

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

Meeting of the Interim Executive Board

22nd October 2020 at 8.30am

Held virtually via Microsoft Teams

MINUTES

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

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> Apologies were received from Liz Dyer which received consent. It was agreed that AC and AS would continue to cover the areas allocated to LD. Governors wanted it to be noted that all governors are working to capacity whilst having reduced numbers.									
3.	<u>Confidentiality and Declaration of Interests</u> AC reminded all governors about the need for confidentiality. AS stated, that she would leave the meeting for the item relating to the future of Weaverthorpe as she has a conflict of interest.									
4.	<u>Minutes of the last meeting, 22.09.2020</u> The minutes from the meeting held on 22.09.2020 were agreed as an accurate record and signed by the Chair. These will be forwarded to school for filing. CT to check if IEB minutes are to be published on the school website. <u>Minutes of update meeting, 06.10.2020</u> The minutes from the update meeting held on 06.10.2020 were agreed as an accurate record.	AC CT								
5.	<u>Matters Arising</u> 22.09.2020									
	<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>Governor school email</td> <td>AC to circulate to</td> <td>Actioned and governors</td> </tr> </tbody> </table>	Point	Subject	Action	Outcome	1	Governor school email	AC to circulate to	Actioned and governors	
Point	Subject	Action	Outcome							
1	Governor school email	AC to circulate to	Actioned and governors							

	addresses	governors	using
2	'Registration of Business Interest' and 'Gifts and Hospitality' forms	All governors to ensure completion and return to school	All received.
3	Skills Audit	Governors to complete and return to AC who will then collate results	Completed and AC has reviewed and feels all areas are covered.
4	Standing Orders	AC to look into 'standing order 18' which is referred to within the document	AC has made enquiries and no response received. Agreed to accept as is.
5	Working Assumptions	Make agreed changes to the document	Actioned.
6	Staff Absence	RR to check for any changes relating to staff absence in light of COVID	Actioned. Attendance Policy to be reviewed at today's meeting.
7	Standing Agenda Items	Add 'Finance', 'Staffing' and 'Impact' as standing agenda items	On the agenda for this meeting.
8	Governor and Staff virtual meet	RR to speak to staff and identify possible dates	Arranged, 03.11.2020.
9	Baseline Assessment results	Feedback results to governors at next IEB meeting	On the agenda for this meeting.
10	Child Protection Policy	To share with staff and ensure they are encouraged to raise any comments	Shared with staff.
11	Code of Conduct & Child Protection Policy	Make agreed amendments to the document	Actioned.
12	Governor Training Record	To maintain governor training record	Ongoing.
13	Diocese online module	To arrange access for governors	Actioned.
14	Meetings	RR to set up next two meetings	Actioned.

Matters arising from update meeting - 06.10.2020

-CC stated that she is concerned about safety of the children in relation to staff numbers. A discussion took place regarding premises and staffing in relation to safeguarding. RR to raise this at an arranged meeting with a safeguarding lead from NYCC tomorrow.
CC confirmed that she has been overseeing the school's handling of some current safeguarding issues and that appropriate links with partnership agencies have been engaged. She assured governors that all processes

	<p>are being followed.</p> <p>-Remote learning and contingency plan – To be reviewed at this meeting</p> <p>-RR confirmed the approval from NYCC for the purchase of ipads and promethean boards.</p> <p>-AC confirmed that governor contact details have been circulated</p> <p>-CC reported that weekly safeguarding meetings between herself and RR have been arranged.</p>	
6.	<p><u>Finance</u></p> <p><u>Budget monitoring report for September</u></p> <p>FR shared monitoring report with governors.</p> <p>Explained the following variances:</p> <ul style="list-style-type: none"> • Staffing – reimbursement for work that was completed for Malton hub • Nursery – hours for each term are estimated. Lost income due to places not been taken up due to COVID. Schools will be funded based on last autumns numbers. • SEND funding – start budget based on April funding, 1 pupil's funding has since increased. • Pupil Premium – increased as now 2 additional pupils • COVID catch up funding – being spent on supply teaching • Catering – start budget was prepared early March. It was assumed 5 paid meals per day but obviously no income in Summer term. Paid meals actually 3 meals per day. • Staffing insurance – Summer absence • Non teaching – Assumed 4 week absence. For the revised budget assume up to end of autumn term and continue supply cover. • External funding – for paid nursery care extra sessions that parents pay for (none expected this term) • Teaching staff – FR suggested reducing headteacher by ½ day for revised budget in the summer term – this was agreed. • Supply – Catch up costs are included as is CPD. • Admin - Minor overspend. • Midday supervisors – Vacancy currently. • CPD – large start budget, expecting all to be spent if not it will roll forward. • Building and Maintenance – expect overspend to cover safety equipment and some fencing and lighting. • Utilities – based on historic usage. Water and sewage to be reviewed. • Electricity will overspend due to increased ventilation required. • Learning resources – expect to be fully spent with exception of swimming. • ICT – not expecting any overspend. • RR confirmed that the use of online banking is to be looked into. • Domestic supplies – assumed similar spending amount. • Catering – Start budget was looked at in February before new fixed meal price. 3 year plan will show a £3000 per year shortfall for catering. RR reported that other supply options are being explored in relation to catering. <p><i>Any hope for increasing pupil uptake for school meals?</i></p> <p>RR reported that a jacket potato option has been added this year and RR</p>	

	<p>has discussed with the cook possible ways to improve meals.</p> <ul style="list-style-type: none"> Professional services – small underspend on non-curriculum services. <p>Looking at how this affects the expected carry forward; expected in year surplus of £15000 down to approx. £6000. Expect to carry forward approx. £21000 at the end of the year. Capital – expect to have a small surplus. FR feels revenue position is quite positive and governors agreed.</p> <p><u>Benchmarking graphs – NYCC data, National Benchmarking data</u> FR explained that the information shared prior to the meeting shows Weaverthorpe compared to a selection of schools of similar size and with sparsity funding. Receive £26000 sparsity funding currently, this will go up to £45000. The following points were raised/discussed:</p> <ul style="list-style-type: none"> Data is based on July 2020 employee data which was 2.8fte at Weaverthorpe which was higher than the average. Average teaching staff salary is lower as is educational support staff. Admin hours are higher than average. Poorly funded compared to others. Teaching costs per pupil is average. Supply staff costs are high. <p>RR confirmed that a TA is due to complete her HLTA qualification imminently which could then impact the use of supply cover.</p> <ul style="list-style-type: none"> FR explained that education support staff costs are lower. Premises costs – water and sewage costs stand out as being high. Staffing costs were compared -Main area to look at is supply. <p><i>If TA does get HLTA qualification and can then cover teaching as required, will additional TA hours be required?</i> Yes. <i>Is anyone else interested in doing the HLTA qualification?</i> Not at the moment. AS felt that governors should keep in mind that the sample of schools is small and all the schools are very different. <i>Do SEND numbers have an impact on anything?</i> No benefit financially. <i>How secure are we about SEND numbers? Does that back up the argument for additional support staff?</i> RR stated that the children on the register need to be reviewed to check that the children don't just have large gaps in knowledge. Need more time to fill the learning gaps but there is a chance that these children have additional needs. It was agreed that more time is needed to confirm these judgments. Governors thanked FR for all the work done.</p>	
7.	<p><u>Post Ofsted Improvement Plan</u> <u>RR to explain 9 point scale</u> <u>Baseline Assessment results feedback</u> RR referred to the document circulated prior to the meeting. RR explained that this scale is implemented at Langton and is used by staff to determine where children are and the progress they are making. RR explained that the aim is for children to be at point 7 or higher by the end of the academic year. Staff use a variety of evidence to ascertain where</p>	

	<p>the children are; professional judgment, assessment and work completed. The system also helps teaching staff to work out target setting. RR shared the data for KS1 and KS2 with governors.</p> <p>A discussion took place about accelerated learning etc.</p> <p><i>As Headteacher what are you most worried about from this data?</i></p> <p><i>Year 4</i></p> <p>Governors agreed that the data is useful in this format.</p> <p><i>Do you feel that at the moment there are any barriers in provision including staffing?</i></p> <p>RR feels fairly confident that with the provisions in place, the children are making progress. Need to look at how the staff are used during periods of staff absence. New resources purchased for ipads are working well. RR confirmed that staff planning is very thorough and teaching potential is extremely strong.</p> <p>RR confirmed that there will be more support between Langton and Weaverthorpe, hopefully next half term. She added that some shared CPD has been arranged.</p> <p><i>FR left the meeting.</i></p> <p><i>RR asked AS if the data is useful in this format.</i></p> <p>AS stated, that it is good and as long as it is helping staff in school it is doing its job.</p>	
8.	<p><u>Staffing</u></p> <p>Covered elsewhere in the meeting.</p>	
9.	<p><u>Policies to adopt/review:</u></p> <ul style="list-style-type: none"> - Pay Policy – Approved. - Remote Learning & Contingency Plan – Approved with agreed amendments. - Attendance Management Policy – Approved. <p><i>AS left the meeting.</i></p>	
10.	<p><u>Updates on any Health and Safety or Safeguarding issues</u></p> <p>Health and Safety - RR reported that an NYCC Health and Safety inspection took place last week. The report has been shared with HW, and RR reported that work will be carried out to complete the actions identified. RR to thank Sally for the work done in preparation for the inspection/meeting.</p> <p>Safeguarding - It was agreed that governors had already covered concerns re: staffing impact and a community issue. No other significant safeguarding issues.</p> <p>CC and RR have had an online meeting. CC will share report with governors.</p> <p>CC also reported that herself and RR are working through the safeguarding audit. CC confirmed that she has contacted AS re: some information to include in the audit and is waiting to hear back from her.</p> <p>Safeguarding relating to remote learning is also being reviewed.</p>	
11.	<p><u>Governor Training – to identify need and report on attendance</u></p> <p>CC reported that she had completed a Financial Planning training course. CC & AC attended virtual course on church schools.</p> <p>AB to share information with RR about what governor training he has been</p>	

	<p>notified about in order to update school training records and identify any gaps. CC added that it had been identified that there are gaps in staff knowledge relating to safeguarding training and this is being addressed.</p>	
12.	<p><u>Any Other Business</u> Confidential minute. Ofsted Priority report forms – governors agreed that the proposed template will be used going forward. – to be added to the agenda of the next meeting for review and discussion.</p>	CT
13.	<p><u>Impact of Meeting</u></p> <ul style="list-style-type: none"> • Governors have a clearer understanding of where the children currently are in relation to progress and attainment and what is being done to address learning gaps. • From a finance point of view, governors have a better understanding of the current financial position of the school. • Decision made to employ supply teacher until Christmas will help provide stability within school. • Firming up of contracts for TAs will provide consistency for staff and pupils and improve staff wellbeing/morale. 	
14.	<p><u>Date of Next Meeting</u> Interim update meeting – Thursday 12th November 1.00pm IEB meeting – Monday 23rd November 9.00am</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	22.10.2020	Minutes	To sign and forward to school for filing	AC
2	22.10.2020	Publishing minutes	To obtain clarification re: publication of IEB minutes on school website	CT
3	22.10.2020	Training information	To share detail of governor training to enable updating of school records and identification of training gaps	AB&RR
4	22.10.2020	Discussion re: contacting RSC	To agree a plan to contact RSC regarding future plans for Weaverthorpe	RR,AC,HW
5	22.10.2020	Agenda for next meeting	Include 'Ofsted Priority report Forms' on the agenda for the next IEB meeting	CT
6	22.10.2020	Next meeting	To set up next 2 meetings on Microsoft Teams	RR
7	22.10.2020	Safeguarding	To raise premises and staffing with NYCC safeguarding lead in arranged meeting	RR
8	22.10.2020	Online banking	Look into online banking	RR

			possibilities/options	
9	22.10.2020	Catering supplies	Explore other catering supply options	RR