

DOWNLAND VILLAGE SCHOOLS FEDERATION

INTERIM EXECUTIVE BOARD MEETING

**A meeting of the IEB held on 20th April, 2023 at 6.00pm.
This was a virtual meeting.**

Present: 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

263. Apologies were received from Mrs R Cumming and were approved.

DECLARATIONS OF INTEREST

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

MINUTES OF PREVIOUS MEETING

265. **Resolved** – that, subject to a small amendment to minutes 241 and 255, members approve the minutes of the IEB meeting held on 27th March, 2023.

266. **Resolved** – that the Confidential Part II minutes of the meeting held on 27th March, 2023 be signed as a true record.

MATTERS ARISING

Safeguarding of Pupil Data (previous minute 246/23)

267. As a result of the information provided by the executive headteacher, members of the IEB were satisfied that pupil data was appropriately safeguarded.

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

8th March 2023			
Minute	Action	By Whom	Reported completed
85	Report on use of notional SEND funding, use of PP funding in terms of staffing & how this is monitored	DB	Deferred to May meeting HT Report
89	Provision of progress data	DB	Deferred to May meeting HT Report
111	Staff survey	NW	2 nd half of Summer term
114	Safeguarding monitoring visit	CH	Agenda 20/4/23

137	Use of PE & Sports Grant	PL	Deferred to May meeting HT Report
138	Clarification of use of PP funding for non SEN pupils	DB	Deferred to May meeting HT Report

27th March 2023			
Minute	Action	By Whom	Reported completed
177	SCR check & record sampling	CH	Agenda 20/4/23
204	Addition of milestone dates to the SIPs	RC/SS/NW/DB	Working Party to Action
206	Workshop for formation of federation wide improvement plan with school specific info	Working Party	Working Party to Action after 3/5/23 mtg
207	Provision of targeted Intervention Plan	DB	Deferred to May meeting HT Report
234	Communication to parents regarding parent governor elections	NW	To be circulated after May half term
241	Addition of introductory paragraph to the Assessment & Tracking policy	DB	20/4/23 and published online
243	Addition of sentence to Charging & Remissions policy	DB	
248 & 249	Amendments to Data Protection Policy and return to Chair	DB/PB	20/4/23 and published online
252	Sentence to be added to the Suspensions & Exclusions Policy	DB	20/4/23

Working Party (Previous minute 206/23)

269. A working party consisting of at least RC/SS/NW/DB would ensure that the improvement plan was completed for the start of the Autumn term 2023. Suggested dates for a meeting after 3rd May would be circulated by the chair.

Action: NW

Communication to parents regarding governor elections (previous minute 234/23)

270. DB commented that a number of parents had enquired about the elections for the new GB. It was agreed that the chair would circulate this information after the May half term break, but in the meantime a small communication would be sent to parents to inform them that the process would begin in the second half of the term.

Action: NW

Addition of sentence to Charging & Remissions Policy (previous minute 243/23)

271. There had been a misunderstanding regarding what was required, but this would be rectified shortly.

272 – 277. Confidential Part II minutes.

CHAIR'S ACTIONS

278. Confidential Part II minute.

SAFEGUARDING

279. CH had met with staff from the three schools on 28th March to carry out a safeguarding monitoring visit, together with an SCR check and record sampling. He asked that thanks be recorded to those staff for the time they had given. There was nothing of significance to report and questions were invited.

Q. Did you inspect the SCR in all 3 schools and did you identify any gaps that required attention?

280. CH confirmed that all 3 had been inspected. The only minor issue to note was that additional DBS checks for staff who had previously worked abroad were subject to a fairly lengthy delay.

Q. Is there anyone working in the federation schools whose check had not been received?

281. DB confirmed that the checks for all staff in all schools had been received.

282. CH had suggested that at Rake where the SCR is restricted to those staff with access to a particular folder on the system, a password be added as an additional security measure.

Q. Would that be to prevent anyone accessing and editing the document?

283. CH confirmed that it was already in a document with restricted access but CH had felt that the additional step was worth adding. DB confirmed that this had been actioned.

284. For Compton & Up Marden, CH had asked if there was a regular check-in between the executive headteacher and the school regarding safeguarding. This had not been the case but the SBM had undertaken to speak to DB to ensure that this became a more regular occurrence.

Q. How frequently as Deputy DSL do you as executive headteacher check the SCR for each school?

285. DB replied that this was done on a half termly basis.

Q. Is there a record that confirms you have carried out these checks half termly?

286. This was confirmed, but the deputy executive headteacher as DSL also carried out more regular checks.

287. CH also reported that all three schools carried out a fire drill during each term, with no issues to report from the most recent.

288. During the next monitoring visit CH would meet with the executive and deputy executive headteachers in their roles as DDSL and DSL respectively.

289. NW reported that she had asked DB to confirm that details of all members of the IEB had been added to the SCR in each school and that details of members of the previous GB had been archived. DB confirmed that this had been done.

290. NW informed the IEB that she asked that DVSF lanyards be arranged for those members of the IEB who did not already have one. Other members were able to use lanyards and identification from other acceptable organisations such as WSCC and the diocese. DB confirmed that this had been actioned and should be available shortly.

291. DB had undertaken a safer recruitment training update provided by WSCC which included a review of safeguarding practices and was pleased to report that all of the actions and procedures suggested at the session were already in place in all three schools.

Q. Has anyone else in the federation been safer recruitment trained in the last 3 years?

292. DB confirmed that one of the School Business Managers had undertaken the training.

Q. Can you confirm that no recruitment at any level takes place without either yourself or the SBM being part of the panel?

293. DB confirmed that this was the case.

294. It was suggested that the deputy executive headteacher should undertake the safer recruitment training. DB commented that the cost of the course was in excess of £100. NW suggested that online training provided by the NSPCC would be worth exploring as an alternative as it was robust and less expensive.

295. SS asked that the comprehensive training provided by the National College be explored. The cost effectiveness was unclear for smaller groups of staff but might be worth looking into.

Action: DB

296. CH also undertook to renew his safer recruitment training.

SCHOOL ORGANISATION

297 – 332. Confidential Part II minutes.

LETTER FROM RSC

333 – 342. Confidential Part II minutes.

POLICIES

Attendance Policy

343. Copies had been circulated prior to the meeting for review. A number of minor layout amendments were noted.

Q. Does the federation have 3 attendance officers or 1?

344. It was confirmed that there were 3 attendance officers and this would be altered within the proposed policy.

Q. The policy states that good attendance is rewarded. How is 'good' defined?

345. DB replied that this had always been regarded as 100% attendance for a whole class and expanded on how this operated. Concern was expressed from an equality perspective that it was parents or carers who often affected their child's attendance and in addition, those with specific medical needs may not be able to attend 100% of the time.

346. DB replied that medical absence was not penalised but agreed that the policy did disadvantage those children whose parents were affecting their attendance.

Q. With that in mind, are you comfortable that this part of the policy should continue to be implemented?

347. DB expressed the view that he would prefer not to reward attendance. It was agreed that this point be removed from the policy.

348. **Resolved** – that, subject to the amendments agreed, the IEB approve the Attendance policy. A copy would be placed on the federation's website.

ACTION: NW

Collective Worship Policy

349. Copies had been circulated prior to the meeting for review. NW asked if all names and schedules in the policy were still current and if this was information needed in the policy as it could easily become outdated during the review cycle. DB agreed that this information was superfluous and it was agreed to remove it. NW reported that another irrelevant item had been removed prior to circulation, which DB had been made aware of.

350. PL commented that there was very little mention of alternative faiths and asked if it was normal to have such limited mention of other faiths, giving children limited experience of understanding them. DB replied that collective worship needed to be of a broadly Christian nature. NW commented that other faiths would be covered within the RE curriculum.

Q. The policy suggested that the executive headteacher will be operationally present at weekly parent assemblies. Although this information has been removed from the actual policy, does this need reconsideration?

351. DB replied that this had been discussed at great length and in fact he was not attending any of them at the current time. He was however present across all playgrounds throughout the week to meet and greet parents but could not commit to a schedule of assembly attendance.

352. **Resolved** – that, subject to the amendments agreed, the IEB approve the Collective Worship policy. A copy would be placed on the federation's website.

ACTION: NW

Intimate Care Policy

353. Copies had been circulated prior to the meeting for review. Mention of CRB checks would be amended to read DBS checks.

354. NW commented that the policy differed to that displayed on the federation website and questioned whether or not the information the IEB had received was correct and was perhaps guidance notes for staff. Mention was also made of another local authority. It was agreed that this would be rechecked and the policy brought to the next IEB meeting.

ACTION: DB/Clerk

Lockdown Policy

355. Copies had been circulated prior to the meeting for review. CH commented that one appendix appeared to be missing and another was not complete. NW commented that the policy needed to be clearer about the use of bells to notify staff of the type of lockdown (partial or full). The policy was also not clear on which staff were to enact the procedure in each school and who was responsible. It was suggested that this item be deferred to the next meeting and that the policy be reviewed in the light of the West Sussex model policy. DB commented that he had great concern over the use of the West Sussex model policy as it did not follow the advice of the police that children should run, but suggested children should gather in groups. He felt this not practical advice, particularly in regard to schools with floor to ceiling windows. NW acknowledged the point but commented that if the federation chose not to follow the West Sussex model then this could place the IEB and the staff in a difficult position. DB would return to look at the model policy in the context of all three schools.

ACTION: DB/Clerk

356. It was agreed that in the case of the Intimate Care Policy and the Lockdown Policy, the current policies would remain in force pending the agreement of revised and updated policies.

DATE OF NEXT MEETING

357. The next meeting of the IEB would take place at Compton & Up Marden School on 3rd May at 9.15am.

DATES OF FUTURE MEETINGS

358. A budget setting meeting would take place on 15th May at 9.15. This would be a virtual meeting.

359. There being no further business the meeting closed at 20.35.

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

ACTION LOGS

8 th March 2023			
Minute	Action	By Whom	Reported completed
85	Report on use of notional SEND funding, use of PP funding in terms of staffing & how this is monitored	DB	Deferred to May meeting
89	Provision of progress data	DB	Deferred to May meeting
111	Staff survey	NW	2 nd half of Summer term
137	Use of PE & Sports Grant	PL	Deferred to May meeting HT Report
138	Clarification of use of PP funding for non SEN pupils	DB	Deferred to May meeting HT Report

27 th March 2023			
Minute	Action	By Whom	Reported completed
204	Addition of milestone dates to the SIPs	RC/SS/NW/DB	Working Party to Action
206	Workshop for formation of federation wide improvement plan with school specific info	Working Party	Working Party to Action after 3/5/23 mtg
207	Provision of targeted Intervention Plan	DB	Deferred to May meeting HT Report
234	Communication to parents regarding parent governor elections	NW	To be circulated after May half term
243	Addition of sentence to Charging & Remissions policy	DB	

20th April 2023

Minute	Action	By Whom	Reported completed
269	Circulation of suggested dates for working party meeting (see 206 above)	NW	
270	Holding communication to parents (see 234 above)	NW	
295	Consideration of National College training offer	DB	
348 & 352	Policies to be published on website	NW	
354	Intimate Care Policy to be reviewed for next IEB meeting	DB	
355	Lockdown policy to be reviewed for next IEB meeting	DB	