

DOWNLAND VILLAGE SCHOOLS FEDERATION

INTERIM EXECUTIVE BOARD MEETING

**A meeting of the IEB held on 15th May, 2023 at 9.15am.
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), Mr P Brown (PB)(Deputy Executive Headteacher, DVSF) Mrs J Wilkinson (JW), (SBM Rake), Mrs N Kemp (NK)(SBM Compton & Up Marden and Rogate) and Mrs C Vigor (CV) (Clerk).

APOLOGIES

447. All members of the IEB were present.

448. The chair informed the meeting that the SBMs for each school would be joining the meeting at the appropriate point.

DECLARATIONS OF INTEREST

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

MINUTES OF THE PREVIOUS MEETING

450. **Resolved** – that, subject to minor amendments discussed and agreed, members approve the minutes of the IEB meeting held on 3rd May, 2023.

451. **Resolved** – that the Confidential Part II minutes of the meeting held on 3rd May, 2023 be signed as a true record.

MATTERS ARISING

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

8 th March 2023			
Minute	Action	By Whom	Reported completed
111	Staff survey	NW	2 nd half of summer term
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 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	15/5/2023
372	Contact Graham Olway regarding PAN reduction at Compton	NW	15/5/2023
381	Quality of food at Rogate to be referred to Chartwells	PW	15/5/2023
418	Report on status of each group of pupils, with progress and narrative, for June IEB Meeting	DB	Agenda 14 th June Meeting
420	Targeted Intervention Plan	DB	Agenda 14 th June Meeting
427	Notice to Boltini Trust of use of funding	DB	15/5/2023
429	Construction of Parent Election documents	NW/DB	15/5/2023
431	Place redundancy policy on intranet	NW	15/5/2023
433	Appraise staff of whistle signal for return to school buildings following lockdown	DB	15/5/2023
434	Clarify nominated place for each school for Lockdown policy	DB	15/5/2023
435	Minor amendments to Lockdown Policy	DB	15/05/2023
436 & 438	Lockdown Policy and Intimate Care policies to be placed on website	NW	15/05/2023
440	Accessibility Plan to be placed on website	NW	15/05/2023
441 & 442	Items for next agenda	NW/Clerk	15/05/2023
443	Invite deputy executive HT and SBMs to next IEB meeting	DB	15/05/2023
445	Circulate MOU	NW	

Access to National College Training (previous minutes 295 & 366/23)

453. DB confirmed that the federation had access to the training materials provided by the National College. He was asked to provide an overview of what was available to staff and governors.

Action: DB

PAN reduction (previous minute 372/23)

454. NW had contacted Graham Olway regarding a reduction in the PAN to 15. He had explained that the deadline for a change from September 2024 had now passed. He had asked a colleague to contact NW regarding the next steps in the process to follow to arrange this from September 2025.

Quality of Chartwells lunches (previous minute 381/23)

455. DB had received correspondence from Chartwells but it had been non-committal. They had agreed, subject to availability, to attend a meeting with the complainant, which DB would arrange.

Action: DB

Redundancy policy (previous minute 431/23)

456. The policy had been placed on the Trust governor system. PB would ensure that it was made available to staff.

Action: PB

457– 459. Confidential Part II minute.

(Mrs J Wilkinson joined the meeting at this point)

DRAFT BUDGETS 2023-24 (1)

Rake

460. Mrs Jane Wilkinson, School Business Manager for Rake, was welcomed to the meeting and thanked for the draft budget details that had been circulated. Questions and observations were invited.

Q. What has been factored in for teacher salary increases?

461. The IEB was informed that the recommended 3% increase had been included as well as incremental rises.

Q. The latest offer for teaching staff is greater than 3%. Has any allowance been built in for any required back pay from September to March?

462. As there was no clarity on the likely pay increase, only assumptions could be made at this point. The SBM had followed the advice from the LA regarding suggested assumptions. The government had originally indicated that any increase would be fully funded, although this was not certain as the outcome of pay negotiations may alter this. Rake was in the fortunate position to be likely to be able to meet any future additional cost.

Q. What guidance have you used for utilities assumptions?

463. The original advice had been for a 75% increase, however 50% had finally been used due to a decrease in energy prices.

Q. The figure looks like 100%. Why is that ?

464. The SBM explained 50% had been used, however a bill for the previous year had been accounted for making the total appear higher.

Q. What is the planned use of the funding under 'buildings'?

465. The money had been allocated to carry out a number of projects including: refurbishing the toilets in reception, providing new flooring, the redecoration of the main school building and the replacement of skirting boards. It was explained that there was a need to catch up with several jobs in several areas of the school that had needed doing for a number of years. This situation had arisen as there had been no caretaker for some time. In addition, the school was in discussion with a neighbouring business regarding the removal of trees which would also need funding. The staff room and library area also needed refurbishment.

Q. Regarding the PDP, is there anything highlighted in it that you will not be able to do this year?

466. Funding was needed for external redecoration of the main school building, including drainpipes and all woodwork. DB explained that replacement of a flat roof that leaked in places was also on the PDP but it was hoped that the local authority would provide funding for this through the self-help scheme.

Q. You appear to have spent very little on caretaking in the last year. What assumptions have you made for next year as it still seems low?

467. It was explained that the reason for the lower figure was that a newly appointed caretaker had resigned early into their contract, which had resulted in an underspend. 8 hours at Grade 5 had been allowed for caretaking and interviews would shortly take place. It was hoped that an appointment would be made.

468. NW commented that regarding buildings, the school appeared to have a clear plan for how to spend the allocated funding and also that there were plans to bid for external funding. The SBM would circulate appendix 5 to the IEB.

Action: JW

Q. You indicate that the PE Instructor has been apportioned to be funded by the PE grant, but the amount allocated for classroom support staff still looks to be far less than for the previous year. Are there enough classroom support staff?

469. The SBM explained that in September when a new pupil with specific SEN arrives, funding will be allocated from county to cover part of the cost of employing an additional full-time Teaching Assistant to provide the support needed. DB explained that the school was currently negotiating with the local authority over the amount of funding to be provided, which should be in the region of £7.5k.

470. The SBM confirmed that one third of the cost of the salaries for both the executive headteacher and the deputy executive headteacher was showing under the teachers' cost centre.

Q. What is the planned use for the DFCG funding?

471. The SBM replied that the IT lease would shortly need renewing at a cost of £3.5k and consideration had been given to purchasing an automatic chemical dosage unit for the swimming pool. It was explained that this was currently done manually by the pool controller and the IEB were informed of what this entailed, including the need for the pool to be tested every 2 hours when in use. In addition, checks also needed to be made at the weekend.

472. The new unit would cover everything that was needed and could be programmed remotely from an App. The SBM had consulted the LA swimming pool adviser and understood that several other schools were using the system successfully. It would entail a large outlay but there would be a saving in terms of pool controller hours and would be safer.

Q. Do we need to decide today how we will allocate the potential balance of £61k indicated?

473. PL explained that it was perfectly acceptable to have a cost centre with a reserve allocation against it at the start of the year. He expanded on conversations he

had had with the SBM and the executive headteacher regarding key areas related to this.

474. Regarding its use, it was noted that there would be a need to fund an additional Teaching Assistant for SEN and consideration needed to be given to how much would be needed from the school budget and how much the local authority would provide.

475. Regarding the purchase of the automatic chemical dosage unit for the pool, suggestion was made that it be part funded by the school and part from PTA. PB explained that the PTA were currently raising funds to refurbish the pond area but could be approached.

476. The IEB were mindful that part of the DFCG might be needed to assist with funding work on the roof but acknowledged that the dosage unit would provide a safer checking system. The IEB were reminded that the large carry forward was due to the reduction of a teacher and of some TA hours in the previous year and the school may not be in a position to fund the dosage unit at a future date.

477. Asked where the responsibility for the use of the App fell, the SBM explained that things would still need to be checked by the pool controller but the hours required would be less. DB reminded the IEB that the LA had suggested that this was the way forward for pool safety. After discussion it was agreed that funding from the carry forward be allocated for the cost of the automatic pool dosage unit as well as the cost of an additional Teaching Assistant for SEN from September. This would leave approximately £40k unallocated to be placed in reserves.

478. Confidential Part II minute

479. **Resolved** – that the IEB approve the budget for 2023-24 for Rake CE School.

480. Mrs Wilkinson was thanked for her preparation of the budget and for her time today.

(Mrs Wilkinson left the meeting at this point)

CHAIR'S ACTIONS

481. Confidential Part II minute.

DRAFT BUDGETS 2023-24 (2)

(Mrs N Kemp joined the meeting at this point.)

Compton & Up Marden

482. Mrs Nicky Kemp, School Business Manager for Compton & Up Marden and Rogate CE schools, was welcomed to the meeting and thanked for the draft budget details that had been circulated. Questions and observations were invited.

483. Mrs Kemp confirmed that a figure of 3% had been factored in for teacher salary increases from September in both schools.

484. The SBM explained that the previous clerk to governors had been given a contract in each school and therefore a sum had been budgeted for under the clerical staff cost centre. The chair remarked that this would need to be considered when recruiting a new clerk, to ensure that they had a federation contract rather than 3 individual ones.

485. It was noted that for some cost centres expenditure for 2023-24 was proposed to be fairly low in comparison to 2022-23. Some examples were given and the SBM was asked if she was confident that less would be spent. The following explanations were given:

- A new photocopier contract would be making a saving and little was planned for office expenditure.
- The proposed spend on buildings was two thirds lower as a number items had been achieved under capital funding.
- The water bill for the previous year had been higher due to the cost of leak investigation

486. Regarding electricity, the increase recommended by the local authority had been followed. PL explained that different supplies could make a difference to the recommended increase and a range of figures had been given by the local authority. The SBM was confident that the amount budgeted would cover the expected increase as it was a generous figure. It was agreed that it was preferable to be cautious at this stage and to budget for a worst-case scenario.

487. A carry forward under the PE grant had MMS costs apportioned to it. Concern was expressed regarding how this would be afforded the following year when the carry forward no longer existed. The SBM explained that the main use of the PE grant was to fund the cost of the PE Coach and the cost of MMS could be adjusted going forward. Concern was again expressed regarding sustainability of this without a carry forward as salary expenses would still exist. What consideration had been given to the management of the deficit? DB explained that there was an expectation that the PE grant would continue. The cost centre contained £34k and the estimated spend for salaries was £15277, which would allow for a carry forward the following year.

Q. The supply budget heading has nothing against it, what is the current arrangement to cover for staff absences?

488. DB explained that supply was only used when there was a long term absence, as the cost would be covered by the insurance policy. At other times the cover was provided by Teaching Assistants, combining classes or cover from DB and PB.

Q. Has that been the arrangement for some time?

489. The IEB was assured that this had been in place at Compton & Up Marden for the last 3 years. The IEB were assured that arrangements were in place that would not require supply costs to be considered in allocating the budget.

Q. What are the plans for the use of the DFCG this year?

490. Money had already been spent in upgrading electrical items as well as the replacement of PE equipment.

Q. There does not appear to be a contribution to the Rother Valley school improvement collaboration. Why is that?

491. DB replied that it was his understanding that Compton & Up Marden would not be charged this year, but if that was not the case then the cost would only be £5 per pupil.

Recovery Plan

492. The IEB were reminded of the 3 year recovery plan. The budget prepared suggested an overspend for the current financial year of £12k, £1k of which would be mitigated by the increase in the charge to the Montessori class from September. This would therefore mean that the school would end the financial year with a deficit of £11711. Taking forward the deficit into the next financial year, there was an anticipated increase in costs of £10k with the full effect of the increase in income from the Montessori class of £1500. The SBM was asked to expand on the £10k increase in costs and explained that this was mainly to do with anticipated unfunded pay increases.

493. PL gave further explanation that this reflected a pessimistic view that costs and inflationary pressures would continue to outstrip any increase in funding and therefore a risk based approach had been taken.

Q. Current funding was based on 68 pupils and the expectation is that at the next October census there will 71 children on roll. Should we add an assumption that funding will increase next year?

494. PL replied that this was one of the points for the IEB to consider, as for the following year as a small increase in pupil numbers would make the deficit smaller by mitigating the anticipated £10k increase.

495. DB informed the IEB that although the original number of new entrants in September 2023 was expected to be 16, it now stood at 12 pupils. As the data was so variable, it was agreed that no assumption should be made regarding an increase in funding.

496. For the following year, the number leaving in year 6 would be much lower at 4 pupils, with a potential 14 joining, which would provide an uplift. For this reason the figures needed to be reviewed annually.

497. The IEB were happy that the information presented in the recovery plan was realistic and fair and represented a plan for a return to a positive position within 3 years.

498. **Resolved** – that the IEB approve the budget for 2023-24 for Compton & Up Marden CE School, together with the proposed recovery plan.

Rogate

499. Cost centres were again lower than for the previous year, but the SBM had made similar assumptions as those for Compton & Up Marden.

500. Nothing had been budgeted for under grounds maintenance with the cost being covered by the PE and Sports grant funding. The IEB sought assurance that there were no other grounds maintenance activities other than those that were sport related. DB assured the IEB that any other grounds maintenance work was carried out by the caretaker employed at Rogate.

501. Concern was expressed that an ongoing cost was being put against grant funding. The cost for each cut of the field was approximately £300. DB would investigate the cost per cut and frequency and inform the IEB. It was agreed that a clear understanding of the cost was needed.

Action: DB

502. It was noted that the cost of premises staff at Rogate was far greater than in the other two schools, with a member of staff being employed on a 0.72 contract. An explanation was sought as to why this was the case. DB explained that the post covered all caretaking and cleaning work, whereas in the other two schools cleaning was carried out by a contractor. The IEB were assured that when cleaning and caretaking costs were taken together they were comparable in each school.

Q. Classroom support is now under pupil premium. Two temporary contracts will end in August leaving 2.2fte. What have you allowed in the budget for support from September?

503. Having carried out an extensive analysis of what was needed to provide quality education under a three class structure, the IEB agreed one teacher and one LSA per class and therefore approved that the two temporary contracts be added back in for September. DB explained that in addition to the 2.2fte, two contracts of 0.6 and 0.5 had been budgeted for, making a total of 3.3fte.

504. The SBM confirmed that the budget reflected what was needed for classroom support.

Q. What are plans for the use of DFCG?

505. A survey had been done on the hall floor which had yet to be paid for, but the work may be covered by an insurance claim. The school was also hoping to receive funding from the local authority for the replacement of emergency lighting. The security alarm was to be updated during the May half term.

506. JSPC had provided a quote for IT upgrades which totalled £20k. The Boltini grant would provide £5523 of this. The IEB asked what the quote covered. The price would include the server, laptops, screens, computers and setup time. The SBM had sought quotes for equipment from two other firms plus had applied for grants from the Roundtable and the Blue Spark Foundation.

Q. Can this be paid over time or is it a onetime invoice?

507. If purchased from JSPC it would be a single invoice purchase.

508. Concern was expressed that if everything was replaced at the same time it would all have the same life span. DB replied that the server must be replaced and it was likely that when the lease on the current equipment ended everything would be removed. It was suggested that the company be approached to see if some equipment could be retained. Concern was expressed that, given the budget issues at Rogate, there was potential for questions to be asked regarding the purchase of so much new equipment.

509. The Boltini funding had been added to the IT heading and then made up to £20k from capital and any grants or donations received would also be used. DFCG could also be considered for this expenditure.

510. It was suggested that the cost of the caretaker post be apportioned across cleaning and caretaker headings to show there was parity in expenditure in each school.

511. Confidential Part II minute.

512. **Resolved** – that, subject to the modifications discussed and agreed, the IEB approve the budget for 2023-24 for Rogate CE School.

Recovery Plan

513. Two versions of the recovery plan had been circulated. The plan which showed the reduction in teacher salary costs from January was considered in the first instance. The chair outlined the key issues and savings within the plan and acknowledged the increased income from wraparound care. This would ultimately result in a deficit of £5k at the end of the second year with a manageable position in the third year. The same risk factors of pay, inflation and unidentified costs had to be taken account of, as well as the risk factors against pupil numbers as this was the most variable and important factor in the whole picture. In addition, an increase in overall funding would bring the balance down as well.

Q. Should the SBM also be asked to produce a recovery plan that shows we cannot recover without the decisions we have taken?

514. The IEB discussed this and asked the SBM to provide a budget version keeping the status quo that would show the deficit that would result. This would also show that the decisions taken had not been taken lightly.

ACTION: NK

515. **Resolved** – that the IEB approve the recovery plan which was based on a reduction in teacher costs from January 2024.

516. Mrs Kemp was thanked for her preparation of the budgets for both schools and for her time today.

(Mrs Kemp left the meeting at this point)

517. Confidential Part II minute.

SCHOOL ORGANISATION

518 - 529. Confidential Part II minutes.

ROTHER VALLEY GROUP

Memorandum of Understanding

530. The MOU was an extension of the existing agreement. NW would circulate a document to members of the IEB which represented the TOR for the group.

Action: NW

531 - 533. Confidential Part II minutes.

(PL left the meeting at this point)

POLICIES

Emergency Plans all 3 schools

534. These had all been based on the West Sussex model policy.

Compton & Up Marden

535. It was noted that, unless incapacitated or non-contactable, DB should be the main person to decide if a closure of a school was required. If he was not available then the deputy executive headteacher should make the decision followed by the senior teacher. All three plans would be amended accordingly.

536. The contact details for the chair of the IEB would be added to the emergency contact list.

537. A small number of minor amendments were discussed.

Rake

538. The contact details for the chair of the IEB would be added to the emergency contact list.

Rogate

539. The contact details for the chair of the IEB would be added to the emergency contact list.

540. A small number of minor amendments were discussed.

541. **Resolved** – that, subject to the minor amendments discussed and agreed, the IEB approve all three emergency plans.

SEND Policy

542. This item was deferred to the next meeting. The IEB were asked to give all amendments in advance to DB. An updated version would be provided for the next meeting.

Action: All/DB/Clerk

SEN Information Report (all 3 schools)

543. DB confirmed that these had been based on the West Sussex model.

544. **Resolved** – that, subject to the minor amendments discussed and agreed, the IEB approve all three SEN Information Reports.

ECT Policy

545. The IEB were informed that this was a new policy and a statutory requirement.

546. **Resolved** – that the IEB approve the ECT Policy.

Governor Expenses Policy

547. It was confirmed that this had been based on the West Sussex model.

548. **Resolved** – that the IEB approve the Governor Expenses Policy.

(The clerk left the meeting at this point)

DATE OF NEXT MEETING

549. The next meeting of the IEB would take place on Wednesday 14th June. This would be a virtual meeting.

Items for Executive Headteacher's Report at next meeting

550. The following were agreed as items for the executive headteacher's report for the June meeting:

i) A report of the status of each group of pupils, with progress and narrative. An analysed summary of each school, each pupil group and each subject. This would provide DB's interpretation of the data, with a follow up of a targeted intervention plan for identified areas of priority and weakness showing the intervention plans in place to address those areas of concern. It was discussed how this might be presented to be read in narrative form. Provision of this information would give clarity regarding where leaders believe pupils are, and where there had been a concern, what actions had been taken to address it. The IEB was particularly interested in what interventions were happening for those groups of pupils which had been identified in red on previously circulated information. In addition, the IEB would like to have an understanding of what might be anticipated as the outcomes for the key stages; early years phonics, year 2 and year 6.

ii) An outline of the roles and responsibilities for senior leaders in the interim leadership structure agreed for the next academic year. The structure agreed was executive headteacher, deputy executive headteacher and 3 senior teachers and roles and responsibilities for each were required.

iii) Confidential Part II minute.

Action: DB by 7th June

DATES OF FUTURE MEETINGS

558. A meeting of the IEB was proposed for Tuesday 18th July. NW would confirm with members.

559. There being no further business the meeting closed at 12.45pm.

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

ACTION LOGS

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

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 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
418	Report on status of each group of pupils, with progress and narrative, for June IEB Meeting	DB	
445	Circulate MOU	NW	

15th May 2023

Minute	Action	By Whom	Reported completed
453	Provision of overview of National College training available to staff and governors	DB	
455	Meeting with parent regarding Chartwell's complaint	DB	
456	Provision of Redundancy policy to staff	PB	
468	Circulation of appendix 5	JW	
501	Information on cost and frequency of grass cutting at Rogate	DB	
514	Status Quo version of Rogate budget	NK	
530	Circulate MOU	NW	
542	Notification of amendments and provision of revised SEND policy	All/DB	
550 i) & ii)	Items for executive headteacher's report by 7 th June	DB	