

# DOWNLAND VILLAGE SCHOOLS FEDERATION

## INTERIM EXECUTIVE BOARD MEETING

**A meeting of the IEB held on 12<sup>th</sup> September, 2023 at Rogate CE School.**

**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), Mrs C Vigor (CV) (Clerk) and members of the shadow governing board – Mr L Alexander-Hill, Reverend T Bancroft, Reverend E Doyle, Mrs L Thatcher, Mr M Van Wijk and Mrs J Wilkinson.

### APOLOGIES

737. All members of the IEB were present.

### DECLARATIONS OF INTEREST

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

### WELCOME

739. The chair welcomed members of the newly formed shadow governing body to the meeting.

### MINUTES OF THE PREVIOUS MEETING

740. **Resolved** – that the minutes of the IEB meeting held on 11<sup>th</sup> July, 2023 be signed as a true record.

741. **Resolved** – that the Confidential Part II minutes of the meeting held on 11<sup>th</sup> July, 2023 be signed as a true record.

### MATTERS ARISING

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

<b>15<sup>th</sup> May 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
453	Provision of overview of National College training available to staff and governors	DB	12/09/2023
468	Circulation of appendix 5	JW	12/09/2023

<b>14<sup>th</sup> June 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
565	See minute 453	DB	12/09/2023
611	Admissions discussion with Bohunt MAT	DB/SS	

## **National College Training (previous minutes 453 & 565/23)**

743. DB reported that the federation had now signed up to the National College and that a number of areas of training were available for both staff and governors. All members of the IEB and the shadow board would receive a log-in to enable them to access relevant training. DB highlighted courses that may be of interest to new governors regarding their induction. The chair commented that the shadow board would discuss its training needs and the various sources for it at their forthcoming induction meeting. The value of the subscription to the National College training offer would be evaluated before any resubscription.

**Action:** DB

## **Admissions discussion with Bohunt MAT (previous minute 611/23)**

744. DB reported that his conversation with Bohunt MAT had so far been unproductive. Comment was made that it was important to pursue the admission questions as far as possible as it had come from a meeting held with parents. DB agreed to pursue the discussion directly with The Petersfield School and the possibility of mentioning it to the DfE was discussed.

**Action:** DB

<b>11<sup>th</sup> July 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
649	DB to arrange log-in for NW. NW to check availability of governor training on National College site.	DB/NW	12/09/2023
650	Reminder to JW of need to circulate appendix 5	DB	12/09/2023
652	Support in discussion with Bohunt MAT and Hants Admission team	DB/SS	12/09/2023
682	Addition of school events to headteacher reports	DB	12/09/2023
694	Provision of Pupil Premium reports at autumn term meeting	DB	To be presented at Finance Committee meeting
699	Check apportionment of 'Doodle Dance' cost	DB	12/09/2023
700	Checking of all Sports Premium figures for Sports Premium prior to publishing on website		12/09/2023
712	Addition of parent working party update to headteacher reports	DB	12/09/2023
716	Report on meeting with local MP	DB	12/09/2023
720	Communication to staff regarding staff survey feedback	NW	12/09/2023
730	Adding of sentence to Relationships, Sex and Health Education policy	DB	12/09/2023

### **Apportionment of 'Doodle Dance' cost (previous minute 699/23)**

745. DB informed the meeting that the difference in apportionment of the costs lay in the delivery pattern, with Rogate receiving 2 sessions for years R and 1 & 2, Rake receiving one session for year R and Compton & Up Marden receiving one session, although a second was delivered free by the provider.

### **Meeting with local MP (previous minute 716/23)**

746. DB reported on a meeting of Rother Valley headteachers attended by Gillian Keegan, MP. She had expressed her support of small schools and demonstrated a good understanding and knowledge of schools in the Rother Valley and their concerns. There had been wide ranging discussion, including the impact of Ofsted on headteachers' wellbeing. The possibility of a Rother Valley MAT had also been discussed. DB felt that she had a real understanding of small schools. Ms Keegan had visited a number of schools in the Rother Valley and pledged to visit all by the next election. Comment was made that the visits would provide a real opportunity to speak to Ms Keegan about the funding and financing of small schools. An invitation to visit Compton & Up Marden would be issued.

**Action:** DB

### **Curriculum Delivery for a 3 class structure (previous confidential minute 528/23)**

747. DB reported that leaders had worked incredibly hard to ensure that all areas of the curriculum were covered. This had involved returning to the national curriculum documents and having thoroughly appraised the plan, DB felt that it entirely supported the exciting and engaging curriculum envisaged. It would be a 2 year rolling programme, and it would not be possible to see if everything had been covered until the end of that time, but it would be closely monitored throughout by DB. The plan also included the RE curriculum.

#### **Q. Can this information be shared with parents?**

748. The finished plan would be available on the website when all was completed, however it would be possible to reassure parents that it was based on the national curriculum and that all would be covered to provide an exciting and engaging curriculum. SS reported that she had already visited all 3 classes for a preliminary monitoring visit.

**Action:** DB

### **INTRODUCTIONS**

749. The IEB and members of the shadow board introduced themselves. The chair gave a brief outline of the way that the joint IEB and board meetings would operate.

### **CHAIR'S ACTION**

750. There were no actions to report.

## **FINANCE**

### **Terms of Reference for Finance Committee**

751. Draft terms of reference for a proposed Finance and Resources committee had been circulated prior to the meeting. The chair explained that they were based on a model provided by the NGA to which reference to GDPR had been added. The TOR stated that members of the committee should undertake school budget and finance training courses provided by the WSCC Governance team.

### **Q. Should the TOR make clear that the work of the committee should include that the 3 year financial forecast and SFVS comply with Local Authority expectations?**

752. It was agreed that this should be indicated in the TOR and the chair would add relevant bullet points which she would check with PL prior to publishing.

**Action:** NW

753. Extensive discussion ensued regarding the content of the TOR and the remit of the proposed committee.

754. **Resolved** – that, subject to the amendment agreed, the TOR for the Finance and Resources committee be approved.

(Reverend Bancroft arrived at this point)

### **Finance Committee Membership**

755. **Resolved** - that the membership of the Finance & Resources committee be agreed as Mrs N Waters, Mr P Little and Mrs S Samson.

756. The first meeting would take place in November. Two members of the shadow board would join the committee, to be agreed at the first meeting of the shadow board.

### **Pay Committee membership**

757. This committee would meet once per annum. Membership was agreed as follows:

Mrs N Waters, Mr P Little and Mr Luke Alexander-Hill

### **Approval of Scheme of Delegation**

758. The chair reminded IEB members that an annual review of the scheme of delegation was required. An updated proforma had been provided by the local authority which had been populated. After discussion it was agreed that expenditure of up to £10,000 under any one budget heading was permissible without recourse to the IEB. Virements between headings in excess of £1,000 would need to be agreed by the IEB.

759. **Resolved** – that the IEB approve the proposals regarding the review of the scheme of delegation.

## SHADOW BOARD

760. The role and composition of the board had been circulated prior to the meeting. The chair outlined the composition of the shadow board. All shadow members who had not returned their DBS documentation to the school were asked to do so as soon as possible.

**Action:** Shadow board members

761. The election of chair and vice chair would take place at the first meeting of the shadow board, together with agreement to their terms of office.

**Action:** Shadow Board members

762. NW explained that she had set up document storage on SharePoint for the shadow board meeting documents. All shadow board governors had already been added to the access.

## IEB AND SHADOW BOARD

763. Meeting dates on a half termly basis had already been circulated to IEB members.

764. Contact details had also been circulated. The chair asked that all IEB members and shadow governors check their own entry and add any missing information.

**Action:** All

765. All present agreed to their contact details being shared among members of the IEB and shadow board.

### **Annual Schedule of Governing Body Business**

766. This had been circulated prior to the meeting and the chair outlined its use and how this would be implemented.

### **Monitoring Visits and Reporting form**

767. The chair explained that monitoring visits covered areas of compliance and school improvement priorities. A template was provided to ensure a consistent reporting format. NW explained the use of folders provided in SharePoint. This term would see SEND and Disadvantaged monitoring visits. Each visit would be made by a member of the IEB and a shadow board member:

SEND – RC/TB

Disadvantaged – SS/ED

### **Scope of Executive Headteacher's report**

768. NW explained that a report from the Executive Headteacher would be provided at each meeting. In order to discharge its duties effectively the board needed to inform the executive headteacher what it would like a report to contain for each meeting. West Sussex provided guidance on what a board might commission a report on. The chair asked for suggestions on the scope of forthcoming reports. Comment was made that contextual data for each school would be better presented in the first half of each term and this agreed. A contextual narrative would be provided at the beginning of each report.

**Action:** DB

769. The chair explained that, having received the report, board members were encouraged to send questions to the executive headteacher in advance of the meeting. These could be added to the comments section of the report. This would help to foster a culture of preparation for each meeting.

### **Business & Pecuniary Interests**

770. All had received a document to declare any business and pecuniary interest which should be returned to DB.

**Action:** All

### **Code of Conduct**

771. A copy of the NGA Code of Conduct for governors had been circulated which had been adapted from the NGA model. All present agreed to abide by the proposed code. The chair would sign the document on behalf of the IEB and shadow board.

**Action:** NW

### **Panel**

772. SS and NW would form the executive headteacher's performance management panel (HTPM) and RC would act as the external adviser.

### **Panel & Committee Membership**

773. **Resolved** – that the membership of any Staff Dismissal Appeal committee or Pupil Discipline committee would consist of 3 IEB members or shadow governors who have no prior knowledge of the issue to be considered.

774. **Resolved** – that the membership of any Complaints Panel would consist of 3 IEB members or shadow governors who have no prior knowledge of the issue to be considered.

775. **Resolved** – that the membership of any Pay Appeal panel would consist of any 3 IEB members or shadow governors who had not been party to the decision being appealed and who were not members of staff.

776. It was agreed that, going forward, meetings would commence with prayer.

## **SAFEGUARDING**

### **KCSiE 2023**

777. All governors were reminded of the need to read parts I and II of KCSiE 2023. The following confirmed that they had already done so: NW/SS/LT/DB/CH/RC.

778. All remaining IEB members and shadow governors would read before the next meeting.

**Action:** TB/ED/PL/LA-H/MVW/JW

## **Refresher Safeguarding Training**

779. RC/CH/NW/DB all confirmed that they were up to date regarding safeguarding training.

780. All IEB members and shadow governors were asked to source training, either through National College, West Sussex Training or through the NGA module provided as part of the West Sussex governor services SLA. All to ensure certificates of completion were given to the school.

**Action:** SS/PL/JW/ED/TB/LT/LA-H/MVW.

## **POLICIES**

### **Child Protection & Safeguarding**

781. The chair reminded the meeting that the Child Protection & Safeguarding policy required to be reviewed on an annual basis. It had been circulated prior to the meeting.

782. **Resolved** - that the IEB approve the proposed Child Protection & Safeguarding policy.

#### **Q. Are all DSLs in the schools up to date with required training?**

783. DB confirmed that all training was current.

#### **Q. How do visitors to the schools know who to speak to regarding any disclosures they may receive during their visit?**

784. DB explained that information was provided at the point of entry where visitors signed in.

### **Complaints Procedure**

785. Copies had been circulated prior to the meeting. The chair proposed a change to the timing of stages within the procedure. An additional sentence was also suggested and agreed.

786. **Resolved** – that the IEB approve the Complaints Procedure as amended.

789. The chair recommended that a 'Managing Serial complaints and unreasonable Complaints' policy be added. A West Sussex policy based on a DfE model was available to adopt and had been circulated prior to the meeting.

790. **Resolved** – that, subject to the minor amendments agreed, the IEB approve the proposed 'Managing Serial Complaints and Unreasonable Complaints' policy.

### **Governor Visits Policy**

791. The chair explained that this policy outlined the protocols surrounding governor visits. It had been circulated prior to the meeting.

792. It was agreed that 2 minor sentences would be removed from the proposed policy.

793. **Resolved** – that, subject to the minor amendments agreed, the Governor Visits Policy be approved.

## **Governor Induction Policy**

794. A copy of the previous policy had been circulated prior to the meeting.

795. **Resolved** – that the proposed Governor Induction policy be adopted by the IEB.

### **DATE OF NEXT MEETING**

796. The next meeting of the IEB would take place on 10<sup>th</sup> October at 2.30pm. This would be a virtual meeting.

797. The first meeting of the shadow governing board would take place on 4<sup>th</sup> October 2023.

798. There being no further business the meeting closed at 4.30pm

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

## **ACTION LOGS**

<b>14<sup>th</sup> June 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
611	Admissions discussion with Bohunt MAT	DB/SS	

<b>11<sup>th</sup> July 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
694	Provision of Pupil Premium reports at finance committee meeting	DB	

<b>12<sup>th</sup> September 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
743	National College log-in for IEB members and shadow board members	DB	
744	Admissions discussion with The Petersfield School	DB	
746	Invitation to Gillian Keegan, MP to visit Compton & Up Marden School	DB	
748	Reassurance to Rogate parents that the 3 class curriculum structure was based on the national curriculum	DB	

752	Addition of bullet points to Finance Committee TOR following check with PL	NW	
760	Return of completed DBS documents to DB	Shadow board members	
761	Election of chair and vice chair of shadow board	Shadow board members	
764	IEB members and shadow governors to check and amend contact details	All	
768	Contextual data to be included in next Executive HT report	DB	
770	Return of completed business & pecuniary interest register declarations to DB	All	
771	Signing of Code of Conduct on behalf of IEB and Shadow Board	NW	
778	Reading of KCSiE 2023 Part I & II	TB/ED/PL/LA-H/MVW/JW	
780	Safeguarding Training	SS/PL/JW/ED/TB/LT/LA-H/MVW	
	Provision of completion certificates to DB	All	