

Meeting of the Roselands-Stafford Federation – Interim Executive Board Held on Tuesday 21st April 2020

The meeting started at 9.30am and finished at 12.38pm. It was clerked by Sarah Greed.

Present: Penny Gaunt (PG) (Chair), Janet Bowen (JB), Claire Roberts (CR), Clive Wormald (CW), Anne Allison (AA)

Staff: Kyra Siddall-Ward (KSW) (Executive Headteacher)

Attended by: Sarah Greed (Clerk)

Apologies: None

MINUTES:

1. Welcome and Apologies

Introduction - Remote IEB Policy

Members were welcomed to the meeting. There were no apologies. AA will be observing PG

Remote meeting policy

The following amendments were proposed to the policy. The name Roselands-Stafford Federation is to be used in all documents. The policy will be dated with today's date. Clerk to update policy and add to policy review cycle.

The policy was approved by all members.

Action: Remote access policy to be dated with today's date.

Review Agenda

No. 4 Invitees should be considered for future meetings such as Heads of School (HOS) and the School Business Manager (SBM).

No. 6 The safeguarding monitoring report in relation to COVID19 will be considered.

No. 7 The ESBAS report will be included and proposals for additional support for attendance and premises.

No. 7.2 Pupil outcomes will be included.

No. 8 Include Pupil Premium (PP), sports premium and decisions in relation for services to schools.

No 9 Include prevent and e-safety training for IEB members.

2. Declaration of Business Interests and Confidentiality Forms

IEB members had completed their forms. CW is a member of the Peacehaven Heights IEB which had been added to his declaration.

Declarations were as listed on the declaration of interest forms.



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3. Interim Executive Board (IEB) Membership – Notice of Appointment 20 March 2020

The notice of appointment was received by email on the 20th March 2020. A confirmation letter was received on 2nd April 2020.

4. IEB

4.1 Brief summary and establishment of IEB

CR: The Local authority (LA) had had ongoing concerns for quite some time. In June 2016 the school was judged as good by Ofsted but results went into decline. The LA issued a warning notice in autumn 2017. AA then joined the governing board as an additional LA governor and provided support for a more effective way of working. A LA progress group was commissioned, chaired by CR. The headteacher and chair they left the school in December 2018. AAs tenure also ended. In January 2019 Jon Maxwell (JM) was seconded as Interim Executive Headteacher and brought his own Chair of Governors. From September 2019 Richard Sage (RS) took over the role of Chair of Governors. Results continued to decline with the PP gap increasing. Attendance was also of concern. The school remained a category 4 but the school was showing green shoots. In December 2019 the LA had a formal meeting with the chair and headteacher to implement a partnership with Cavendish school. The partnership began the second week of January 2020. Ofsted visited the school in the third week of January and judged the school as requiring special measures. Ofsted had recognised the green shoots but it was too soon for green shoots to have had an impact. The progress group had continued to run pending the implementation of the IEB. A statement of action was prepared. It had to go to Ofsted within 10 working days of the report being published. The report was published to parents but not on the Ofsted website due to the Covid19 situation. Ofsted has acknowledged the statement but had not provided comments yet. Governors were consulted regarding the implementation of an IEB. Governors were disappointed but acknowledged that a change in governance was needed. The Interim Executive Head left the school at Easter after securing a post elsewhere. KSW will be the executive head for terms 5 and 6.

4.2 Handover arrangements from Roselands and Stafford Federation Governing Board

There was a brief meeting involving with PG, RS, KSW and CR. The handover arrangements were straightforward. The Roselands-Stafford clerk will continue to clerk for the IEB.

4.3 Way of working as a Federation IEB

PG: This is the first federation IEB. The original idea was to discuss Roselands every other month but this will not be possible as there is joint working across the schools. Also safeguarding will need to be discussed for both schools at meetings. Future agendas will be set partly at the IEB meeting and then finalised by KSW, PG and the Clerk. PG will also have remote visit meetings with the schools during the Covid 19 Lockdown.. The need to invite heads of school to present papers will be influenced by how KSW prepares the report.



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KSW responded that she was planning to write part of the report with the HOS. For too long they have not understood their role and they need to be involved in the whole Federation picture. It is very important that they are included.

PG: Do they need to attend all of the meeting?

KSW responded: They could start with responsibility for an area of the headteacher report. It can then be reviewed.

PG: How does the SBM work with the other personnel to manage and monitor the finances?

CW: The budgets are prepared by the separate schools and the SBM has oversight.

SBM could attend the next with finance at the top of the agenda. KSW and CW had been involved in the budgets and amended them quite significantly. CW cannot attend the school at the present time and therefore it was agreed the SBM should attend the next meeting with finance as the first item.

Action: HoS and SBM to attend for part of the next meeting

Action: Finance to be first item on the agenda

4.4 Letters to Parents / Carers / Staff - discuss responses

There would normally be a meeting for staff and parents once the IEB is established but it had not been possible at this time. A letter and powerpoint presentation had been sent to parents, which covered what the priorities were and mentioned academy proposals. Parents were invited to ask questions and they had all been responded to. KSW had also followed up queries with individual parents. The previous headteacher had been asked to address a complaint that had not been responded to. There had been very minimal further response. One set of parents with children at Roselands had removed their children from the school.

For the September intake Stafford will have 89 children, 83 of those are first preferences. Roselands will have 90 children with 70 being first preferences. There were 83 first preferences originally so there have been 5 families lost. Over time children transferring from Roselands to Stafford had increased which indicates a level of confidence from parents.

4.5 Date for Parents' Meeting/Forum

The IEB is currently unable to set a date for a parents meeting. It might be possible to set a date for a further presentation around the end of term 5. More might be known about schools nationally by that point. It was felt that the key priorities from the statement of action could be sent to parents with a brief commentary on progress made.

Action: Write to parents at end of term 5

Parents had raised the idea of a parents forum. It could be tested by asking for any parents to put themselves forward for a parent forum. The issue will be discussed at the next



IEB meeting. However, first contact remotely would be difficult and it would be better to do it face to face. Parents could then be engaged in the correct way.

Action: To be added to the next IEB agenda.

4.6 Scheme of Delegation - Stafford

Action: Deferred to the next meeting

5. Terms of Reference

The following amendments were proposed. The terms of reference should refer to the executive headteacher and not the headteacher. The agreed date should be added. Under conduct of the IEB, RCS should be changed to LA. Clerking of the meeting will be through the clerk employed by the Roselands-Stafford federation to be added. The service level agreement to be removed.

The terms of reference were approved by all members subject to the above changes.

Action: Terms of Reference to be amended.

5.1 Appeals Panel

The appeals panels are not normally made up of members of the IEB. There is a list of ESCC officers from whom they could be drawn. If there was need for the panel PG would liaise with the clerk and LA officers to set up a panel.

5.2 Safeguarding / SEN Members

Safeguarding - PG

SEN - PG

Health & Safety - CW (CW to complete relevant Health & Safety training)

Action: CW to complete relevant Health & Safety training

6. Update on School Closure – Covid-19 Arrangements

A report was sent to governors prior to the meeting.

There has been an increase in numbers of pupils. Yesterday had seen 68 children in school. As part of the risk assessment it was agreed that there would be no more than 10 children in a class so more classes had been opened. There were 21 children in years 3/4. A daily assembly for pupils and a daily briefing for staff had been introduced following an updated risk assessment. Timetables had been reviewed to make sure learning is happening. Hot meals are being served. Mini buses are bringing vulnerable children from across Eastbourne. 10 children who had social workers attended over Easter and children with Education, Health and Care Plans (EHCP) are also attending. There are additional safeguarding actions happening for children who are not attending school. FSM vouchers have been sent out but the system does not work well.



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For safeguarding a risk analysis was carried out using ESCC information and known issues. A rag rated spreadsheet has been prepared and phone calls are delegated to staff. Phone calls occur daily or a couple of times a week depending on the level of risk. The list is reviewed weekly and some families may move into the red and require more contact. There is constant communication with Children's Services.

Also see confidential minutes.

PG: Do you have staff who are reluctant to come in and who do not meet the criteria for not coming in?

KSW: Yes, and it has been challenging. There are no year 6 teachers in from Stafford.

KSW was thanked for a very thorough report.

CR: A very thorough risk assessment underpins the decisions made. It takes into account the guidance and feedback. KSW has been responsive to how others are feeling.

PG: With the current general learning environment at Stafford could teachers sort out their classroom working environments whilst schools are shut?

JB: There may be backlash from unions. Staff should not be expected to come in for this purpose because of the risk of infection. Teachers are not responsible for the displays. It is a job for the TAs.

Individual staff including some from Stafford had asked to go in but the union will get involved. Guidance recommends that only staff working directly with children or responsible for opening and closing should be on site. It feels not reasonable but it is a lockdown.

It was agreed not to let staff come in unless working with children.

7. HT Report

7.1 A copy of the nurture report had been sent to IEB members prior to the meeting. The inclusion head had thought this was a positive report. KSW would prefer to make some changes.

7.2 Attendance

There is concern about attendance. Processes and structures are not in place. Cavendish has the best attendance in the LA and other schools have reviewed their model. Cavendish would want to use the model with Roselands and Stafford and therefore train the pupil support managers ready for term 6.

PG: Will the cost be met from the money transferred into Cavendish budget?

KSW: Yes, it had been agreed in principle.

8. Finance

Current budget positions and proposed budgets for 20/21 - Roselands and Stafford Stafford



The report prepared by CW is more up to date. CW and KSW had discussed the budget. KSW had taken the original budget and made alterations on staffing which were now reflected in the budget. Additional costs were included for one member of staff who had left until the end of August. There was a large surplus showing for 20/21. Redundancy has been included for period 12. Building improvements final figure had reduced by £20,000 which related to playground equipment.

The CPD figure had been bolstered. The new leadership may wish to implement additional training. There is also increased provision of £20,000 for curriculum resources. The PE sports grant had been reduced for all schools. The Government indicated it will not continue beyond August. There is sufficient expenditure for this years sports grant. So far the PP spend had yet to be established. There is £15,000 in short term contingency which could be used for any extra staffing costs.

The carry forward (c/f) is around 3.6% which is expected for a school this size. Anything over 8% would be questioned. The proposed staffing allows extra money as long as pupil numbers stay up. Currently the c/f would be over 8% in year 3 but the school will then be an academy so the IEB should not concentrate on that year. The 20/21 budget c/f is reasonable and allows £50,000 provision for school improvements. The ESCC will pay for some of the work.

PG: Have you got 0.6 coming out of the Stafford budget for an executive head for 21/22?
CW: Yes

It is an extremely healthy budget moving forward. The school could invest in posts now such as appointing a teacher to provide relief for assistant heads. This could be by a fixed term appointment or a secondment to provide release and support for teaching and learning.

The PP grant analysis needs to be completed. KSW had received further information today.

All IEB members agreed the budget.

There will be a further report of the PP and sports grant spend at the next meeting.

Action: Report of the PP and sports grant spend to be available for the next IEB meeting.

All IEB members agreed Services to Schools.

PG: Are you buying into governors support?
KSW: Yes, in both schools.

PG: Do you only buy in once for a Federation as it is only one board?
CW: It is pupil numbers per school.



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Action: KSW will double check regarding governor services charges.

Building issues.

Proposals were made available to IEB members before the meeting.

PG: How expensive is the asbestos testing work on the trim trail?

KSW: It is not as bad as originally made out. The SBM had been asked to obtain a quote. One issue was the fence that could be removed. Quote to be brought to the next meeting for discussion.

Action: Quote to be brought to the next meeting for discussion.

PG: Has the deposit for the playground equipment been lost?

KSW: There was a time limited grant for the playground equipment. The company currently have the deposit.

PG: Has the company been asked?

KSW: The company is not responding.

PG: Is there any paperwork saying there is a time limited deposit?

SBM will be asked to investigate.

Action: SBM to investigate recovering the deposit for the playground equipment.

If possible the deposit should be returned. This is no longer a priority.

The school building puddle on the flat roof and the gaps had been completed.

Proposals numbered 1 to 4 were approved.

PG: How much would proposal 5 cost and is it in the budget?

KSW: When the survey was completed the small toilet block met the requirements but the large block did not. There was an agreement to get rid of the small toilet block and improve the large toilet block with Stafford contributing money. There had been no further updates.

Action: KSW will try and have a remote meeting with Greg at county to discuss.

It was agreed that the IEB would need to know how much it would cost in total and how much is in the budget before going any further.

Proposal 6 was agreed.

Proposal 7 painting and decorating needs to be completed. It was unknown whether it would be classed as essential work. Farringtons are the company completely the work but they are currently on lockdown. Some work is going on at other schools and the current guidance was relaxed on schools for essential maintenance. There is now a sum of money



which can not be overspent. The SBM is acquiring quotes and they will be brought to the next IEB.

Action: Quotes to be obtained for printing and decorating.

KSW: Are new quotes needed for the IEB?

CW: Yes

Front gates and security fencing is a safeguarding issue.

Action: CR will raise with Stuart Gallimore and Fiona Wright if no response is forthcoming.

PG: Is the back gate a safeguarding issue?

KSW: Yes, there is a live wire poking out.

Pupil outcomes

To be covered at next meeting

Action: Pupil outcomes to be discussed at the next IEB

7.1 Health and Safety Audits – Stafford and Roselands

The action plan for Roselands and Stafford will be brought to the next meeting.

Action: Healthy and Safety action plans to be discussed at the next IEB.

7.2 HT Performance Management Review

Action: PG needs to meet with Kyra

7.3 Pay Committee

Action: Set a date at the next meeting

7.4 Statement of Action

- Ragged update

To come to the next meeting

Action: Statement of Action to be discussed at the next meeting

9. Safeguarding

DBS checks for IEB members

DBS checks are in hand.

Single Central Record (SCR) check

IEB members will show their photo identification to the SBM at the next meeting.



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Action: IEB member to bring photo ID to the IEB meeting.

Action: To be discussed at the next meeting

Safeguarding Audits - Stafford and Roselands

Action: PG will review very carefully to check for sufficient evidence. To be discussed at the next meeting.

Action: An update to be included in the next headteachers report.

Members Training:

- Keeping Children Safe in Education
All IEB members have read

- Safeguarding training for members
PG completed training in January

Action: CW will check and complete on online if needed.

Action: JB will double check.

- Safer recruitment
Training completed by all.

The safeguarding audit references training for prevent and e-safety.

Action: Clerk to provide prevent and e-safety training link for IEB members.

Thanks were offered to KSW for the high quality reports submitted.

10. Website and Statutory Requirements:

Website Review - deferred to the next meeting

Policies (Approval of model ESCC Policies)

For policies where governing board is mentioned it refers to the interim executive body.

For policies where headteacher is mentioned it refers to executive headteacher.

- **Appraisal Policy**

The policy will run until 31st August 2020. The review date will be September 2020.

All IEB members approved the policy

- **Capability Policy**

All IEB members approved the policy

- **Child Protection and Safeguarding Policy**

All IEB members approved the policy

- **IEB Complaints Policy and Procedure**

Action: To be completed and sent to PG for approval.



• **Disciplinary Procedure**
All IEB members approved the policy

• **Grievance Procedure**
All IEB members approved the policy

• **Health & Safety Policy**

Action: Health and Safety link governor to be added.

All IEB members approved the policy

• **Managing Change Policy**
All IEB members approved the policy

• **Managing Unacceptable Performance of Support Staff**

Action: The title needs to be updated.

All IEB members approved the policy

• **Pay Policy - approved**
All IEB members approved the policy

• **Preventing Radicalisation Policy**
All IEB members approved the policy

• **Recruitment and Selection Policy**

There is an additional safer recruitment policy.

• **Retirement, Redundancy and Pensions – Teachers Policy**
All IEB members approved the policy

• **Whistleblowing (Raising Concerns) Policy**
All IEB members approved the policy

• **ESCC Staff Code of Conduct and Behaviour**

Action: To be brought back to the next meeting for approval. The policy is to be re-worded regarding dress expectations.

Action: Home visits policy to come to the next meeting.



Children services have just published further guidance on home visits.

Action: CR to check whether there is a model policy for positive handling.

There is no longer a managing allegations against staff policy. It is in the CP and safeguarding Policy

• **Federation Behaviour for Learning Policy**

Action: RS and JM names to be removed.

All IEB members approved the policy

• **Attendance and Punctuality Policy**
All IEB members approved the policy

• **COVID -19 Addendum to Safeguarding Policy**
All IEB members approved the policy

• **Equality Objectives April 2020-2024**
Objectives must be in relation to the protected characteristics.
All IEB members approved the policy

Action: The objectives to be reviewed at the next meeting.

Action: Children Missing Education Policy to be brought to the next meeting.

Action: Policies will be dated with today's date and PG will sign electronically.

11. Future Leadership Arrangements - SEE CONFIDENTIAL MINUTES

12. Agenda Items for Next Meeting:

- Statement of Action ragged update to next meeting
- SEF - will be ready for the end of term 6. The SEF template is currently being re-designed.
- Updated Headteachers Report
- Other standard items
- Policies - as per policy review cycle
- Roselands budget
- H&S audit and action plans
- Pupil outcomes
- Website review
- Policy review cycle

13. Close and Date of Next Meeting

Remote meeting on Tuesday 19th may at 9.30 - 12.30



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Meeting closed at 12.38

NO	ACTION	BY	STATUS
1	Remote access policy to be dated with todays date.	Clerk/KSW	
4.3	HoS and SBM to be invited to the next IEB meeting	PG	
4.3	Finance to be first item on next IEB meeting	Clerk	
4.5	Write to parents at end of term 5	KSW/IEB	
4.5	Remote parents forum to be discussed at the next IEB meeting.	PG	
4.6	Scheme of Delegation to be included in next IEB meting	CW	
5	Terms of reference to be updated	KSW	
5.2	CW to complete relevant Health & Safety training	CW	
8	A further report of the PP and sports grant spend at the next IEB meeting.	KSW/CW	
8	KSW will double check regarding governor services charges.	KSW	
8	KSW will try and have a remote meeting with Greg at county to discuss toilet block improvements	KSW	
8	CR will raise with Stuart Gallimore and Fiona Wright if no response is forthcoming regarding the front gate and fencing	CR	
8	Asbestos testing work quote to be obtained and presented at the next IEB meeting.	SBM	
8	SBM to investigate recovering the deposit for the playground equipment.	SBM	



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8	Quotes to be obtained for painting and decorating and presented at the next IEB meeting.	SBM	
8	Pupil Outcomes to be covered at the next meeting	KSW	
7	The health and safety action plan for Roselands and Stafford will be brought to the next meeting	KSW	
7.2	PG needs to meet with Kyra to discuss HT performance management review	PG/KSW	
7.3	Set a date at the next meeting for the pay committee	PG	
7.4	Statement of Action - ragged update to be discussed at the next meeting	KSW	
9	SCR to be discussed at the next IEB meeting	PG/KSW	
9	Safeguarding audit to be discussed at the next IEB meeting	PG/KSW	
9	A safeguarding update to be included in the next headteachers report.	KSW	
9	IEB members will show their photo identification to the SBM at the next meeting.	IEB members	
9	Clerk to provide prevent and e-safety training link for IEB members.	Clerk	
9	CW complete online safeguarding training if needed.	CW	
9	JB to check safeguarding training is up to date	JB	
10	Website Review - deferred to the next meeting	Clerk	
10	Complaints policy and procedures to be completed and sent to PG for approval.	Clerk/KSW	
10	Health and Safety link governor to be added to Health & Safety policy	KSW	
10	<ul style="list-style-type: none"> Managing Unacceptable Performance of Support Staff - Title to be updated 	KSW	



10	Staff Code and Conduct to be brought back to the next meeting for approval. The policy is to be reworded regarding dress expectations.	KSW	
10	Federation behaviour for learning policy to remove JM and RS names	KSW	
10	Policies to be brought to the next IEB meeting; <ul style="list-style-type: none"> • Safer recruitment policy • Home visits policy • Children Missing Education Policy 	KSW	
10	CR to check whether there should be a policy for positive handling.	CR	
10	Equality objectives to be reviewed at the next meeting.	KSW	
10	Policies will be dated with today's date and PG will sign electronically.	Clerk/KSW	
12	SEF to to be ready for the end of term 6	KSW	

