool session has commenced once a week in the portacabin. She confirmed that all necessary processes are being and have been followed/completed. <u>Finance update</u> HW suggested comparing the most recent monitoring report to the June monitoring report: -Income expected outturn a little bit higher than June. Variance £2947 in favour. Main positives are pupil premium and other income which RR confirmed was the money from the English hub. -Expenditure is also favourable, not quite so much as June. Now £8505 change of approx. £2000. Main area for expenditure since June has been learning resources. Main negative item of expenditure is supply teaching. -£37315 in excess of expected outturn. Budget was £48767. -Capital no change. Governors thanked HW for the update.	
13.	<u>Policies to adopt/review</u> <ul style="list-style-type: none"> • Updated H&S policy – agreed. RR and AC to sign. • Parent, Carer & Visitor Behaviour policy – New LA policy with procedural notes and consultation notes - Agreed with change to title. • Child Protection Policy – A discussion took place regarding some of the wording, and it was agreed that NYCC wording would be retained unless there was any that governors felt strongly about. <i>RR left the meeting.</i>	RR&AC

14.	<u>Governor Training – to identify need and report on attendance</u> Governor training schedule with prompts to be developed.	
15.	<u>Impact of meeting</u> <ul style="list-style-type: none"> • Plan of action put in place, subject to change • Renewed commitment to supporting and driving school improvement and upholding quality of education • Cornerstones insight has given a greater understanding to governors • Agreed roles and responsibilities for the year ahead 	
16.	<u>Date of next meeting</u> Tuesday 19 th October 10.00am, face to face.	
17.	<u>Any Other Business</u> None raised.	
18.	<u>Closing Prayer</u> AB closed the meeting with a prayer.	

Signed By

Date:

Appendix 1

Point	Subject	Action	By who
1	Minutes	To sign and forward to school for filing from meeting, 13.07	AC
2	Pupil perception survey	If results are available share with governors	LB
3	Planter repair	LB to check this has been done	LB
4	Training log	AB to check training log is up to date	AB
5	Standing orders	AC to amend to reflect Weaverthorpe and share with governors	AC
6	Register of Business Interest and Gifts and Hospitality forms	CT to ask AS to complete these forms and forward to school for filing	CT
7	Ethos Group	Include as item on next IEB meeting agenda	CT
8	Educare	Share access details with governors	RR
9	Governor training	CT to find out if there is a list of governor training including how often it is required to be undertaken	CT
10	Diocese weekly update	RR to circulate to governors	RR
11	Visit report	To complete visit report following English Hub	AS
12	Finance	RR to invite Fiona to a future IEB meeting	

13	SDP	SIAMS preparation and WT future to be added to SDP	RR/LB
14	Health and Safety Policy	RR and HW to sign agreed policy	RR&HW/AC
15	Policies	To make agreed amendments and add to website	AC