

DOWNLAND VILLAGE SCHOOLS FEDERATION

INTERIM EXECUTIVE BOARD MEETING

**A meeting of the IEB held on 14th June, 2023.
This was a virtual meeting.**

Present: Mrs R Cumming (RC), Mr C Hawker CH), Mr P Little (PL), Mrs S Samson (SS) and Mrs N Waters (NW)(Chair).

In attendance: Mr D Bertwistle (DB)(Executive Headteacher and Mrs C Vigor (CV) (Clerk).

APOLOGIES

560. All members of the IEB were present.

DECLARATIONS OF INTEREST

561. There were no declarations of interest from those present.

MINUTES OF THE PREVIOUS MEETING

562. **Resolved** – that, subject to minor amendments discussed and agreed, members approve the minutes of the IEB meeting held on 15th May, 2023.

563. **Resolved** – that the Confidential Part II minutes of the meeting held on 15th May, 2023 be signed as a true record.

MATTERS ARISING

564. Items in the Action Logs were reviewed and, where appropriate, marked as complete.

8th March 2023			
Minute	Action	By Whom	Reported completed
111	Staff survey	NW	14/6/2023
27th March 2023			
Minute	Action	By Whom	Reported completed
204	Addition of milestone dates to the SIPs	RC/SS/NW/DB	Working Party to Action 15/6/23
206	Workshop for formation of federation wide improvement plan with school specific info	Working Party	Working Party to Action 15/6/23
234	Communication to parents regarding parent governor elections	NW	Agenda 14 th June Meeting
3rd May 2023			
Minute	Action	By Whom	Reported completed
418	Report on status of each group of pupils, with progress and narrative, for June IEB Meeting	DB	Agenda 14 th June Meeting

445	Circulate MOU	NW	14/06/2023
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15th May 2023			
Minute	Action	By Whom	Reported completed
453	Provision of overview of National College training available to staff and governors	DB	
455	Meeting with parent regarding Chartwell's complaint	DB	14/6/2023
456	Provision of Redundancy policy to staff	PB	14/6/2023
468	Circulation of appendix 5	JW	DB to remind JW
501	Information on cost and frequency of grass cutting at Rogate	DB	14/6/2023
514	Status Quo version of Rogate budget	NK	14/6/2023
530	Circulate MOU	NW	14/6/2023
542	Notification of amendments and provision of revised SEND policy	All/DB	14/6/2023
550 i) & ii)	Items for executive headteacher's report by 7 th June	DB	14/6/2023

Access to National College Training (previous minutes 295, 366 & 453/23)

565. DB had yet to complete this action but would do so before the end of term.
Action: DB

566- 571. Confidential Part II minutes.

CHAIR'S ACTIONS

572. There were no actions to report not covered by the agenda.

REPORT OF EXECUTIVE HEADTEACHER

Progress & Attainment and Targeted Intervention Plan

573. DB confirmed that the spring assessment data set had been used.

Q. Are any of our schools being moderated by West Sussex for any key stage?

574. DB replied that key stage 2 writing at Rake would be moderated on Friday 19th June.

Compton & Up Marden

575. DB reported that the majority of pupils were meeting or exceeding age related expectations at Compton & Up Marden. Those who were not meeting ARE were being well supported with specific interventions.

576. With regard to year 2 phonics, comment was made that there appeared to be a fairly large discrepancy between the teacher prediction (63%) and Teacher Assessment for reading (100%). DB explained that this was attributed to a reticence on behalf of staff to predict the phonics score as it was only the first year of RWI. The whole class bar 2 pupils had met expectations, which equalled 82%. DB

commented that it was clear that the investment in Read, Write, Inc had been the correct decision.

577. Concern was expressed regarding the low number of year 3 pupils who were on target for writing and maths in key stage 2. DB explained that two children who had joined the cohort had arrived with no key stage 1 data and that the cohort was generally weak, although not enough to warrant formal SEN additional support.

Q. How are you monitoring interventions to ensure that they are making a positive impact?

578. The IEB were informed that the headteacher and the SENDCo met termly to consider records of impact and where needed interventions were then adjusted.

Q. When considering the predictions, the data for key stage 2 looks weak. Is that your interpretation?

579. DB explained that part of the picture was the absence of structured phonics learning. Pupils at the top end had been through the school when it was not performing well and therefore did not always experience focused quality teaching. He explained that the SLT were considering introducing the Read, Write, Inc spelling programme to increase children's confidence. He commented that there would be little point in doing this if impact could not be gauged and therefore regular testing would be introduced from September.

(Mrs Cumming left the meeting at this point)

580. Concern was again expressed regarding the discrepancy between test data and teacher assessments in all subjects . If assessments were inaccurate then incorrect interventions may be identified and implemented. DB was asked how the Deputy Executive Headteacher ensured accuracy.

581. DB replied that assessing the data had culminated in the deputy and himself rethinking parts of the assessment process, which was not completely secure in some places. He expressed the view that the introduction of more regular testing would help and he expanded on what this would look like. In addition, a piece of assessed writing each half term would also be reintroduced.

Q. Regarding teacher assessment accuracy, is training needed?

582. One Inset day in September would be used to address this for all 3 schools.

583. DB explained that pupil premium and SEND pupils received maths interventions. All PP pupils also have SEN and therefore it was possible to use the PP funding to support this. The school had been assessing those pupils who had SEN but were not disadvantaged to ensure they were making progress and he assured the IEB that they were.

584. Comment was made that a piece of work was needed to look at where the needs of disadvantaged pupils required addressing.

585. DB replied that this was something the SLT had already started to consider.

Rake

586. The IEB noted that, in year 1, there were no pupils with SEND or who attracted pupil premium. Within the cohort of 11 pupils, one child had been disapplied as they

were newly arrived. 8 pupils had met expectations, which equated to 80%. The two pupils who did not had missed by only one mark. The pupils who had retaken phonics in year 2 had all passed.

587. A moderation meeting was planned for 3rd July. An expansion of transition provided would be considered at the July inset day.

588. The point was made that accuracy of assessment was essential as it allowed schools to ensure those pupils who needed additional support were identified.

589. DB explained that the school would be assessing the needs of individual pupils who were not making progress. The deputy executive headteacher took a lead on this. The IEB was reminded that a high proportion of year 6 pupils at Compton & Up Marden had SEN.

590. Regarding staff movement at Rake from September, DB outlined arrangements in place to support new teachers and teachers moving to teach new year groups. Two ECTs would be joining the school and training for them would be tailored to need.

(Mr Hawker arrived at this point)

591 – 592. Confidential Part II minutes.

Rogate

593. Comment was made that the expected GLD for reception was low, yet only one child had SEN.

594 – 595. Confidential Part II minutes.

596. DB commented that the predictions for year 2 were looking good. The IEB were once again concerned that the teacher assessment provided did not bear this out. DB replied that the predictions he was referring to were newly completed and therefore were more reliable than the spring assessments.

597. Concern was expressed regarding the Year 6 data, although it was acknowledged that it was a small cohort. DB commented that the children had received extensive support and were making the most progress that they were capable of.

598. It was noted that by the date of the next meeting the year 6 SATs results and assessments would be available.

Q. How reliable do you consider the predictions across the federation?

599. DB replied that for Rogate he considered them to be spot on and at Rake the predictions made by the ECT had been supported by an experienced teacher. Regarding Compton, DB commented that he was less clear how accurate they would be but was certain that they would be more favourable than for the previous year.

Q. What is the accountability for teachers in terms of pupil outcomes?

600. DB replied that progress was the first target for all teachers' appraisals and expanded on what this looked like.

(Mrs Cumming returned to the meeting this point)

601. The IEB noted that writing was lower performing across all three schools and would figure in discussions at the forthcoming school improvement working party meeting.

Structure, Roles & Responsibilities for Senior Leaders

602. The chair reminded the IEB that the executive headteacher had been asked to provide a one year temporary structure with roles and responsibilities outlined. A permanent structure would require consideration and approval at a later date. The TLR for the temporary structure had already been approved. The staff concerned would be reminded that this structure was temporary for one year whilst the most effective permanent leadership structure was considered. After discussion it was agreed that application for these temporary posts was not required. When the permanent structure has been agreed applications would be invited.

603. Regarding roles and responsibilities, comment was made that senior teachers needed to be the first point of contact at each school if they assumed the day-to-day leadership of the school. It was agreed that this required clarity and would be discussed at the forthcoming working party meeting.

604. The chair reminded the IEB that reports written by local authority education advisor Liz Walker would be considered at the school improvement working party meeting, together with other external reports, which would allow the IEB to upskill their knowledge of each school. The external reports would include any provided by the diocese, any safeguarding reports and other local authority reports.

Q. In terms of inspection grading where do you think Compton is at this moment?

605. DB outlined outstanding issues at Compton and Up Marden but commented that he felt the school was close to good and would be hugely disappointed if that grade were not given during the autumn term.

606. DB was thanked for his report.

ROGATE RESTRUCTURE

607. The IEB was reminded that a redundancy at Rogate was no longer required as one member of the teaching staff would be leaving at the end of the year for a new post. The vacancy created would not be recruited to.

Meeting with Parents and Carers

608. Following the meeting with parents and carers, a small number had offered their services to the school to help promote it and this was welcomed by the IEB. CH agreed to represent the IEB as part of a working party to help promote the school which would be led by the executive headteacher. The volunteers would be asked to be part of the working party. It was agreed that when the new governing board was in place, responsibilities would be shared more widely.

609. DB reported that the parents concerned were already meeting in a small group and coming up with ideas, but a working party would formalise things. DB would approach those concerned to exchange contact details.

Action: DB

Meeting with Parish Council & Councillor Kate O'Kelly

610. The chair had met with a local parish councillor and the local West Sussex County Council member. The parish councillor had indicated that they would welcome stronger links with the school and had intimated that they may also be able to provide small pots of funding for the school.

Admissions Issues

611. The local West Sussex County Council member, Kate O'Kelly, had undertaken to investigate admissions issues that had been highlighted by parents at the meeting. In addition, contact had been made with the Bohunt academy trust and further discussion would be pursued. SS agreed to support DB in taking this forward.

Action: DB/SS

Pupil Numbers Update

Q. Are there any changes to the pupil prediction numbers for September?

612. DB reported that the number on roll for September at Rogate was currently expected to be 62 although the IEB was mindful that this could still change.

Budget Update & Financial Modelling

613. The IEB was informed that a child with an EHCP who had been expected to join year R in September would no longer be enrolling at Rogate. This would have an effect on the budget as the school business manager had budgeted for the funding that had been expected to support this pupil.

614. It was reported that the amount for the executive headteacher's salary had not been apportioned in the budget calculations, this would have an effect on the teacher cost centre resulting in an overspend. It would also add to the anticipated deficit budget position.

615. PL informed the IEB that the apportionment for the salary had been factored into some cost areas but not all. However, due to the change in the number of teaching staff from September it would not be a large issue this year. PL would carry out a financial monitoring visit on behalf of the IEB before the end of the academic year.

Action: PL

ROTHER VALLEY GROUP

Memorandum of Understanding

616. The chair reported that she had asked for clarification on a few points of the MOU but was happy to recommend that the IEB consider it for approval.

617. **Resolved** – that the IEB approve the Memorandum of Understanding for the Rother Valley Group. The MOU would be signed and returned by the chair.

618–621. Confidential Part II minutes.

SUBSTANTIVE GOVERNING BODY

622. The chair reported that she had been considering how the transfer of governance from the IEB to a substantive governing body would be effected. She had

been working with governor services to consider a proposal for a shadow governing body which had been submitted to Paul Wagstaff and had been approved.

623. A shadow governing body would be in place from the 1st of September 2023 with a membership of 12 governors on its instrument of government:

- executive head teacher
- three elected parents (one from each school)
- one elected staff governor
- one local authority governor
- three foundation governors
- three co-opted governors (to be recruited during the autumn term following a skills audit).

624. The chair explained how the shadow governing body and IEB would operate together. The IEB was likely to continue for around six months from September or for as long as it was needed. Responsibilities would gradually be delegated to the shadow GB who would resume governance at the point at which the IEB withdrew.

625. It was recommended that the IEB and the shadow GB met together from September, with a finance committee comprising members of both groups. The business meeting at the start of the autumn term would be used to look at roles and responsibilities. Half termly full governing body meetings were proposed for the following academic year.

626. Letters to parents regarding governor recruitment would be circulated to parents during the coming week.

Action: NW/DB

POLICIES

Safer Recruitment Policy

627. This policy had been based on the model West Sussex policy.

628. **Resolved** – that the IEB approve the Safer Recruitment Policy.

Internet Safety and Acceptable Use Policy

629. This policy had been based on the model West Sussex policy. A few minor amendments were proposed and discussed.

630. **Resolved** – that, subject to the amendments agreed, the IEB approve the Internet Safety and Acceptable Use Policy.

Supporting Pupils with Medical Conditions Policy

631. The IEB noted that this was a new statutory requirement. The proposed policy had been adapted from a model offered by The Key.

632. After discussion it was proposed that the policy be federation wide, with a personalised appendix for each school. The use of appendices would allow the policy to indicate what the procedure was in an individual school.

633. **Resolved** – that the IEB approve the supporting pupils with medical conditions policy, subject to the amendments agreed.

Q. Are the schools still required to have a Remote Learning Policy in place?

634. DB replied that he would take advice on this and report back to the IEB. However, he commented that he would be reluctant to lose such a policy in case it were required in the future. The IEB agreed that it should remain in place. The policy required review and would be brought to the next IEB meeting.

Action: DB

635. In addition to the Remote Learning Policy the following were required for the next IEB meeting:

- Relationships, Sex and Health Education policy
- Sports Premium report for all three schools
- Children with health needs who cannot attend school policy

Action: DB

SEND Policy

636. Amendments proposed by SS to make the policy federation wide were approved by the IEB.

637. **Resolved** – that, subject to the amendments agreed, the IEB approve the SEND Policy.

DATE OF NEXT MEETING

638. The next meeting of the IEB would take place on Tuesday 11th July. This would be a virtual meeting.

DATES OF FUTURE MEETINGS

639. NW would formulate a calendar of dates for meetings for the next academic year.

640. There being no further business the meeting closed at 15.30pm.

CHAIR.....DATE.....

ACTION LOGS

27th March 2023			
Minute	Action	By Whom	Reported completed
204	Addition of milestone dates to the SIPs	RC/SS/NW/DB	Working Party to Action 15/6/23
206	Workshop for formation of federation wide improvement plan with school specific info	Working Party	Working Party to Action 15/6/23

15th May 2023

Minute	Action	By Whom	Reported completed
453	Provision of overview of National College training available to staff and governors	DB	
468	Circulation of appendix 5	JW	

14th June 2023

Minute	Action	By Whom	Reported completed
565	See minute 453	DB	
609	Arrangements to set up informal working party	DB	
611	Admissions discussion with Bohunt MAT	DB/SS	
615	Financial Monitoring visit	PL	
626	Letter to parents regarding governor recruitment	NW/DB	
634	Remote Learning Policy	DB	
635	Reviewed policies for July meeting	DB	