

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

**Meeting of the Interim Executive Board**

**28<sup>th</sup> January 2021 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)  
Carolyn Childs (CC)  
Iain Spittal (IS)  
Diane Mousley (DM)

In Attendance Claire Twigg (Clerk) (CT)  
Lisa Jones (NYCC, SEA) (LJ)

Apologies: Liz Dyer (LD)

Minute	Details	Action	
1.	<u>Welcome &amp; 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> AC gave an update re: Liz Dyer and the fact that she is still absent and has not been included within the IEB so far. A discussion took place. It was agreed that the IEB would retain Liz as a member but with no pressure for her to return until she feels able as governors were very aware that her wellbeing is the most important factor.		
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, 15.12.2020</u> The minutes from the meeting held on 15.12.2020 were agreed as an accurate record and will be signed by the Chair and filed in school as soon as possible.	AC	
5. <u>Matters Arising</u> 23.11.2020			
<b>Point</b>	<b>Subject</b>	<b>Action</b>	<b>Outcome</b>
1	Minutes	To sign and forward to school for filing from IEB	Actioned

		meetings on 23.11 & 15.12	
2	Online Banking	Look into online banking possibilities/options	RR reported that having spoken to the bursar online banking for school is not an easy process to undertake. Banking will continue to be done at the post office for the time being.
3	NYCC communication s to Headteachers	AC to contact NYCC re: concerns around how/when certain communications are sent to HTs	Response received and shared with governors
4	Health and Safety	HW to review height of fence during next visit to school	To be reviewed in due Course. RR added that there had been a flood from burst pipes at school this week. This is being fixed next week. A discussion took place re: the payment for these repairs. HW to attend the visit by the NYCC Health and Safety Adviser in March
5	Training link	AS to send IS and DM church schools online training link	Actioned. DM to undertake the Training.
6	SIAMS training	AS to arrange more in depth SIAMS training for governors	AS reported that she had looked into this. A discussion took place and it was agreed that bespoke training was not priority at the moment but this would be revisited at the right time. AS to look at what reading material may be useful to circulate to governors. AS to also recirculate previously circulated documents.
7	Improvement plan/developin g School Improvement Plan	RR to meet with SEA re: updating plan/developing SIP	On agenda
8	Revised budget	FR to factor in supply costs and send to governors	HW had recirculated the amended documents. A discussion took place Re: some questions that CC had raised. The discussion moved onto providing meal vouchers and vulnerable children accessing school. RR confirmed that school is open to vulnerable and key worker children but there are currently no children accessing school but there are two families due to attend school in February. RR confirmed that all eligible families are aware that they can access school. She added that regular contact is being

			made with families.
9	Next meeting	Include following items on agenda of next meeting: -Assessment data (including data for vulnerable groups) -Updates on Post Ofsted Action Plan -Safeguarding -Church School Development -Academisation update	On agenda
10	Wellbeing Policy	To put together draft document	AB and AS confirmed that a draft policy is being worked on
11	Wellbeing survey	AC to share with AS	Actioned
12	Lisa Jones	Invite Lisa Jones to attend the next IEB meeting	Actioned and LJ present

6.	<p><u>Head Teacher verbal update on school closure and distance learning</u> RR referred to the documents that she had shared with governors prior to the meeting. RR asked for any questions relating to the remote learning provision information document. She stated that this remote learning provision is vastly different to the last lockdown. She added that very positive feedback has been received from parents. <i>IS asked what the level of engagement was from families?</i> AS responded that following her &amp; AC's virtual meeting with Rachel Laud, and observations re: KS2 yesterday, all but 1 KS2 child had been engaged with the sessions that she had observed. RR added that there is engagement on some level from 100% of families. RR stated that 1 paper pack has been provided this week to assist a family. AS and AC confirmed that they had seen evidence of the very positive feedback from parents on the remote learning provision being provided. RR felt confident as a leader that school are meeting the DfE requirements for remote learning. <i>AS asked what is required to be published on the school website in relation to remote learning provision?</i> LJ stated that the remote learning offer information is mandatory. LJ reported that there is an audit document for schools to use which has been produced by NYCC. This will be useful for schools to complete and identify any areas of weakness etc. LJ will meet with RR to go through the document. AS, CC, and AC to attend the meeting with LJ and RR RR added that the success of the remote learning has been down to the hard work of Amy and Rachel who have been positive, hardworking and dedicated and school are very lucky to have them. LJ confirmed that during this meeting so far, she has seen evidence that governors are monitoring effectively, and holding leaders to account in relation to the remote learning provision. AS gave a report to governors about the virtual visit herself and AC had undertaken this week:</p>	LJ,RR,AC ,AS, CC
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	<p>She explained that they had met via zoom with Rachel Laud (RL), KS2 teacher, to look at the remote learning on offer, focussing on KS2. Followed by observation of the use of the 'showbie' platform. She reported that pupils were very engaged, and the teacher can have a high level of interaction via the platform. The teacher can give responses and marking and feedback. Key outcomes from this monitoring session included:</p> <ul style="list-style-type: none"> <li>• Engagement in learning is very high particularly for those with additional needs</li> <li>• Work and learning is clearly differentiated for differing individual needs</li> <li>• Evidence seen showing that the breadth of the curriculum is being covered</li> <li>• How the platform is being used allows for formative assessment</li> <li>• AS explained how RL is able to see what children are doing and interact and support individuals</li> <li>• AS felt that RL had very high expectations of the children and gave ongoing feedback and challenge to raise expectation</li> <li>• All pupils have technology to enable them to access the learning.</li> </ul> <p>RR added that all children in silver birch class has a school i-pad to use at home as well as other resources provided by school. RR explained that all children having the same technology has made it easier for teachers and pupils/parents to access the learning.</p> <ul style="list-style-type: none"> <li>• AS stated that all the work done by pupils is added to a portfolio by RL so that ongoing evidence is being produced.</li> <li>• AS had asked questions re: safeguarding. AS and AC were satisfied that RL was constantly aware of safeguarding.</li> <li>• AS added that the online learning can be used flexibly by families.</li> <li>• The remote learning is promoting independent learning and resilience.</li> </ul> <p>AC added that reading is being encouraged outside of the tasks set. RL has engaged with the travelling library and sent children a list of suggested books for them to read. AC felt that the children are being encouraged to try and treat everything as a learning opportunity and not worry about getting anything wrong.</p> <p>AS and AC had touched on staff wellbeing with RL. Both enthusiasm and motivation shown by RL were amazing.</p> <p>AB passed on thanks to teachers.</p> <p><i>IS asked how this level can this be maintained moving forward?</i></p> <p>RR felt that children's resilience is improving, and this will be brought back when children return. The whole school community have more knowledge about engaging children. This provision will be maintained when some children are at back at school. Children in and out of school will receive the same learning.</p> <p>RR is keen to ensure that she is not asking staff to do anything that she wouldn't feel comfortable doing in relation to the remote learning.</p> <p>CC stated that a questionnaire was circulated to parents regarding technology access (in September 2020).</p>	
8.	<p><u>Progress on Priority 1 (Safeguarding) – discussion &amp; questions</u> Covered under other items on the agenda.</p>	

9.	<p><u>Post Ofsted Improvement Plan – discussion on working in the spring term with Lisa Jones (SLA)</u>  AC feels that at this point, priorities need to be reviewed to move forward. RR and LJ are to have fortnightly meetings going forward.  LJ went on to explain the process so far; she explained that the statement of action was sent off following the receipt of the Ofsted inspection report. Within this was the post-Ofsted improvement plan which was to be a working document. Focuses remain the same which governors are undertaking strategically. What needs to be done now is capture and document the evidence. At the fortnightly meetings a section of the School Development plan will be analysed, and the relevant evidence identified.  Governance Review - A governance review can still happen remotely. LJ explained what this would entail; A healthcheck would be carried out which then links in with the review. Following the healthcheck LJ would receive a checklist which would be used at the review session. LJ proposed to complete the review just before Easter.  LJ will produce a short report from today's meeting.  <i>LJ asked governors if there is anything else that the LA can offer to be added to the improvement plan?</i></p> <p>AC added that AB collates details of all governors training undertaken. He is now capturing all the link visits and keeping a checklist so that any gaps can be identified. A discussion took place about the timing of governor visits, AS added that governors are trying to track the plan and milestones. LJ explained what a plan would entail which would show what is to be monitored each term. CC shared her concern about the amount of work this would entail to put together. A discussion took place regarding managing everything that needs to be done. It was agreed that prioritising needs to be done.  IS felt that from the outside joining the IEB recently, the amount of work done by governors so far has been really good. He strongly feels that the position that the IEB is in, a prioritising/focusing exercise would be beneficial.  AC gave an update on policies and the plan moving forward.  CC feels that LJ and RR are the individuals to lead the prioritising process. RR added that she is acutely conscious of the hard work and time the governors have put in, including supporting herself with some operational aspects. She agreed the time is right to prioritise and concentrate on strategic areas.</p>	LJ&RR
12.	<p><u>Academisation Update</u>  Confidential minute.</p>	
7.	<p><i>DM left the meeting.</i>  <u>Pupil Progress &amp; Achievement – autumn term 2020</u>  RR referred to the information shared with governors prior to the meeting: RR explained the 9 point scale system that is used to record data. Targets are set based on previous attainment and knowledge of the children. RR asked for questions?  <i>CC noted that overall children have made remarkable progress in the last term. She noticed that some children are getting close to end of year targets, will these be reassessed?</i>  RR stated that pupil progress meetings are being had with teachers and</p>	

	<p>these targets will be reviewed.  RR and CC to look at SEND children at a separate meeting.  CC noted that there will be a high number of SEND children in KS2 in 2 years time. This was acknowledged by governors.  <i>Is there anything that governors need to be doing to assess resources and provision re: curriculum?</i>  RR stated that wider curriculum resources will be the focus as well as reading books. RR to look at purchasing some resources before April.  <i>IS asked if summative assessment was used?</i>  RR – yes, we used rising stars, teacher judgement and white rose maths. Puma tests are to be invested in for the future.  <i>Was the writing moderated and if so how?</i>  RR - No, it hasn't been moderated. Inter school moderation and how this can be carried out with current restrictions is being looked into within the cluster. RR confirmed that moderation is on the plan to be done. LJ added that NYCC have been looking at how moderation can be undertaken electronically/virtually.  <i>Is there any reason grammar is higher than writing scores?</i>  RR – traditional teaching of grammar has been a focus historically. Whether it can be transferred into the writing is to be seen.  <i>IS left the meeting.</i>  <i>AS asked if we should still be tracking against prior attainment?</i>  <i>How secure are we about the prior attainment?</i>  LJ explained what an inspection would include, and this would not be focussed on data. Yes, governors do need to be mindful of the previous data, but it is only a very small part of inspections now. The data can be used by leaders to probe and ask questions at progress meetings.  LJ added that the important part now is the accelerated progress made since last September. AS stated that she was keen to have that prior data knowledge and RR and LJ to look into this.  <i>Willow class has a number of disadvantaged pupils and AC asked if that was due to lack of nursery/preschool attendance?</i>  It was felt that they had not had access to good quality early years provision historically.  <i>AS asked about the phonics recheck for year 2s?</i>  RR reported that all pupils passed.</p>	<p>CC&amp;RR</p> <p>RR</p> <p>LJ&amp;RR</p>
10.	<p><u>Church Schools Development update</u>  Deferred.</p>	
11.	<p><u>Policies to adopt/review:</u></p> <ul style="list-style-type: none"> <li>• Bereavement</li> <li>• Resolving Issues at work</li> <li>• Schools Hearing &amp; Appeals</li> <li>• E.Y.F.S Key Person</li> <li>• Remote Learning</li> <li>• Parental leave</li> </ul> <p>Policies agreed.</p>	
13.	<p><u>Updates on any Health and Safety or Safeguarding issues</u></p> <ul style="list-style-type: none"> <li>• NYCC Safeguarding Audit</li> <li>• Safeguarding and Remote Learning</li> </ul>	



Signed By

Date:

**Appendix 1**

<b>Point</b>	<b>Subject</b>	<b>Action</b>	<b>By who</b>
1	Minutes	To sign and forward to school for filing from IEB meeting on 28.01.2021	AC
2	Health and Safety	HW to review height of fence during next visit to school HW to attend the visit by the NYCC Health and Safety Adviser in March	HW
3	Church Schools Training	DM to undertake training	DM
4	SIAMS training	AB to look at what reading material may be useful to circulate to governors. AS to also recirculate previously circulated documents.	AB and AS
5	SEND data	RR and CC to look at SEND pupil data	RR and CC
6	Learning Resources	RR to look into purchasing learning resources before April	RR (SC)
7	Circulating info to governors	RR to ask Sally to include governors in all information circulated to parents	RR
8	Governor training and Link Governor Visit info	AB to circulate list of training that he has and governors to complete any missing information relating to training and link governor visits	AB and All governors
9	Remote learning audit & Governance Priorities	RR, LJ, AC, CC and AS to meet to complete this audit document and review governance priorities	RR, LJ, AC, AS, CC
10	Monitoring Plan	RR and LJ to put together monitoring visits plan	RR & LJ
11	Historical Data	RR and LJ to find this data and share with governors	RR & LJ
12	Safeguarding Audit	LJ to feedback to NY and ask about COVID specific questions	LJ
13	Child Protection Policy	CC to share update with AC	CC
14	Academy update	LJ to make enquiries at NYCC. IS / DM to request an update from NA to AC by 8 <sup>th</sup> February 2021	LJ IS/DM
15	Next Meeting	AC to notify IS & DM of date/time	AC