

# Meeting of the Roselands-Stafford Federation – Interim Executive Board Held on Tuesday 19th May 2020

The meeting started at 9.30am and finished at 13.14pm. It was clerked by Sarah Greed.

**Present:** Penny Gaunt (PG) (Chair), Janet Bowen (JB), Claire Roberts (CR), Clive Wormald (CRW),

**Staff:** Kyra Siddall-Ward (KSW) (Interim Executive Headteacher)  
Sarah Oxenbury (SO) School Business Manager - joined at 10.05am left at 11.35am  
Carol Wallis (CWA) Head of School for Roselands - joined at 11.55am left at 12.43pm  
Simone Jackson (SJ) Interim Head of School for Stafford - joined at 11.55am left at 12.43pm

**Attended by:** Sarah Greed (Clerk)

Apologies: None

## MINUTES:

### 1. Welcome and Apologies

#### Introduction

There were no apologies.

#### Review Agenda

Action plan for PE - deferred to next meeting.  
H&S to be included with finance.  
No.8 Include appraisal update and online safety update  
No.9 moved to No.4  
Website update deferred to next meeting  
Policy review deferred to next meeting

**Action: Defer the following items to the next meeting:**

**Action plan for PE**

**Website update**

**Policy review**

### 2. Declaration of Business Interests

JB had joined Telscombe Cliffs IEB

### 3. Minutes of the previous meeting

#### Minutes of the meeting

Minutes were received and accepted as an accurate record of the meeting.

### Outstanding Actions

ACTION	BY	STATUS
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CR to provide CRW figures for clarification	CR	Completed
CR to send letters of agreement to the IEB	CR	Completed
Cover for monitoring to be discussed at the next IEB meeting	KSW	Completed
Remote access policy to be dated with todays date.	Clerk/KSW	Completed
HoS and SBM to be invited to the next IEB meeting	PG	Completed
Finance to be first item on next IEB meeting	Clerk	Completed
Write to parents at end of term 5	KSW/IEB	Has been drafted
Remote parents forum to be discussed at the next IEB meeting.	PG	Agenda item
Scheme of Delegation to be included in next IEB meeting	CRW	Agenda item
Terms of reference to be updated	KSW	Complete
CRW to complete relevant Health & Safety training	CRW	Ongoing
A further report of the PP and sports grant spend at the next IEB meeting.	KSW/CRW	Agenda item
KSW will double check regarding governor services charges.	KSW	Next meeting
KSW will try and have a remote meeting with Greg at county to discuss toilet block improvements	KSW	Completed

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CR will raise with Stuart Gallimore and Fiona Wright if no response is forthcoming regarding the front gate and fencing	CR	Completed
Asbestos testing work quote to be obtained and presented at the next IEB meeting.	SBM	Agenda item
SBM to investigate recovering the deposit for the playground equipment.	SBM	Agenda item
Quotes to be obtained for painting and decorating and presented at the next IEB meeting.	SBM	Agenda item
Pupil Outcomes to be covered at the next meeting	KSW	Agenda item
The health and safety action plan for Roselands and Stafford will be brought to the next meeting	KSW	Agenda item
PG needs to meet with Kyra to discuss HT performance management review	PG/KSW	Completed
Set a date at the next meeting for the pay committee	PG	Agenda item
Statement of Action - ragged update to be discussed at the next meeting	KSW	Agenda item
SCR to be discussed at the next IEB meeting	PG/KSW	Agenda item
Safeguarding audit to be discussed at the next IEB meeting	PG/KSW	Agenda item
A safeguarding update to be included in the next headteachers report.	KSW	Completed
IEB members will show their photo identification to the SBM at the next meeting.	IEB members	ID to be presented later in meeting

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Clerk to provide prevent and e-safety training link for IEB members.	Clerk	Completed
CRW complete online safeguarding training if needed.	CRW	Completed
JB to check safeguarding training is up to date	JB	Up to date 6/21
Website Review - deferred to the next meeting	Clerk	Next meeting
Complaints policy and procedures to be completed and sent to PG for approval.	Clerk/KSW	Completed
Health and Safety link governor to be added to Health & Safety policy	KSW	Completed
Managing Unacceptable Performance of Support Staff - Title to be updated	KSW	Completed
Staff Code and Conduct to be brought back to the next meeting for approval. The policy is to be reworded regarding dress expectations.	KSW	Agenda item
Federation behaviour for learning policy to remove JM and RS names	KSW	Completed
Policies to be brought to the next IEB meeting; <ul style="list-style-type: none"> <li>• Safer recruitment policy- JB to send next meeting</li> <li>• Home visits policy - next meeting but following guidance produced by children services</li> <li>• Children Missing Education Policy - on agenda</li> </ul>	KSW	Agenda item
CR to check whether there should be a policy for positive handling. (Now known as restrictive physical intervention)	CR	Guidance to be adopted - new name
Equality objectives to be reviewed at the next meeting.	KSW	Agenda item
Policies will be dated with today's date and PG will sign electronically.	Clerk/KSW	Completed
SEF to to be ready for the end of term 6	KSW	Ongoing

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**Action: CRW would like advice on the best health and safety course to take.**

#### 4. Finance

IEB members showed their photo identification to SO but as it was difficult to see clearly IEB members will scan their details and send to SO.

**Action: IEB to forward photographic identification to SO.**

SO confirmed that she had not received a form re DBS from HR. JB will chase.

**Action: JB to chase for HR form to be sent to SO.**

- **Updated budget positions for Roselands and Stafford**

##### 4.1 Stafford

The carry forward (c/f) for Stafford for 2020/21 is £38,311, 2021/22 is £102,035. For 2019/20 the c/f is £161,645.

*PG - Next year has an in-year surplus of £64,000. Why is it so high?*

*SO - Because the position in the school is so uncertain it was hard to know which areas would be invested in. Leadership decisions were unknown. Money had been put into premises but when quotes are received this may increase which would reduce the c/f. Conservative figures had been set because of the level of uncertainty.*

*PG. What was the c/f for 2019/20?*

*SO - £161,645. Due to changes in management structures spending plans had not been carried out which left a large c/f. There is an in-year deficit this year of £123,000 because of trying to spend some of the c/f.*

*PG - Is the phonics proposal included in the budget?*

*SO - It is in the budget for Stafford for £11,699. The curriculum was front loaded.*

*PG - £66,000 is for completing playground equipment compared to £28,000 previously is that right?*

*SO - £66,000 is what is left over. There is £89,000 for building improvements and £12,000 in maintenance. £28,000 was allocated for the playground. There is £60/65,000 available for building improvements. Quotes are being received in the amounts £66,000 to £100,000. That does not include the cost of the mural.*

*PG - Can we get the deposit back for the playground equipment?*

*SO - It is non refundable and the school has been told they are out of the contract period. We could go back to see if the school could recoup the deposit by spending on something else such as benches or wall mounted equipment.*

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It was felt the school needed to write off the deposit and put the remaining £28,000 back into budget which would mean there would be £94,000 for improvements.

**IEB members agreed to write off the deposit and put £28,000 back into the budget.**

*SO - It had been anticipated that there might be unexpected costs for coronavirus. Reductions had been seen on supply staff. There may be high levels of absence due to the virus which should be noted.*

*PG - There will not be a need for supply from the 1st June as only a few children will be in. Therefore, there may be savings in supply budget.*

The school cannot run any risk of there being a deficit at the end of this financial year. The c/f should not fall below £20,000. The Local Authority (LA) should not have to pick up a deficit budget. CRW felt the c/f should be £30,000. There is scope in the budget for it.

**IEB members agreed that the c/f should not fall below £30,000**

#### **4.2 Roselands**

There is a £71,480 c/f for 2021/22 with an in-year surplus of £17,000. The c/f for 2020/2021 is £54,802 and 2022/23 the c/f is £125,126.

*PG - With such a high percentage spent on staffing how is the budget so healthy?*

*SO - The bursar in the school has kept a tight rein on the budget. Historically budgets had been set with underspends. The bursar was aware of the high staffing costs and was very cautious with the remaining budget. More money had now been added to curriculum and resources as staff had been buying their own resources. Also the budget share is increasing and pupil numbers are healthy. There had been concern that there was not enough high needs funding which had now been resolved. Free School Meals (FSM) children had also been identified.*

*KSW - Does that include the 2 INAs (individual needs assistant)?*

*Yes. There is also another high needs pupil coming into the school who will bring more income. That is not yet included in the budget.*

Heads of School (HOS) have had no support with working with the budgets at the schools. KSW to look at cost centres with the HOS so the budget is linked to outcomes. HOS should have more responsibility for the budgets. Work has already begun to do this.

Also see confidential minutes

**IEB members approved the Roselands budget.**

#### **4.3 Pupil Premium Spend Report**

One would struggle to show any value for money. The measures of impact for work done were questionable. The report is reflective of the poor choices made. There is a new pro forma for next year. There had been very little impact. The money was mostly spent on INAs that have had very little impact on the PP children. The actions are very weak, as were the aims and intended out-

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comes. Incorrect data is in the report, it should be national other. Performance measures were unclear. It was not easy to see that governors approved the plan. It was not a robust plan. It was unclear whose responsibility it sat with. The school will start again

#### **4.5 PE Grant Spend Report**

It was hard to cross reference with the PE statement on the website so was deferred to the next meeting.

**Action: Deferred to next meeting.**

#### **4.6 Building Improvement Updates and Quotes**

Photocopying proposal

**IEB members approved the photocopying proposal.**

*PG - Is it in the budget?*

*SO - Yes.*

Minibus one-year contract

**IEB members approved the minibus one-year contract**

*PG - Where are we with the interior restoration quote?*

*SO - The first quote was for £66,000. It expected to be cheaper but with not as much plastering. No builder was keen on the plastering as the timescales were not realistic. Some quotes were in excess of £100,000 including brand new doors. One builder suggested painting doors to keep costs down.*

KSW preference was to replace the doors for a better environment.

The lowest quote was also the keenest and provided the fastest quote. Around 100 doors are needed so quality would need to be checked. Doors complete with finger guards and fire strips cost approximately £1,000 each. It may be that to reduce costs not all doors are replaced.

*CRW - What is the capital budget for 2020/21?*

*SO - There is nothing left over. It is approximately £12,000*

*CRW - Are there any plans to spend that?*

*SO - Simone has aspiration for some new IT for curriculum delivery. Also an entry system with IPad was needed. It is possible some of the capital could be used for improvements. It should be utilised fully.*

The fire risk assessment needs to be completed. It was expected there will be concerns around the doors. To make all the doors are compliant may be the same price as new doors. County have not had a fire officer for 6 months. A new fire officer is now in place but unable to work due to the coronavirus. Fire risk is a priority. Doors would be in the school's expenditure, it was unlikely county would be able to assist with the cost.

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There is one more quote to come in including a comparison with new doors and repainting.

The work could be completed using capital and the playground money.

*CRW - Could someone sponsor the mural?*

*There are 3 murals. Fund raising or sponsorship may be a possibility.*

The school should proceed with caution. If the school compared the price of painted doors with new doors they must make sure they all meet fire regulations. The school should prioritise the replacement doors. The work could be completed in two phases. The modern part of the building has the correct doors but they may not repaint well and replacing them is more of a branding issue. The older doors do need replacing and would fail fire safety. The current burgundy doors make the corridor dark and unwelcoming. One possibility was for the work to be completed in two phases including the mural. However, this approach had been taken in the past but not with good results.

**Action: Three quotes were needed, broken up into painting and decorating, replacement doors throughout and replacement doors for half the school and the remainder painted.**

*PG - The school should be wary of quotes that are considerably cheaper as quality may not be as good.*

*SO - Several builders use the same painters. The doors can vary. Replacing cupboards in classrooms should also be included.*

It maybe that IT is not a priority in relation to building improvements. IT concerns were that no computing had been taught which was blamed on equipment. There is some equipment out there but resources were not being used effectively.

**Action: Quotes to be presented at the next IEB meeting.**

*PG - Are county works progressing?*

*SO - The field and the toilets are a concern because of the timescale. Gates and fencing will be completed on time.*

*PG - What is the issue with the toilets?*

*SO - County have been slow to provide a surveyor to do the design. Because the school is converting toilets and a cupboard there is engineering to be completed. There is concern it would not be completed on time. Stafford is using Cavendish's design. Cavendish started their work in March and finished in August but it is now May so there is much less time. It would not be on schedule for a September completion. Annie Atkins (AA) will manage the project on behalf of county.*

AA is also researching the field. A site visit will be carried out. A new complete survey was the recommendation 10 years ago but it never took place. The school would like to see a new survey completed.

## **9. Health and Safety Audits – Stafford and Roselands Action Plans**

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The health and safety actions were 95% the same for both schools. The dates had not been met. SO is meeting once a month with Kim Hicks (KH) and prioritising work to be completed thus breaking down the actions into a workable timetable. Training needed to be rebooked for September as it had been cancelled due to coronavirus. The caretaker was completing the risk assessments. They needed to be personalised to the school. Power gates were not recognised in the previous risk assessment.

KSW felt that once a month and couple of actions is not sufficient to complete all the actions in a timely manner.

*PG - Why had some straightforward actions not yet been completed? Such as record keeping and health and safety training.*

*SO - Due to the quantity they had not been completed and had to be prioritised. KH said not to worry about the report and they would work together. She acknowledged there was work taking place in the school following a high number of near miss reports. SO acknowledged that it needs completing.*

The IEB needed confirmation from KH that she had said do not worry about the deadlines. The school is vulnerable that areas highlighted are a risk. Not having time is not a satisfactory explanation. KH should adjust the deadlines and confirm that it is an appropriate way forward. **IEB members agreed.**

**Action: KH to confirm deadlines.**

There is also concern that there is not a fire officer.

SO had carried out advice received from the county officer. SO shares the IEB concerns and has raised queries at a high level. Gates are a separate issue which is out of the schools control. Things under the schools control had not been actioned. During Coronavirus health and safety maintains a priority under guidance from the Department of Education (DfE). The fire officer should visit the school as they cannot work from home. The visit is a priority and is overdue. The school's situation should be explained and a fire officer should visit.

**Action: Arrange for the fire officer to visit the school**

## **9.1 Scheme of Delegation - Stafford**

**IEB approved the scheme of delegation.**

CRW no longer needs to authorise expenditure as the IEB now has control of the budget.

## **9.2 Phonics Proposal**

**IEB approved the phonics proposal**

## **5. IEB**

### **5.1 Way of working as a Federation IEB**

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It is likely that both schools will be focused on in the IEB meetings. PG would like feedback as to how the meetings are working as the meetings are so long.

**Action: IEB members to send meeting feedback to PG**

## **5.2 Contact with Parents / Discuss remote parents forum**

A presentation will be sent to parents on Friday. It may now need updating for the 1st June.

**Action: Presentation to be updated.**

## **5.3 Remote parents forum**

A remote parents forum will not happen as logistically it would be too difficult.

## **6. Terms of Reference**

- **Agree Updated Terms of Reference**

Completed in last meeting

## **7. Update on School Closure – Covid-19 Arrangements**

See confidential minutes

## **8. HT Report**

### **8.1 Staffing**

See confidential minutes

### **8.2 Curriculum intent**

**All IEB members agreed the curriculum intent.**

### **8.3 Approve spend on DR books**

DR books are part of the Sounds Right proposal.

**All IEB members agreed the spend on the DR books.**

### **8.3 Roselands SIP - Ragged**

Jon Maxwell (JM) had put the SIP together and SLT then reviewed it. CWA had updated the plan for KSW.

*PG - The priorities for quality for education is a key consideration. It says attainment is too low but in the SEF it shows as outstanding or at least good.*

*CWA - JM had updated and CWA had put where they were now. There were issues with gap for pupil premium (PP) and non PP.*

*PG - Is reading at the end of KS1 too low?*

*CWA - There had been a dip in reading but the school had been above national and county for the past couple of years. It is in the 70s and would prefer it to be higher. There were children on the cusp last year and wanted to send children up secure so following a summer dip it could not be given to them.*

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*PG - The priorities between the SEF and SIP are consistent. The "key considerations" added did not sit consistently with the SEF.*

*CWA - The SIP was put together from the SEF. JM had taken it over when he joined whereas previously it had been completed by CWA. Ideally a new SEF is needed. Training has been set up. The SIP and SEF should match and be working documents.*

*CR - Where does the statement of action sit?*

*PG - The statement of action is Stafford specific. There was an existing SIP for Roselands and the intention is to start new SIP for the next academic year for both schools.*

*CR - Will you cross reference the statement of action*

*PG - It will morph into the SIP.*

CR checked with KSW that she was comfortable with this approach and she confirmed she was.

Schools will be inspected within 9 months from an inadequate judgement. The statement of action will need to be carried forward because of the school closure. What is relevant will be used for the SIP for the academic year. There will be issues about children back in school full time and mental health which will be a high priority. PG noted that in the Ofsted guidance it states that where a school has an academy order the statement of action will be about how the school moves from maintained school to academy status.

*KSW - Could we have a federation strategic plan and then one for each of the schools but linked to the federation strategic plan. Would that work?*

*CR - Yes*

There is an opportunity for greater ownership for the headteacher and the two HOS. Work needs to be undertaken for a plan for September onwards which will be discussed on Friday. An overall federation specific plan with two separate school plans. Certain things could not move forward as JM had not been at Roselands for a while.

IEB members agreed the rag rating of the SIP was very useful.

#### **8.4 Roselands SEF**

A very thorough piece of work was produced. The amount of green was a pleasant surprise.

*CR - Wanted to check the triangulation.*

*CWA - There are things that the school has been trying to change such as curriculum. They had worked out who the subject leaders were. The green was after a discussion with Philip Bunn. There were some grey areas with some green but could be analysed further. Curriculum had been like the Edison curriculum for a while. Continuous provision had been brought in. Roselands will go back to how they were and move forward with the connected curriculum. The yellow areas reflect areas that started to change.*

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Continuous provision had been put in place but the standards in year 1 were quite low. There was a lack of writing and expectations were too low, they were operating like EYFS and needed to change. It had been good for transition but once established there was a worry they were not covering enough. Transition could be looked at in terms 5 and 6 to help with insecurity and improve data.

*PG - For context, it should be clear about whether the comments are for the federation or Roselands specific. Is phonics a strength and where is the evidence for that? How much above the national average is it? Quality of education - pupils work across the curriculum needs more attention. CWA - It had been written by JM as one school and adapted to Roselands.*

*PG - For behaviour and attitudes a column is not needed for how you know. There is not much evidence for behaviour and attitudes just the method stated. Are behaviour and attitudes outstanding.*

*CWA - the SIP adviser felt it was outstanding even with the attendance figures. Roselands had been working on attendance. There had been an issue with holidays.*

*PG - Teaching and learning had a lot of amber for an overall good judgement.*

*CWA- Good was completed by JM. CWA had updated it to amber.*

PG commented that CWA had completed a good review without changing overall judgements.

IEB thanked CWA for her work.

### **8.5 Term 4 Pupil Outcomes – Roselands and Stafford**

Simone had been trying to unpick the data and look at patterns and reasons for the data.

Possible reasons for year 6 results had been looked at and the actions that were being taken.

The statement of action shows what has been put place for year 6 but they are now not in school.

*PG - What did you find for the disadvantaged?*

*SJ - From KS1 to KS2 disadvantaged children including SEN had not been targeted or tracked. There were lots of fluctuating targets that had been amended. Teachers had not focused on target groups such as PP and SEN so they had slipped further behind. There was a lack of understanding from teachers on how to support and how to fill the gaps. The assessments were not fit for purpose. Assessments were not in line with what taught in the classroom. Teachers and leaders have not understood what was needed for those individual children.*

*PG - Year 3 writing?*

*SJ - There seems to be a fluctuating understanding of end of year 3 expectations. Teachers have used end of key stage expectations to do their assessments. Gap filling had not been completed. Standards had been brought in from meetings attended by a teacher. Small steps to help children with writing were not there. There was inconsistency of who was hitting their targets and who was below. CPD had taken place for writing and moderating. Teachers say it makes sense now.*

*PG - What was the teachers' response to your analysis?*

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*SJ - They understood. They had followed what was given to them without much moderation. They want guidance and leadership. They are happy to be shown how to do it properly.*

Accuracy of the data is key. There was no tracking of combined target setting. Targets were reviewed and dropped as standards dropped. Roselands came to Stafford with 78% but the target was dropped to 53%. They achieved 43%. Targets are way too low. The longer the children are in the school the lower they get.

The 73% that came from Roselands were secure with 22% at greater depth. There would have also been children joining from other schools.

Teachers did not have the understanding of greater depth or know who they were when they joined the school.

*PG - What discussion took place between the year 2 and year 3 teachers?*

*CWA- There was moderation together. Roselands knew their judgements were secure as they were confirmed by a county moderator*

The working across the two schools was not effective enough. The standardised score is teacher assessed so it would be important to ask what happened for the year 2 children when they sit the test compared to the classroom. This needs to be rectified.

*PG - Can you tell us about years 1 and 2.*

*CWA - Years 1 and 2 use target tracker and teacher assessment. Term 4 is lower than expected. It often happens and then interventions are put in place. There are regular meeting to identify gaps. there is good parental support. Year 2 targets are 70% for reading, 60% for maths and the writing targets are 75%+. They are aspirational targets.*

*KSW - Term 4 data does not reflect they are on -line to meet the targets. In particular the disadvantaged.*

*CWA- A number are SEND in year 2. A lot of work had gone into the disadvantaged. Interventions are there but the gap was not closing for the disadvantaged. A lot is parental engagement. Roselands have run workshops but the parents they would like to reach find it difficult to attend. Differentiating is happening in the classroom.*

It was suggested that how the PP grant was being spent could be reviewed. Roselands has a very healthy budget so could offer extra intervention. Year 2 children going to year 3 will have suffered more by the school being closed than other year groups.

*PG - What about year 1?*

*CWA - The term 4 data is healthy. Use of target tracker is ongoing. The curriculum has been broken down to make sure the correct targets are used. Expectations in year 1 are lower. Work has been carried out with the team on how they are assessing their children. The disadvantaged for year 1 are not doing well.*

*PG - Were they low coming out of early years as the figures did not stack up.*

*CWA - A number of SEND children joined during the year. They have made progress but came in low. They will not make the expected progress. Baseline was low but progress has been made.*

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The new format for reporting had been helpful and CWA would like to use it more. SJ also agreed.

The IEB will continue to look at progress. They will want children to be making good progress.

### **8.6 Statement of Action for Stafford - Ragged update**

CPD has continued whilst the school is closed. Also development of senior and middle level leaders had continued. Staff had been very proactive

### **8.7 Appraisal update**

See confidential minutes

### **8.8 Pay Committee**

**Date to be set** - defer to next meeting

**Action: Date for pay committee to be set deferred to next meeting.**

## **10. Safeguarding**

### **10.1 Online safety audit**

*PG - Who is responsible for taking it forward.*

*KSW - The HOS. They can provide an update in the July IEB meeting.*

**Action: HOS to provide update on online safety audit at July IEB.**

### **10.2 Single Central Record (SCR) check**

PG and KSW will review on Friday.

Also see confidential minutes

### **10.3 Safeguarding Audits - Stafford and Roselands**

Roselands still had two red areas. Epi-pens still cannot be acquired. Secondly nothing had been signed by staff to say they have read the safeguarding documents. This will be amended in September so there is a record to say staff have read and understood documents,

*PG - Can they re-read whilst school is closed.*

*KSW - They can do that but it is tricky to get staff to sign electronically.*

*PG - September will be fine but staff should be asked to re-read.*

A record does need to be kept in a paper form.

**Action: Staff to be asked to re-read documents.**

**Action: Staff to sign a paper document in September to confirm they have read the documents.**

Stafford has 10 red areas.

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PG - Have they all been taken forward?

KSW - We will need to look at all the job descriptions to see what people are responsible and accountable for in September. The job description for the TLR role had been re-written. There were no appraisal targets for safeguarding which will be rectified.

Safeguarding meetings are happening regularly at the moment. It was not green as it was not known what happens when school opens. The SCR should be green following the meeting on Friday. School perimeter will be green once the gates are fitted.

PG - Points 2 and 4 are the important ones. Do you need to amend the deputy DSL job description.

KSW - Yes

PG - Why is point 4 not green?

KSW - When the school was open there were no systems and processes in place. Nobody triaged or took responsibility, it should not be green until the practice is seen in action.

Progress on the actions for the safeguarding audit will be an agenda item at each meeting.

**Action: Safeguarding audit actions to be a standing item at each meeting.**

## **11. Website and Statutory Requirements:**

### **11.1 Website Review**

Deferred to next IEB

**Action: Website review to be updated and brought to the next IEB meeting**

### **11.2 Policy Review Cycle**

Deferred to next meeting

**Action: Defer policy review cycle to next meeting**

- **Policies (Approval of model ESCC Policies)**
- **Staff Code of Conduct**

The LADO telephone number needs to be removed.

**Action: LADO telephone number to be removed.**

The policy refers to managing allegations against staff policy. It should refer to the appendix in child protection and safeguarding policy rather than the discrete policy.

**Action: Staff code of conduct to refer to the appendix in child protection and safeguarding policy**

All IEB members agreed

- **Safer recruitment Policy - deferred to next meeting**

**Action: Safer recruitment policy to be deferred to next meeting**

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- **Home Visits Policy** - deferred to next meeting

*Action: Home Visits policy to be deferred to next meeting*

- **Child Missing Education Policy**

All IEB members agreed

- **Children with Health Needs who Cannot Access School**

All IEB members agreed

- **Online Safety Policy**

All IEB members agreed

- **PSHE & RSHE Policy**

All IEB members agreed

- **Equality Objectives April 2020- 2024**

All IEB members agreed

- **Managing Allegations Against Staff - no longer needed**

- **Anti-bullying Policy**

All IEB members agreed

- **First Aid Policy**

KSW has been unable to establish who is the the paediatric first aider. They had completed a one-day course but it should be a three-day course. KSW needed to double check.

*Action: KSW to establish who is the paediatric first aider.*

*Action: First aid policy to be deferred to next meeting*

Not agreed - defer to next meeting

- **Supporting Children with Medical Conditions**

All IEB members agreed

- **Teaching and Learning Policy**

Does not need to be approved by the IEB.

## **12. Future leadership arrangements**

See confidential minutes.

## **12. Agenda Items for Next Meeting:**

Not discussed

## **13. Close and Date of Next Meeting**

**Remote meeting on Friday 19 June 1.00pm,**

**Future Meeting Dates – Tuesday 14 July 1.00pm**

Signed as a true representation of the meeting

19/6/20.....



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Meeting closed at 13.14pm

### Outstanding Actions

NO	ACTION	BY	STATUS
1	Defer action plan for PE to the next meeting	KSW	Completed
1	Defer Website Update to the next meeting	Clerk	Completed
1	Defer Policy Review to the next meeting	Clerk	Completed
3	SEF to to be ready for the end of term 6	KSW	Completed
3	CRW would like advice on the best health and safety course to take.	Clerk to ask Governor Services	Completed
4	IEB members to forward photographic identification to SO.	IEB	Completed
4	JB to chase for HR form to be sent to SO	JB	Completed
4	PE Grant Spend Report deferred to next meeting	KSW	Completed
4	Three quotes to be acquired for school improvements, broken up into painting and decorating, replacement doors throughout and replacement doors for half the school and the remainder painted.	SO	Completed
4	Quotes to be presented at the next IEB meeting.	SO	Completed
9	KH to be asked to confirm deadlines for health and safety audit	KSW/SO	Completed
9	Arrange for the fire officer to visit the school	KSW/SO	Completed

Signed as a true representation of the meeting

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5	IEB members to send meeting feedback to PG	IEB	
5	Presentation to parents to be updated.	KSW	Completed
8	Date for pay committee to be set deferred to next meeting.	PG	
10	HOS to provide update on online safety audit at July IEB.	KSW/HOS	Due July
10	Staff to be asked to re-read KCSIE documents	KSW	Completed
10	Staff to sign a paper document in September to confirm they have read the documents.	KSW	Due Sept
10	Safeguarding audit actions to be a standing item at each meeting.	Clerk	
11	Website review to be updated and brought to the next IEB meeting	Clerk	
11	Defer policy review cycle to next meeting	Clerk	
11	LADO telephone number to be removed	KSW	Completed
11	Staff code of conduct to refer to the appendix in child protection and safeguarding policy	KSW	Completed
11	Safer recruitment policy to be deferred to next meeting	KSW	IEB item
11	Home Visits policy to be deferred to next meeting	KSW	IEB item
11	KSW to establish who is the paediatric first aider.	KSW	Completed
11	First aid policy to be deferred to next meeting	KSW	IEB item

Signed as a true representation of the meeting

19/6/20.....



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Signed as a true representation of the meeting

19/6/20.....

A handwritten signature in black ink, appearing to read 'P. ...' with a stylized flourish at the end.

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