

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

Meeting of the Interim Executive Board

24th 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)

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> Liz Dyer was absent from the meeting, this received consent. AC advised that AS would be joining the meeting later. AC also informed governors that TS would not be joining the meeting as she had a commitment at another school.	
3.	<u>Confidentiality and Declaration of Interests</u> AC reminded all governors about the need for confidentiality. No declarations.	
4.	<u>Identify any items for discussion under Any Other Business</u> -RR requested that training dates x 2 could be agreed. -CC asked if there was any financial information to report since the circulation of the February monitoring report. HW confirmed that there is nothing new to report.	
5.	<u>Minutes of the last meeting, 03.03.2021 & 09.03.2021</u> The minutes from the meetings held on 03.03.2021 (plus confidential minutes) and 09.03.2021 as well as the Finance Committee minutes from 08.03.2021 were agreed as an accurate record and will be signed by the Chair and filed in school as soon as possible.	
5.	<u>Matters Arising</u> 03.03.2021	

Point	Subject	Action	Outcome		
1	Minutes	To sign and forward to school for filing from IEB meeting on 28.01.2021	AC confirmed that she has signed all minutes up to date and these are filed at school.		
2	Minutes	CT to update minutes from 28.01.2021 with agreed amendments.	Actioned		
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.	Actioned		
4	Governor newsletter	AC to produce a governor newsletter for circulation to parents at the end of term	Actioned		
5	Visit report	AS to write up a visit report from the visit undertaken re: curriculum	Actioned		
6	Link Visit	AS, AC and RR to arrange an EYFS link visit	To take place after Easter	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	Actioned		
8	Historical data	RR to chase up historical data with LJ	Actioned RR confirmed that the data covers all children currently in school since EYFS.		
9	Safeguarding file	RR to include information relating to any relevant training staff have previously undertaken	Actioned		
10	Safeguarding audit/policies	AC to liaise with CC re: policies included in the SG audit	Actioned		
11	Anti-bullying policy	AC to circulate updated version of the anti-bullying policy to governors	Actioned		
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	Actioned		
<u>Finance Committee meeting matters arising</u> AC advised that most of the actions from the meeting were for Fiona. HW explained that he had received the monthly comparison reports showing movements from one month to the next from Fiona (for January),					

	<p>but he didn't feel that this provided any useful additional information. HW to share this information with governors.</p> <p>It was agreed that HW would join conversations between RR and Fiona to enable governors to receive more information and HW to ask any relevant questions.</p> <p>A discussion took place regarding the monitoring reports and governors understanding of these reports. It was agreed that the narrative could be better along with coding which is difficult to understand. HW feels that the report does on the whole give the vital information that governors need.</p> <p>AC suggested requesting some bespoke training from NYCC relating to Finance, particularly understanding reports. RR, AC and HW to discuss this and make enquiries.</p> <p>Other actions were discussed, and it was assumed that Fiona has actioned these changes.</p>	<p>HW</p> <p>RR,AC, HW</p>
	<p><u>Extra IEB meeting 09.03.2021 matters arising</u> Confidential minute. <i>AS joined the meeting.</i></p>	
7.	<p><u>Updates on any Health and Safety or Safeguarding issues</u></p> <p>Health and Safety –</p> <ul style="list-style-type: none"> • RR reported that she worked with the staff and children to agree a new fire drill procedure. The lockdown procedure has also been revisited as this has been updated. After Easter, drills will be undertaken. • Works have been completed on the portacabin following flood damage. • Awaiting new parts for the hot water boilers. • A mirror has been installed so Sally can now see people approaching the main school entrance door. <p>Safeguarding –</p> <ul style="list-style-type: none"> • RR reported that safeguarding questions had been asked as part of the inspection and no issues raised. • CC confirmed that the safeguarding audit has been submitted. • CC also confirmed that the weekly safeguarding training programme is under way. Governors confirmed that they have received the information and no questions were raised. • AC thanked CC for her report which had been shared with governors. 	
8.	<p><u>Governance healthcheck feedback</u></p> <p>AC confirmed that the report from the healthcheck on 12th March has not been received as yet.</p> <p>It was noted that following the healthcheck, and attendance by Lisa Jones and Tracy Swinburne at IEB meetings, the planned governance review will not be going ahead as no governance concerns have been identified.</p>	
9.	<p><u>Link Visit Reports</u></p> <p>AC thanked governors for their circulated reports.</p> <p>No specific questions were raised relating to the reports.</p> <p>Governors were also given opportunities to raise questions at other times in the meeting and when the visit reports are circulated.</p>	

	<p>-Visit report central storage – A discussion took place regarding the storage of governor visit reports. It was agreed that AS would maintain the reports in an e file. RR to also keep a copy on the school server.</p>	
10.	<p><u>Governor Training – to identify need and report on attendance</u> Discussed possible finance training earlier in the meeting. AS reported that she had attended some wellbeing training on 16.03.2021 which could be fed into the wellbeing policy.</p>	
11.	<p><u>Policies to adopt/review:</u> -Behaviour Policy -Behaviour Principles -Music Policy -Stress Management Policy -Governor Visit Protocol -Staff Handbook Policies were circulated prior to the meeting and any suggested amendments made. All policies were agreed. AC reported that AB has checked the website and identified some areas to be updated relating to out of date information.</p>	
12.	<p><u>Head Teacher report - verbal</u> -Ofsted Inspection feedback RR thanked all governors and staff for their support last week during the Ofsted visit. Governors reiterated thanks to all members of the school community involved in the inspection. -Staff wellbeing RR reported that staff wellbeing under the circumstances is good. Staff are positive about changes in school and looking forward to the holidays but there is long term anxiety about the future of the school. -Return to school feedback RR stated that this was discussed in detail (with governors' present) at the inspection last week. She reiterated that the return has gone very smoothly with excellent continuity in learning. Children are very happy to be back in school. Assessments are underway and plans been made for interventions. COVID catch up interventions are to be managed slightly differently after Easter with interventions taking place daily. RR gave an update on staff training.</p>	
13.	<p><u>Post Ofsted Improvement Plan</u> RR reported that she has no updates except to say that there will be some amendments to the document which she will be working on with Lisa Jones. Lisa has informed RR that it is appropriate to continue to work to the POAP while developing a new SDP in line with the SPIP. <i>Does RR feel this is the best way to cover all areas until the summer?</i> Yes. Church school priority targets – AS asked about building these into the future plan. It was agreed that RR and AS would meet after Easter to review these targets. AC reported that visits will continue next term. CC asked governors doing visits to keep in mind safeguarding and SEND.</p>	RR,AS

14.	<u>WT Future Planning</u> Covered elsewhere in the meeting.	
15.	<u>Impact of meeting</u> <ul style="list-style-type: none"> • Future planning discussions relating to vital staffing leadership support • Rightly acknowledged the achievements of the school community in relation to the recent inspection • Church school priorities been re addressed • New agenda format has been more successful • Support given to Head Teacher to progress staff conversations • Governors very aware of the required leadership support and the duty of care to RR and other staff 	
16.	<u>Date of next meeting</u> Wednesday 21 st April 9.00am RR to contact Fiona re: a time to meet with governors. AC to advise Tracy Swinburne and Andrew Dixon of meeting date on Friday 16 th April 1.30-2.30pm Andrew Smith to be invited.	RR AC
17.	<u>Any Other Business</u> Agree x 2 training days – RR proposed 2 training dates for approval for academic year 2022/23. Monday 24 th and Tuesday 25 th July 2023. RR added that this time would be used as 4 twilight training sessions. CC asked why this proposal was the best use of time. RR explained that these sessions would be used to cover productive and relevant information rather than sessions immediately prior to the summer holidays. These dates were agreed by governors. AC confirmed that the letter to parents has been circulated.	
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 meetings, 03.03, 09.03, and finance meeting 08.03	AC
2	EYFS Monitoring visit	To arrange an EYFS monitoring visit to take place after Easter	AS, AC, RR
3	Monthly Finance update	HW to share the monthly financial updates with governors	HW
4	Finance Training	To make enquiries into bespoke finance training	RR,AC,HW
5	Update re:	AC to make enquiries and request an update	AC

	planned discussions	from TS and AD	
6	Staff discussion	RR to meet with staff to discuss contracts and feedback to governors	RR
7	Leadership costs etc	HW and AC to discuss leadership plans with Langton FGB 25.03	HW,AC
8	Church School Priority Targets	AS and RR to meet after Easter re: Church School Priority Targets	AS, RR
9	Finance update	RR to speak to Fiona to arrange a time to meet with governors	RR
10	Meeting 16.04	AC to advise TS and AD of meeting date 16.04	AC