

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

Meeting of the Interim Executive Board

3rd March 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)

In Attendance Claire Twigg (Clerk) (CT)
 Tracy Swinburne NYCC, Principal Adviser (TS)

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. AC advised governors that Tracy Swinburne would be joining the meeting when she was able.				
2.	<u>Consideration of absences</u> Liz Dyer was absent from the meeting, this received consent.				
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, 28.01.2021</u> The minutes from the meeting held on 28.01.2021 were agreed as an accurate record with the below amendments and will be signed by the Chair and filed in school as soon as possible. Page 3 item 6. Group of initials to include CC. Governors agreed that the confidential minutes are to be shared with all governors via email prior to the meeting. Governors agreed that they would delete the confidential minutes once they had read them.	AC CT CT			
5.	<u>Matters Arising</u> 23.11.2020				
	Point	Subject	Action	Outcome	
	1	Minutes	To sign and forward to school for filing from IEB meeting on 28.01.2021	Actioned.	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 reported that the H&S premises inspection did not take place, only essential site visits are taking place at the current time. Rescheduled for 18 th May. RR reported that the ongoing fence height action is resolved. Information to be transferred onto the EYFS risk assessment.		
3	Church Schools Training	DM to undertake training	N/A		
4	SIAMS training	AB to look at what reading material may be useful to circulate to governors. AS to also recirculate previously circulated documents.	AS reported that she had looked into other documents and it was agreed that governors have all helpful information. SIAMS self evaluation training is the next step, potentially commencing in the summer term.		
5	SEND data	RR and CC to look at SEND pupil data	Actioned. CC confirmed that she had produced a written report. During the visit RR and CC had looked at data and pupil engagement, family support, access to learning. CC reported that children are still accessing specialist agencies such as speech therapy. AS, AC and RR to arrange an EYFS visit.	AS,AC RR	
6	Learning Resources	RR to look into purchasing learning resources before April	Actioned. RR confirmed that she has purchased reading books and anything else that is currently required.		
7	Circulating info to governors	RR to ask Sally to include governors in all information circulated to parents	Actioned. AC to produce a governor newsletter at the end of term.	AC	
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	Actioned.		
9	Remote learning audit & Governance Priorities	RR, LJ, AC, CC and AS to meet to complete this audit document and review governance priorities	Actioned. AS, AC and RR have also met to look at curriculum and CC and RR have met re: safeguarding. AS to write up a visit report.	AS	
10	Monitoring Plan	RR and LJ to put together monitoring visits plan	RR reported that she had looked at some examples of a plan. A discussion took place, and it was agreed that monitoring		

			visits would be arranged and agreed with RR as required. It was agreed that a plan would put unnecessary pressure on staff. It was agreed that AS would add information re: visits/schedule/triangulation of information to the governor visit policy/protocol document.	AS	
<p><i>TS joined the meeting.</i> All governors welcomed TS and introduced themselves. Confidential minute.</p>					
11	Historical Data	RR and LJ to find this data and share with governors	RR to chase this up with LJ.	RR	
12	Safeguarding Audit	LJ to feedback to NY and ask about COVID specific questions	TS stated that the challenge checklist document does address COVID.		
<p>6. <u>WT future</u> Covered earlier in the meeting – confidential minute.</p>					
<p>7. <i>TS left the meeting.</i> <u>Head Teacher report</u> AC asked for any questions relating to the report shared prior to the meeting. Governors thanked RR and the subject leaders for their reports. RR confirmed that no result has been received as yet from the HLTA qualification. AC thanked all governors for their input into all work undertaken.</p>					
<p>8. <u>Post Ofsted Improvement Plan / SEF</u> AC confirmed that POAP and SEF will be picked up in the link governor visit meetings. HW added that it is very positive to see so many areas that are green on the plan.</p>					
<p>9. <u>Policies to adopt/review:</u> -Accessibility Plan -Anti-bullying Policy -E-safety & Social Media Policy -Missing child/late collection -Substance misuse -Information Security -RSE -Behaviour Policy CC had the following questions in relation to policies and the safeguarding audit: Training – RR reported that physical restraint training was booked by the previous headteacher but was cancelled. Currently only RR has received practical training. A practical session will be booked when possible. In the</p>					

	<p>interim there is an online session which all staff are completing by the Easter holidays. RR to include in the safeguarding file details about previous training undertaken.</p> <p>RR confirmed that all staff have now signed the acceptable use agreement. Parent signatures have also been received. Pupil signatures to be completed by Easter.</p> <p>RR confirmed that all staff have the correct form to complete if a bullying incident is reported to them. Staff to also complete an online training module.</p> <p>E safety policy. CC and RR to review at their next meeting.</p> <p>Behaviour policy – <i>CC asked if there is currently any child in school on a behaviour plan</i> – No.</p> <p>AC to send updated version of the anti-bullying policy to all governors.</p> <p>All policies agreed.</p>	<p>RR</p> <p>AC</p>
10.	<p><u>Updates/questions on any Health and Safety or Safeguarding issues, including SG audit</u></p> <p>AC to liaise with CC re: agreed policies to be included in the audit. AC to confirm details with CC.</p> <p>CC thanked all governors for responses re: the completion of the audit. CC to send to RR today. Teachers to have an opportunity to have sight of the document.</p> <p>Remote learning and E safety – CC asked governors to look at these documents in preparation for the impending ofsted visit.</p> <p>Weekly training programme for staff has now been drafted up to the end of the summer term. Governors will also receive this information. Commencing next week.</p> <p>Ladder of intervention paper is the current focus and is a very useful document. RR to feedback to AS following staff conversations relating to the ladder of intervention. CC confirmed that her link visit reports have been shared with governors. RR added that Kelly Hopper from 'Early Help' is to be included in today's staff meeting to give her input.</p>	AC
11.	<u>Link Visit Reports - questions on reports & planned meetings</u>	
12.	<p><u>Governor Training – to identify need and report on attendance</u></p> <p>CC leading training next week relating to Ofsted inspections and what to expect, including Ofsted framework. This will be for staff and governors.</p> <p>AS offered to put RR in contact with a Head who has recently had an ofsted visit. RR thanked AS for the offer.</p>	
13.	<p><u>Impact of meeting</u></p> <p>-Been open and honest as a team during discussions about the future of the school</p> <p>-Many discussions taken place which are key to the foundations for the future of the school</p>	
14.	<p><u>Date of next meeting</u></p> <p>Wednesday 24th March 9.00am</p> <p>Wednesday 21st March 9.00am</p>	

15.	<u>Any Other Business</u> A discussion took place regarding the recent report completed by Lisa Jones following her attendance at the last IEB meeting. Governors felt that the report had not captured all relevant information from the meeting. AC reported that she had discussed this with LJ and LJ had confirmed that she will include detailed information from all visits and meetings that she has attended in 1 full report.	
16.	<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 IEB meeting on 28.01.2021	AC
2	Minutes	CT to update minutes from 28.01.2021 with agreed amendments.	CT
3	Confidential minutes	To share confidential minutes from IEB meeting on 28.01.2021 with all governors. Future confidential minutes to be shared with governors.	CT
4	Governor newsletter	AC to produce a governor newsletter for circulation to parents at the end of term	AC
5	Visit report	AS to write up a visit report from the visit undertaken re: curriculum	AS
6	Link Visit	AS, AC and RR to arrange an EYFS link visit	AS,AC, RR
7	Governor visit policy/protocol	AS to add information re: governor link visits/schedule/triangulation of information to the governor visit policy/protocol document	AS
8	Historical data	RR to chase up historical data with LJ	RR
9	Safeguarding file	RR to include information relating to any relevant training staff have previously undertaken	RR
10	Safeguarding audit/policies	AC to liaise with CC re: policies included in the SG audit	AC & CC
11	Anti-bullying policy	AC to circulate updated version of the anti-bullying policy to governors	AC
12	Meeting with TS	AC to speak to TS and arrange an extra ordinary meeting with her asap Andrew Smith to be invited to this meeting	AC & AS