

# DOWNLAND VILLAGE SCHOOLS FEDERATION

## INTERIM EXECUTIVE BOARD MEETING

**A meeting of the IEB held on 27<sup>th</sup> March, 2023 at 4.00.**

**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, DVSF) and Mrs C Vigor (CV) (Clerk).

### APOLOGIES

172. All current members of the IEB were present.

### DECLARATIONS OF INTEREST

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

### MINUTES OF PREVIOUS MEETING

174. **Resolved** – that, subject to small amendment to minutes 94 and 107, members approve the minutes of the IEB meeting held on 8<sup>th</sup> March, 2023.

175. **Resolved** – that the Confidential Part II minutes of the meeting held on 8<sup>th</sup> March, 2023 be signed as a true record.

### MATTERS ARISING

176. Items in the Action Log were reviewed and, where appropriate, marked as complete.

<b>23<sup>rd</sup> February 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
14	Confirmation of arrangements for new GB	Clerk	Agenda 27/3/23
17	Completion of Decs of interest & Register	All/Clerk	27/3/23
21	Agree spending thresholds for Exec HT	NW	Agenda 27/3/23
22	Add SEND & Safeguarding link governor info to website	PB	27/3/23
41 (& 57 8-6-23)	Review minutes of last 2 sets of minutes of previous GB for items requiring follow up or action of IEB	CH	27/3/23
43 (& 8-6-23)	Inform chair of any prebooked meetings with external partners	PB/DB	27/3/23

<b>8<sup>th</sup> March 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
51	Addition of names to GIAS	DB	27/3/23

60	Outstanding actions from website compliance checks	DB	27/3/23 for all websites
61	HTPM	NW/SS	27/3/23
80	Complete review of school improvement plans	DB	Agenda 27/3/23
85	Report on use of notional SEND funding, use of PP funding in terms of staffing & how this is monitored	DB	Deferred to April meeting
89	Provision of progress data	DB	Deferred to April meeting
94	Report on specific issues of target groups and action being taken	DB	Agenda 27/3/23
105	Item for next agenda 'Leadership Structure and plans for Sept 23'	Clerk	Agenda 27/3/23
111	Staff survey	NW	Summer term
114	Safeguarding monitoring visit	CH	
125	Explanation of budgetary issues (Rake)	PL/DB	Agenda 27/3/23
126	Provisional end of year figures	DB	Agenda 27/3/23
135	Provision of budget monitors	PL/SBMs	Agenda 27/3/23
137	Use of PE & Sports Grant	PL	Deferred to April meeting HT Report
138	Clarification of use of PP funding for non SEN pupils	DB	Deferred to April meeting HT Report
141	Item for next agenda 'Staffing considerations – Compton'	Clerk	Agenda 27/3/23
152	Items for next agenda 'Review of Pay Policy & staffing proposal'	Clerk	Agenda 27/3/23
155	Locate Scheme of delegation	CH	Agenda 27/3/23
158	Deferred items for next agenda	Clerk	27/3/23
159	Policy list & Trust Governor Access	DB	27/3/23

### **Safeguarding Monitoring Visit (Previous minute 114/23)**

177. The Safeguarding Monitoring visit would take place on 28<sup>th</sup> March. The chair asked that CH undertake a check to ensure the robustness of the SCR and that he sample a small number of records as part of the visit.

**Action:** CH

### **Outstanding issues arising from the whistleblowing complaint**

178 – 180. Confidential Part II minutes.

### **CHAIR'S ACTIONS**

181. The chair reported that the HTPM process had been completed. Targets had been set for an 18 month period due to the late nature of the review. DB commented that the process had been a very positive experience which he had much appreciated.

182. The chair had uploaded the approved minutes of the IEB meeting held on 24<sup>th</sup> February to the federation website. In addition, she had written to staff attaching a copy of the minutes for their attention, to ensure channels of communication remained open.

183. As the publishing of minutes on a school's website was not a statutory requirement, to avoid any confusion, only the minutes of IEB meetings would be available on the website.

## **REPORT OF EXECUTIVE HEADTEACHER**

### **Staffing Structure**

184. The executive headteacher had circulated details of current staffing with salary grades. The chair invited questions from the IEB.

185 – 199. Confidential Part II minutes

(CH arrived during the above discussion)

### **School Improvement Priorities**

200. DB had updated the SIP for each school and these had been circulated. The chair commented on the mention within the preamble of the plan having been on going since 2017. She expressed the view that a SIP would normally be specific to one academic year with a clear focus on what was to be achieved during that year. It should also include measures of impact and success and provide a status for each priority.

201. SS commented that she welcomed the reduction in the number of target areas but felt they should be more specific for each school, targeting the specific focus for that school rather than generic targets for the whole federation. Specific targets and areas of focus for each school were not clear from the individual SIPs.

202. DB replied that he understood the points made, but felt that the generic targets were needed in all three schools as the federation worked to bring them together. He accepted that there were specific areas of focus in each school but he believed that the overall generic targets needed to be worked on.

### **Q. What will be the measures of success?**

203. DB explained that some were more easily defined than others and expanded on how things might be measured, giving an example. NW asked if that meant that he felt some things were quite difficult to measure. DB replied that this was not the case as documentation would provide the information and expanded on this.

204. Comment was made that the SIPs needed milestones added to them rather than providing solely an end date. DB replied that some would also cross academic years and the chair agreed saying that it could be a 3 year programme but measures of success were needed along the way. DB agreed to add some milestone dates.

**Action:** DB

205. The chair expressed the view that there was a need to provide a plan for each school, showing year, cohort and area of need ready for the next academic year. RC said that she would be happy to assist with this and a workshop approach was agreed to ensure SIPs were in place for the whole federation for September 2023.

206. RC suggested that as the 3 plans had much overlap there might be scope for a federation wide plan with specific targets for each school. DB replied that there was a federation plan in place but he had not had the time to bring it up to date. He agreed that this was a good way forward. SS agreed that one document would save much work with a specific focus for each school included. This would be actioned during the summer term.

**Action:** All

### **Actions & Interventions for Identified pupil groups**

207. DB reported that the SENDCo had not yet been able to produce a provision map for each school, only class maps for one of the schools, and asked that this be deferred. The chair agreed that consideration of a targeted intervention plan could be deferred to the next IEB meeting as this would fit with Progress and Attainment data that would then be reported upon.

**Action:** DB

### **Proposed Leadership Structure for September 2023**

208 – 213. Confidential Part II minutes.

## **FINANCIAL MATTERS**

### **Budget Monitoring Report**

214. PL had provided a report which had been circulated. The chair asked for key points for the IEB to consider so that a clear picture of the financial position of each school was known for the start of the new financial year. He explained the figures circulated and the layout of the report.

215. PL reminded the IEB that two of the schools in the federation had a licensed deficit. Changes in senior leadership, with one head of school post remaining vacant for some time, had also affected the deficit figure, making it smaller than it might have been. The final figures were reported as:

-£22,904 Compton & Up Marden (underlying deficit)

£51, 446 Rake

-£38,248 Rogate (underlying deficit)

216. PL explained that these were the draft final positions provided by the SBMs. When looking at the bottom line, it was important to note that each school had ring fenced funding that needed to be reallocated, in particular PE & Sports grant. The SBMs had also provided draft positions for the next year's budget. PL remarked that key considerations were the financial issues at Compton & Up Marden and Rogate and how they should be approached for the next year.

217. Regarding the cost of the replacement of support staff that the executive headteacher wished to engage at Compton & Up Marden (pt 27 of the finance report), DB reported that the cost had budgeted for. They were likely to be employed at the lower end of the scale, unless they had experience.

### **Q. What is the formula for the allocation of support staff for each school?**

218. DB replied that need was identified and the most cost effective way of providing support was used. He gave the example of reception classes which needed their own

TA. NW asked if that would still be the case for a class with a small number. DB replied that it would be, due to the needs of young children. It was his opinion that the LSA vacancies needed to be replaced like for like. SS commented that the schools were generously staffed with LSAs given the size of classes and in the longer term this would need more exploration, but for now it would be sensible to cover in the way suggested.

219. **Resolved** – that the IEB approve recruitment to the LSA vacancies at Compton & Up Marden.

### **Staffing Considerations**

220 - 225. Confidential Part II minutes.

### **Proposed Leadership Pay Structure Summer term 2023**

226 – 228. Confidential Part II minutes.

## **STAKEHOLDER COMMUNICATIONS**

229. The chair reported that the following had occurred:

- a letter had been sent to staff and parents
- IEB members had attended a meeting of the staff of all 3 schools which had had a really strong attendance and engagement
- NW and SS had visited all 3 schools with an opportunity to go into all classes to gain a better understanding of the three separate schools
- NW had been introduced to the headteacher of Camelsdale school which had provided an opportunity to confirm that the federation wanted to remain close to the Rother Valley schools and everything in its wider sense. NW and SS would be meeting with Sarah to ensure relationships, including governance, remained strong and closely connected. NW would also attend a meeting of the chairs of the locality on 23<sup>rd</sup> May.
- NW had been invited to a 'Futures Group' meeting

230. DB wished to record that the Rother Valley headteachers group had been extremely supportive of him.

231. Regarding wider communications, minutes of the IEB were posted on the federation website and copies were being sent directly to staff as well. The chair asked members to consider whether any other wider communications were needed. DB was asked to feedback if he felt any further communications were needed with staff or parents.

## **INSTRUMENT OF GOVERNMENT**

232. Copies of the existing Instrument of Government (IOG) had been circulated previously. The chair asked if IEB members were happy to approve this for the new governing body. The clerk explained that federation regulations restricted the number of elected staff and elected parent governors within the IOG, although others could be appointed as co-opted governors within the IOG should the governing body wish to do this.

233. **Resolved** – that the IEB approve the proposal to use the existing IOG for the new governing body.

234. It was suggested that elections for new parent governors and the staff governor take place after the May half term break which was agreed. With regard to the parent governor nomination process, NW would draft a communication to parents outlining the role of governor and an explanation regarding the number of elected parents permissible within a federation IOG.

**Action:** NW

235. It was confirmed that the IEB would continue until the new governing body was in place.

## **POLICIES**

236. NW informed the IEB that she had formulated a new master policy review document for the federation. She thanked DB for his help with this. NW undertook to ensure that all policies were added and updated to pass on to the new governing body.

237. There were a large number of policies requiring review and their need had been prioritised. There were 8 policies for review at this meeting, with more to be considered at the next meeting, which would include Accessibility, The Emergency Plan for all 3 schools, A federation attendance policy, collective worship, Intimate care, SEND Information Reports for all 3 schools and a Lockdown policy.

**Q. Is the problem only that a large number of policies require review or are some missing?**

238. NW replied that some statutory policies were missing, but all had an equivalent model West Sussex policy. It was therefore suggested that the IEB consider the West Sussex Policy to be in place for any missing policies until such time as a school or federation policy could be formulated and approved. These included:

- Children with Health Needs
- Early Career Teacher Policy
- First Aid
- Safer recruitment
- Supporting Pupils with medical conditions

239. **Resolved** – that the IEB approve the suggested arrangement regarding missing policies.

### **Assessment & Tracking Policy**

**Q. How did staff contribute to the development of the policy and consideration of staff workload?**

240. DB replied that this was reviewed termly based on comments made by staff, with workload being at the forefront of any consideration. Expectations of staff were also discussed at staff meetings.

241. SS commented that this was a very detailed policy which covered all the main areas. Other policies had a general introduction but this one did not. DB agreed to add an introductory paragraph.

**Action:** DB

242. **Resolved** – that the IEB approve the policy as it stands with an introductory paragraph to be added at a future meeting.

## **Charging & Remissions Policy**

### **Q. The policy indicates that charges are waived for children Looked After but does not mention those who attract Pupil Premium Is this an omission?**

243. DB replied that the school had very open lines of communication with parents and carers of pupil premium pupils. A sentence would be added to the policy to reflect this and to make it clear that this would be the case.

**Action:** DB

244. **Resolved** – that the IEB approve the policy with the additional sentence.

## **Data Protection Policy**

245. The proposed policy was based on the West Sussex model policy.

### **Q. How do you ensure that pupil data is safeguarded?**

246. DB replied that there were a number of checks in place to ensure that no data was compromised and gave examples.

### **Q. Do staff know how to deal with subject access or FOIA requests?**

247. DB confirmed that all staff were aware and read all relevant documentation and the policy on an annual basis.

### **Q. Who is the Data Protection Officer (DPO) and have they received training?**

248. DB informed governors that the deputy executive headteacher (PB) was the DPO for all three schools and that he had undertaken the necessary training. Comment was made that the name of the DPO should be referenced within the policy, NW added this, making it clear that PB was the DPO for all three schools. Each school was responsible for its own data protection, although all three had the same DPO. The use of the terms 'federation' and 'the federations schools' also needed to be added where applicable within the policy. The chair asked that PB as DPO consider the policy and amend where appropriate. This would clarify what was a federation responsibility and what was the responsibility of each school.

**Action:** DB/PB

249. **Resolved** – that the IEB approve the Data Protection policy with the amendments stated above. DB to return the amended policy to the chair as soon as possible.

**Action:** DB

## **Equality & Diversity Policy**

250. NW explained that the policy was in two parts. The first part was based on a West Sussex model and the second part (Equality) was a school specific policy adapted from The Key.

251. **Resolved** – that the IEB approve the Equality & Diversity policy.

## **Suspensions & Exclusions Policy**

252. The name of the policy had been changed to reflect the use of the word 'suspension'. IEB members were reminded that the term 'fixed term exclusion' had been replaced by 'suspension'. The chair had incorporated West Sussex model

wording where it was needed to make a replacement. It was agreed that the need to inform the Local Authority of all suspensions and exclusions be added to the policy. DB would add a sentence.

**Action:** DB

253. **Resolved** – that the IEB approve the Suspensions & Exclusions policy with the addition of the proposed sentence.

### **Scheme of Delegation**

254. This had been located as part of a finance policy. It was now proposed to be a stand alone document. NW had used the West Sussex model documents and had populated it with the information found in the finance policy. The IEB discussed a number of amendments. In response to a question, DB confirmed that each school had a credit card.

255. **Resolved** – that the IEB approve the proposed Scheme of Delegation with the agreed amendments.

### **Health & Safety Policy**

256. NW outlined changes that had been made to the previous policy. Clarification was made regarding leads for various areas.

257. The deputy executive headteacher would be responsible for the Health & Safety induction of new staff. In addition, in a number of places where the term 'leadership team' had been used, this would be substituted with 'deputy executive headteacher'.

258. **Resolved** – that the IEB approve the revised Health & Safety Policy with the amendments agreed.

### **Pay Policy**

259. The model West Sussex policy had been used with relevant school and federation adaptations. SS commented that policy wise it was fine, but the differentials across the federation were again highlighted as not being in line with the policy. The IEB would seek to resolve these over time.

260. **Resolved** – that the IEB approve the Pay Policy with the proposed amendments.

### **DATE OF NEXT MEETING**

261. The date of the next meeting was amended to 3<sup>rd</sup> May at 0900.

262. There being no further business the meeting closed at 19.17pm.

**CHAIR.....DATE.....**



## ACTION LOGS

<b>8<sup>th</sup> March 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
85	Report on use of notional SEND funding, use of PP funding in terms of staffing & how this is monitored	DB	Deferred to April meeting
89	Provision of progress data	DB	Deferred to April meeting
111	Staff survey	NW	Summer term
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137	Use of PE & Sports Grant	PL	Deferred to April meeting HT Report
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<b>27<sup>th</sup> March 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
177	SCR check & record sampling	CH	
204	Addition of milestone dates to the SIPs	DB	
206	Workshop for formation of federation wide improvement plan with school specific info	All	
207	Provision of targeted Intervention Plan	DB	
234	Communication to parents regarding parent governor elections	NW	
241	Addition of introductory paragraph to the Assessment & Tracking policy	DB	
243	Addition of sentence to Charging & Remissions policy	DB	
248 & 249	Amendments to Data Protection Policy and return to Chair	DB/PB	
252	Sentence to be added to the Suspensions & Exclusions Policy	DB	