

DOWNLAND VILLAGE SCHOOLS FEDERATION

INTERIM EXECUTIVE BOARD MEETING

**A meeting of the IEB held on 3rd May, 2023 at 9.15am
at Compton & Up Marden 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, DVSF), Mr P Wagstaff (Assistant Director of Education & Skills)(PW) and Mrs C Vigor (CV) (Clerk).

In attendance virtually: Mr C Gogay (CG)(DfE Team Leader for West Sussex), Mr P Schofield (PS)(DfE Deputy Director South East Regional Team) and Ms N Williams (NW)(DfE Delivery Officer).

APOLOGIES

360. All members of the IEB were present.

361. The chair reminded the meeting that Paul Wagstaff would be joining at 1000 and the DfE would join via TEAMS at 1100.

DECLARATIONS OF INTEREST

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

MINUTES OF PREVIOUS MEETING

363. **Resolved** – that members approve the minutes of the IEB meeting held on 20th April, 2023.

364. **Resolved** – that the Confidential Part II minutes of the meeting held on 20th April, 2023 be signed as a true record.

MATTERS ARISING

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

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	Agenda 3/5/23
89	Provision of progress data	DB	Agenda 3/5/23
111	Staff survey	NW	2 nd half of summer term
137	Use of PE & Sports Grant	PL	Agenda 3/5/23
138	Clarification of use of PP funding for non SEN pupils	DB	Agenda 3/5/23

27th March 2023			
Minute	Action	By Whom	Reported completed
204	Addition of milestone dates to the SIPs	RC/SS/NW/DB	Working Party meeting 15/6/23
206	Workshop for formation of federation wide improvement plan with school specific info	Working Party	Working Party meeting 15/6/23
207	Provision of targeted Intervention Plan	DB	Agenda 3/5/23
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	3/5/2023 and on website

20th April 2023			
Minute	Action	By Whom	Reported completed
269	Circulation of suggested dates for working party meeting (see 206 above)	NW	3/5/2023
270	Holding communication to parents (see 234 above)	NW	3/5/2023
295	Consideration of National College training offer	DB	
348 & 352	Policies to be published on website	NW	3/5/2023
354	Intimate Care Policy to be reviewed for next IEB meeting	DB	Agenda 3/5/23
355	Lockdown policy to be reviewed for next IEB meeting	DB	Agenda 3/5/23

National College Training (previous minute 295/23)

366. DB to ask PB to ascertain whether the federation has access to the National College training that other Rother Valley schools have access to.

Action: DB

367-368. Confidential Part II minutes.

CHAIR'S ACTIONS

369. The chair had attended a meeting of the Rother Valley Futures Group and had also, along with SS, met with the headteacher of Camelsdale Primary School.

370. NW appraised the meeting of the content of an email she had sent to Ms Keegan's staff and would send a further communication if it was needed following today's discussions with the DfE.

REPORT OF HEADTEACHER PART I

371. Members of the IEB had received copies of the report prior to the meeting.

School Context

Compton & Up Marden

372. The headteacher reported that 3 additional pupils had joined Compton & Up Marden School and were likely to be on roll on census day in October. 16 pupils were likely to be joining year R in September. The IEB discussed the need to approach the Local Authority with regard to considering a reduction in PAN to 15 to avoid having classes of 30+ in future years. NW agreed to approach Graham Olway, although it was understood that the earliest opportunity for this to happen would be September 2024 and possibly September 2025.

Action: NW

Rake

373. A member of staff would be leaving at the end of the summer term and an advertisement had been placed.

374. Confidential Part II minute.

Rogate

375. A temporary LSA appointment had been made to cover the return to work programme of another member of staff. DB outlined the pattern of work that the returnee was following until the end of term. The school was supportive of the gradual return and was hopeful of a full return in September.

376 - 380. Confidential Part II minutes.

(PW joined the meeting at this point)

381. The poor quality of some of the food provided at Rogate by Chartwells had been identified. DB confirmed that this was also an issue at the other 2 schools, although much more so at Rogate as it does not have a kitchen. DB had discussed this with Chartwells who had agreed that the quality was poor but had offered no solution. PW agreed to take this up with John Figgins, Head of Catering Services.

Action: PW

COMPTON & UP MARDEN

382. A discussion paper had been circulated to assist the meeting with the DfE.

383 - 389. Confidential Part II minutes.

(The DfE joined the meeting at this point via a virtual call).

390. The chair welcomed to the meeting officers from the DfE and introductions were made. The discussion paper had also been shared with DfE officers who were asked to comment on its content.

REPORT OF HEADTEACHER PART II

Pupil Progress and Attainment

409. The headteacher had circulated data sets prior to the meeting.

410. With regard to teacher assessment and scores, Compton & Up Marden and Rake were broadly in line, however Rogate were not as it was a small cohort with high SEN. NW was concerned that the IEB had been given raw data to interpret. DB explained that the previous GB had formed a group of assessment governors who had looked at the raw data for interpretation. NW explained that the IEB would prefer DB to provide an analysis, interpretation and narrative with some hard numbers.

411. DB explained that at Rake there were 15 children in the cohort, 3 with additional needs and one with an EHCP. It was expected that 2 other pupils would receive an EHCP before the end of the school year. Reading and Maths were stronger than writing which was an area for improvement across the patch and one reason why the federation had invested in Read, Write, Inc for Rake. The federation was also part of the Sussex Maths Hub and was working on Maths Mastery which was having a positive impact. Teacher assessments were moderated in school, then within the federation and finally within the locality.

Q. What additional work is in place for the SPAG test?

412. DB replied that lots of past papers were being used and commented that children at Rake were very good at articulating what they were learning.

Q. What support has the member of staff carrying out the teacher assessments been given?

413. The deputy executive headteacher had given help and support regarding data and DB had assisted with making judgements, plus he had worked alongside the teacher.

414. NW commented that the missing piece regarding progress was how children have been on a trajectory to meet ARE and asked what the role of different people had been. DB explained that the class teacher planned, taught and assessed, using the assessment tool, to populate the data set the end of each unit. PB would then interrogate the data and hold pupil progress meetings with each member of staff, the SENDCo and teaching assistants. He would then produce headlines for DB.

Q. What do you do with the data you receive?

415. DB explained that he would ask what was being done regarding different trends and the actions being taken or needed.

Q. Is the data set completely coherent to you or is it bespoke to PB?

416. DB replied that it was bespoke, however discussion would take place regarding highlighted areas.

Q. When you receive end of key stage data are there any surprises?

417. DB replied that there were always surprises as children did not always perform as expected.

418. The IEB discussed how the data was presented and requested further interpretation and analysis in future reports. It was agreed that for the June meeting the IEB would need an absolutely clear picture of what the status of each group of pupils was, with progress and narrative, to enable them to ask strategic questions. This should be provided one week before the meeting. If any clarification was needed DB would refer to NW.

Action: DB

Targeted Intervention Plan

419. A targeted intervention plan had been requested by year group and subject, to show what was in place to enable them to progress. The plan provided had been for SEN interventions. NW expanded on what was required.

420. DB informed the IEB that the focus of the SENDCo had been on pupils requiring an EHCP, as in the last 18 months the information required had not been gathered. She was only now looking at interventions and catching up. TAs carried out the intervention work and a number were in place. It was explained that the IEB were mainly interested in interventions for whole groups rather than for individuals. This might include individual interventions but would mainly be regarding e.g., whole year groups where pupils were not progressing as expected.

Action: DB

SEND Notional Funding/Pupil Premium Funding

421. Both of these funding streams had been allocated to classroom support and the cost of the SENDCo. Concern was expressed that the SENDCo was funded solely from PP funding, although 100% of PP children had SEN making it a legitimate use. However, the IEB would like to look at funding the post from SEND notional funding and move some TA costs and classroom support elsewhere. DB explained that as budgets were so tight this year allocations had been made where they could be but agreed that for sustainability allocations should be made differently in the future.

PE & Sports Premium

422. A clear breakdown of its use had been given. The use of some funding for the employment of a MMS could be justified as they acted as an Activity Co-ordinator. The IEB were reminded that there was no guarantee that this funding would continue indefinitely.

SCHOOL ORGANISATION

423 - 425. Confidential Part II minutes.

426. The IEB were informed of the terms of the use of money given by the Boltini Trust to Rake and Rogate schools to improve IT. The sum of just under £6k remained unspent. The money had been held in the PTA account but had now been released. DB explained that Rogate needed to replace laptops and interactive screens, as the current lease was now up. This could be funded either by using DFCG funding or the remainder of the trust donation.

Q. Is there any other call on the DFCG funding?

427. DB outlined several areas that required investment, including a new floor in the hall and work on part of the roof. It was agreed that the Trust money should be used to fund the IT replacements. Any excess would then be added to the Rogate budget to assist with the deficit. It was further agreed that the Boltini Trust should be informed of the use of the funding and thanked for their contribution.

Action: DB

STAKEHOLDER COMMUNICATIONS

428. There was nothing to report that had not been covered elsewhere in the meeting.

SUBSTANTIVE GOVERNING BODY

429. It was agreed that NW and DB would put together the information needed regarding the election of parent governors.

Action: NW/DB

POLICIES

Redundancy Policy

430. Copies had been circulated prior to the meeting for review. The policy was based on a model provided by WSCC which had been personalised as required for the federation.

431. **Resolved** – that the IEB approve the Redundancy policy. A copy would be placed on the federation's intranet.

Action: NW

Lockdown Policy

432. The IEB had received copies of the revised proposed policy.

Q. Where whistles are used to signal a full or partial lockdown can they be heard across the whole of each school?

433. DB confirmed that this was the case and that it had been tested. It was agreed that staff also needed to be aware of a whistle signal to alert them to return to the building.

Action: DB

434. Amendment was needed to make clear the nominated evacuation place for each school. For Compton and Rogate it would be the nearby church, the designated location for Rake would be added to the policy.

Action: DB

435. Other minor amendments were noted for action by DB.

Action: DB

436. **Resolved** – that, subject to the amendments agreed, the IEB approve the Lockdown Policy. A copy would be placed on the federation's website.

Action: NW

Intimate Care Policy

437. Copies had been circulated prior to the meeting for review. The policy was based on a model provided by WSCC which had been personalised as required for the federation. A number of minor amendments were identified.

438. **Resolved** – that, subject to the amendments agreed, the IEB approve the Intimate Care Policy. A copy would be placed on the federation's website.

Action: NW

ACCESSIBILITY PLAN – ALL THREE SCHOOLS

439. Copies had been circulated prior to the meeting for review. A number of minor amendments were identified.

440. **Resolved** – that, subject to the amendments agreed, the IEB approve the Accessibility Plans for all three schools. A copy would be placed on the federation's website.

Action: NW

EMERGENCY PLANS – ALL THREE SCHOOLS

441. This item was deferred to the next meeting.

Action: NW/Clerk

SEN INFORMATION REPORTS – ALL THREE SCHOOLS

442. The revised reports had been provided by DB, however it had since been discovered that a SEND policy was not in place. This had now been resolved but it had been too late to allow the reports to be considered at this meeting. The item was therefore deferred to the next agenda.

Action: NW/Clerk

DATE OF NEXT MEETING

443. The next meeting of the IEB would take place on 15th May at 9.15am. This would be a virtual meeting. The deputy executive headteacher and the school business managers would be invited to attend.

Action: DB

DATES OF FUTURE MEETINGS

444. A meeting of the IEB would take place on 14th June at 1pm. This would be a virtual meeting.

ANY OTHER BUSINESS

Memorandum of Understanding

445. The Rother Valley MOU required consideration for approval. NW would circulate to the IEB and this would be brought to the next meeting.

Action: NW

446. There being no further business the meeting closed at 2.45pm.

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

ACTION LOGS

8th March 2023			
Minute	Action	By Whom	Reported completed
111	Staff survey	NW	2 nd half of summer term

27th March 2023			
Minute	Action	By Whom	Reported completed
204	Addition of milestone dates to the SIPs	RC/SS/NW/DB	Working Party to Action 15/6/23
206	Workshop for formation of federation wide improvement plan with school specific info	Working Party	Working Party to Action 15/6/23
234	Communication to parents regarding parent governor elections	NW	To be circulated after May half term

3rd May 2023			
Minute	Action	By Whom	Reported completed
366	Federation access to the National College through Rother Valley schools (see 295)	DB	
372	Contact Graham Olway regarding PAN reduction at Compton	NW	
381	Quality of food at Rogate to be referred to Chartwells	PW	

418	Report on status of each group of pupils, with progress and narrative, for June IEB Meeting	DB	
420	Targeted Intervention Plan	DB	
427	Notice to Boltini Trust of use of funding	DB	
429	Construction of Parent Election documents	NW/DB	
431	Place redundancy policy on intranet	NW	
433	Appraise staff of whistle signal for return to school buildings following lockdown	DB	
434	Clarify nominated place for each school for Lockdown policy	DB	
435	Minor amendments to Lockdown Policy	DB	
436 & 438	Lockdown Policy and Intimate Care policies to be placed on website	NW	
440	Accessibility Plan to be placed on website	NW	
441 & 442	Items for next agenda	NW/Clerk	
443	Invite deputy executive HT and SBMs to next IEB meeting	DB	
445	Circulate MOU	NW	