

# DOWNLAND VILLAGE SCHOOLS FEDERATION

## INTERIM EXECUTIVE BOARD MEETING

**A meeting of the IEB held on 11<sup>th</sup> July, 2023.  
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) and Mrs C Vigor (CV) (Clerk).

### APOLOGIES

641. All members of the IEB were present.

### DECLARATIONS OF INTEREST

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

### MINUTES OF THE PREVIOUS MEETING

643. **Resolved** – that the minutes of the IEB meeting held on 14<sup>th</sup> June, 2023 be signed as a true record.

644. **Resolved** – that the Confidential Part II minutes of the meeting held on 14<sup>th</sup> June, 2023 be signed as a true record.

### MATTERS ARISING

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

<b>27<sup>th</sup> March 2023</b>			
<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>Reported completed</b>
204	Addition of milestone dates to the SIPs	RC/SS/NW/DB	11/07/2023
206	Workshop for formation of federation wide improvement plan with school specific info	Working Party	11/07/2023

<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	DB to arrange log-in for NW to access the system
468	Circulation of appendix 5	JW	DB to remind JW

<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	See 453 above
609	Arrangements to set up informal working party	DB	11/07/2023
611	Admissions discussion with Bohunt MAT	DB/SS	
615	Financial Monitoring visit	PL	Agenda 11/07/2023
626	Letter to parents regarding governor recruitment	NW/DB	11/07/2023
634	Remote Learning Policy	DB	Agenda 11/07/2023
635	Reviewed policies for July meeting	DB	Agenda 11/07/2023

### **Addition of Milestone dates to SIP (previous minute 204/23)**

646. DB commented that he intended to share the milestone dates with the staff at the start of term. It was agreed that an item would be placed on the next agenda.

### **Access to National College Training (previous minutes 295, 366, 453 & 565/23)**

647. DB reported that only national professional qualifications that staff were unlikely to be interested in appeared to be showing.

### **Q. Was nothing else offered?**

648. DB replied that nothing more was advertised.

649. Comment was made that the Rother Valley schools appeared to have signed up for National College training and had reported that much was available. DB would arrange a log-in for NW so that she could check what was available for governors. This was important as the federation might wish to sign up to the programme if courses for new governors were offered.

**Action:** DB/NW

### **Circulation of appendix 5 (previous minute 468/23)**

650. DB understood that this had been done, however he would check with JW.

**Action:** DB

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

651. It was agreed that SS would support DB in any discussions with Bohunt and possibly the Hampshire Admissions team. It was reported that Kate O'Kelly, County Councillor, had been contacted but it was unclear if she had made contact with Bohunt or the admissions team.

**Action:** SS/DB

652 - 660. Confidential Part II minutes.

## **CHAIR'S ACTIONS**

661. The chair reported that the interim meeting for the executive headteacher's performance management had taken place.

## **REPORT OF EXECUTIVE HEADTEACHER**

### **Results**

662. All members of the IEB had received a copy of the report with preliminary SATs results. The data would be considered in more depth at one of the autumn term meetings.

663. DB commented that there had been no time to look at any of the results in any depth, however the federation was pleased with the early years results. Regarding phonics, again staff were pleased, although retakers did not meet the standard. An intervention for spelling and writing would be put in place for two pupils as they enter year 3. It was hoped that this would allow them to progress. One child has SEN and the other has EAL. Three children did not pass at Compton & Up Marden, all had EAL.

### **Q. Did all children at Rogate pass with no retakes needed?**

664. DB assured the IEB that this was the case.

### **Key Stage 1**

665. Regarding key stage 1, the results for Rake were not as good as expected, however this was related to the level of additional need within the cohort.

666. Results at Rogate were pleasing, but this would need to be closely monitored in the new year with the staffing changes.

### **Key Stage 2**

667. Regarding key stage 2 at Compton, DB commented that it was interesting that so many pupils missed expectation by only one mark. Reading Comprehension was 69%, which given the small cohort was not far off national. Three pupils missed EXS by one mark.

### **Q. Will you apply for a remark?**

668. DB said that this would be considered following a closer look at the papers.

669. It was acknowledged that the Maths results at Compton were disappointing.

670. Comment was made that it was vital to understand what was not working regarding Maths at Compton, in order to discover whether it was cohort or taught specific. DB agreed that this was indeed a concern. A number of the children were fairly new arrivals to the school. Of interest was that a school refuser who had started mid-year had taken and passed all tests with flying colours.

671. There had been no pupils attaining GDS in reading/writing/maths.

672. NW reminded the IEB that, in the autumn term once DB had undertaken a thorough analysis, there would be far more detail provided regarding the results.

673. DB commented that quality of teaching and the pupils' readiness to take tests needed to be investigated. 64% had been expected to achieve regarding reading, however the result had been 57%. Regarding Maths, the cohort was very SEN heavy and staff would look at each child who did not achieve EXS to discover the reasons why. However, the early assumption was that the issue was lack of test readiness. RC commented that seeing writing scoring higher than maths would certainly indicate this. The chair reminded the IEB that within the cohort of 14 children, approximately half have special needs. The in-depth analysis would give more information for the IEB and the school to consider.

674. The differential between predicted and actual results needed to be considered alongside the cohort specific detail, and where specific issues are identified, a way found to address them. Comment was made that if assessment was not accurate then pupils could not be helped where needed. This appeared particularly to be an issue at Rogate.

675. The IEB were informed that the cohort was 6 pupils, with 2 disapplied. Regarding reading, 2 pupils achieved EXS and one GD. 33% had achieved reading, writing, maths. DB commented that it was disappointing that in reading, one pupil did not achieve the expected standard. There was concern across the federation regarding the low number of pupils gaining GD. NW said that the reason why the 2 who took the test and did not meet the standard needed to be understood. For example, did they make strong progress, even though they did not reach EXS.

676. DB and PB would work separately to assess the data, then meet to compare their analysis and look at individual pupils. This would include whether or not interventions were in place for those children and if so were they effective.

677. Once again, the chair reminded the meeting that all of the information given had been headline information only at this stage.

### **School Context**

678. DB informed the IEB that both Rogate and Compton & Up Marden buildings needed extensive repairs.

### **Q. How big a concern is this? Is the application for funding likely to be successful?**

679. At Rogate the hall floor and the roof required attention. At Compton the roof required repair. This was the most urgent work identified. The cost of the hall floor repairs were likely to be covered by insurance. The Area Surveyor, Perry Baxter, was confident that funding would be found as part of the new grading system for the remaining work. If the bids were turned down, then neither of the schools would be able to afford the work from the current budget. PL commented that the identified work would score highly in the new grading system, however there was no way of knowing how many other schools had similar issues. There was no influence that the IEB could exert. DB would keep the IEB informed of progress reading the bids.

680. Confidential Part II minute.

### **School Events**

681. DB was asked if the IEB could be informed of events in all three schools so that if diaries allowed members of the IEB could attend.

682. DB replied that he would reintroduce the practice of adding events to his report.

**Action:** DB

### **Attendance**

683. DB informed the IEB that the attendance of some pupils in each school was being monitored.

#### **Q. How is this done?**

684. DB expanded on the approach taken and that any member of staff could be involved, which softened the approach followed. All possible support was provided to make it as easy as possible for pupils to attend, which DB explained.

685. Non-attenders at Compton were mainly due to holidays taken in term time. DB explained that he did not favour fining parents as he considered this would spoil the relationships that he had built with them.

686. DB informed the IEB that a pupil with SEN was following a reduced timetable. He also informed the IEB that flexi-schooling was becoming a more common request. He expanded on how these requests were dealt with and gave details of a specific example of where this was working well for a pupil.

687. It was agreed that the IEB needed more information about flexi-schooling, which was not a statutory entitlement. It should be a very rare exception and needs based.

### **Pupil Numbers**

688. DB reported that the NOR at Compton was fluctuating regularly and now stood at 76 for September, with another pupil due to join at Christmas.

#### **Q. Are the new entrants pupils with additional needs?**

689. DB replied that they seemed to be mostly coming from independent schools.

690. At Rake the NOR stood at 99, with 15 in year R from September. The year R class would have 2 children with EHCPs and a further 3 likely to be granted in-year. The class would have an experienced teacher and an interview for a 1-1 support post had taken place and a job had been offered. Decision on acceptance was awaited.

691. At Rogate the NOR was expected to be 60 pupils. This was a drop and a real concern.

#### **Q. Do you expect any further changes at Rogate for September?**

692. DB felt that the current number was likely to remain stable. Comment was made that the SBM would need to start looking at predictions for the October census and now that the staff position was known, a budget rerun would be possible. DB reminded the IEB that in the past there had been a drift away in numbers from the top end of key stage 2 at Rogate and this needed to be carefully monitored.

693. It was agreed that the IEB needed to be informed of the reasons why any pupil was withdrawn from school during the year and asked that DB ascertain this should a withdrawal occur.

## **Pupil Premium Reports**

694. The chair stated that as a full update was not required until 31 December 2023 she had not anticipated their receipt. Comment was made that the information given did not appear to be provided on the DfE template. DB agreed to use the template for the full update going forward. NW explained what information was required by the IEB at the current point. A general observation was made that all 3 plans provided, appeared to be almost identical, even though data suggested differences for each school. The plans needed to be more school specific. Barriers for each child and how these would be addressed needed to be identified. Thought needed to be given as to whether or not the targets were aspirational enough and whether or not the school was aspirational for all pupils. In addition, comment was made that there appeared to be no sense of what PP pupils were receiving that others were not, in terms of targeted interventions. It was felt that as there were only a small amount of PP pupils in each school it should be possible to be more specific on what was being provided for PP pupils. A reminder was given that as the reports would be published on the website it should not be possible to identify individual pupils from any report. The reports would be resubmitted for the autumn term meeting.

**Action:** DB

## **Sports Premium Report**

695. It was noted that the use of sports premium funding was broadly the same in each school but the amount spent varied considerably for each. An example given was that the cost of the sports coach did not appear to be equally apportioned. DB replied that the difference in the apportionment was due to two schools having support from the coach for 2 days per week and paying 2/5ths of the cost, and the third school only having support for one day and paying 1/5<sup>th</sup>. In the third school the additional PE time was covered by the class teacher.

696. Concern was further expressed that the amount paid by the schools having 2 days coaching was not equal. DB explained that this was due to excess funding being carried forward at one of the schools.

### **Q. How will this be funded when the excess carry forward has been used?**

697. DB replied that the additional funding would come from the support staff cost centre.

### **Q. Why is there a difference in the cost for the use of 'Doodle Dance'?**

698. It was explained that the cost of morning and afternoon sessions differed.

699. Concerning a query regarding apportionment of active sports participation costs, DB undertook to check the apportionments and report back to the IEB.

**Action:** DB

700. The chair summarised that the IEB had no concerns regarding the use of the funding just the apportionment of the costs. In addition, costs needed to be sustainable so that there were no problems encountered with budget setting going forward. DB agreed to check figures before publishing anything on the website.

**Action:** DB

## FINANCIAL MONITORING

701. PL had shared a report compiled after a meeting with the SBMs. He explained that the pressing issue was the consideration of a number of virements.

### **Rogate**

702. As previously reported, as a pupil with an EHCP was no longer expected to join Rogate school in year R, a budget alteration was needed to the tune of an £8k reduction. Another pupil with additional needs would be joining and a budget transfer would be needed to add to income and additional support.

703. The finalisation of the staff changes allowed financial alterations to be made from September rather than January as had been expected. This would release funding in the teacher budget heading and PL expanded on its use.

704. Funding had been allocated for IT maintenance at Rogate that was no longer needed, as an anticipated new lease was no longer required. The equipment had been purchased for a 'peppercorn' amount and a server update made. PL recommended that this saving be moved to reserves with the saving from the teaching staff changes. The IEB acknowledged that the saving on the IT budget was mainly due to the work of the SBM.

705. **Resolved** – that the IEB approve the proposed movement to reserve.

706. It was agreed that following the purchase of the IT equipment there was a need to carry out an audit to compile a renewals plan, to ensure a staged approach. Regarding the server, DB commented that the upgrade should mean that there would be no need to renew again for 3-4 years.

### **Rake**

707. Actual virements would be considered for agreement at a later meeting, however a proposal was agreed in principle.

## ROGATE RESTRUCTURE

### **Parent working party update**

708. DB and CH had met with parents. The IEB was informed that it was a positive meeting with a fair number of parents present. Some good ideas had been put forward, one of which was the need to establish why a 'prospective visit' did not translate to an admission.

709. The meeting had discussed ways of promoting the school in areas where groups of parents meet up, including promoting to parents who may be considering a transfer out of private education. DB reported that a draft strategy that had been put together by the end of the meeting appeared sound.

710. The chair commented that, for any promotional strategy, the control needed to remain with the school and DB. Provided DB set the agenda then this should be achieved.

### **Q. What will be the next steps for the group?**

711. DB explained that the strategy will be considered and then a decision taken on roles for individual members of the group, with actions identified.

## **Q. Where will decisions be taken, at the IEB or at group level?**

712. DB replied that as he was representing the IEB on the group he felt that decisions will be made by both. He suggested adding information in his headteacher's report, together with an account of the impact of the various strategies. CH commented that strategies designed to retain pupils also needed to be considered.

**Action:** DB

## **ROTHER VALLEY GROUP**

713. SS reported on the visit made by the DfE to four Rother Valley schools, including Compton & Up Marden. It had been a very supportive visit and the DfE had indicated that they were supportive of the proposed project. The Futures Group had also met with them and, again, the DfE had indicated their support for the proposed bid for funding. A draft bid had been produced and was almost ready to submit, although the IEB was reminded that the funding available was principally designed for areas of deprivation. The focus of the bid was to provide funding to release headteachers to work on the project and provide office space.

714. The diocese remained supportive and were looking into producing bespoke articles of association and a financial analysis would be carried out. The future of the MAT proposal was likely to depend on the financial situation for schools.

715. SS outlined the need for governing bodies to fully commit to the project. It was hoped that Compton & Up Marden would be part of the first phase, which would mean the entire federation would also convert at that time. However, a signed commitment would be needed from schools for the 2<sup>nd</sup> and 3<sup>rd</sup> phases as part of the project. The DfE were incredibly positive and there was to be a meeting of headteachers with Gillian Keagan with an emphasis on support for rural schools which other MATs did not offer.

716. DB reported that, in general, headteachers within the Rother Valley were supportive of the project but it was unclear what the position of individual governing bodies was. DB would report on the meeting with the Secretary of State at the next meeting.

**Action:** DB

717. NW had attended a meeting of Rother Valley chairs of governors, where concern had been expressed regarding the financial viability of a MAT of small schools. PL explained how financial models could be used to illustrate a consolidation of budgets and balances across the 18 schools concerned. He commented that selection of the first 5-6 schools for the first phase may prove a difficult issue.

## **STAFF SURVEY**

718. NW had shared with the IEB the main themes that had emerged from the staff survey. DB was asked for his reflections on the content and he expressed surprise at the strength of negative feeling from one member of staff, although overall the survey findings had been positive.

## **Q. Are you aware of the reasons for the negativity?**

719. DB replied that the issues identified would need investigation but, as the responses were anonymous, it was not possible to know the reasons for an individual's response.



720. It was agreed that feedback on the outcome needed to be communicated to staff and the IEB discussed how this should be approached. DB commented that the content needed to be unpacked further. The need to consider the difference in the perception of leadership across all three schools was noted. NW would reply to staff to thank them for completing the survey, ensuring communications were school specific.

**Action:** NW

## **SHADOW GOVERNING BODY**

721. The election for parent governors was underway in each school. NW reminded the IEB that the substantive governing body would only have two elected parents but the shadow governing body would have a representative from each. DB informed the IEB that, as yet, there was no staff governor nomination. Chris Hawker confirmed that he had agreed to be nominated as LA governor.

722. RC confirmed that the three foundation governors had been nominated. One required the approval of their Parochial Church Council, the remaining two would be appointed in line with the IOG.

723. An advertisement for the clerk was now live. When in post, the new clerk would undertake all administrative tasks for the shadow GB. NW would organise an induction meeting for all new governors. The autumn term business meeting would include discussion on roles and responsibilities and the required administration going forward.

## **POLICIES**

### **Remote Learning Policy**

724. This policy had been updated.

725. **Resolved** – that the IEB approve the Remote Learning Policy.

### **Children with Health Needs who cannot attend school Policy**

726. The IEB was assured that this policy had been adapted from a model policy.

727. **Resolved** – that the IEB approve the Children with Health Needs who cannot attend school policy.

### **Relationships, Sex and Health Education**

728. The IEB was informed that this was an annual review and required no significant changes.

**Q. As the school has mixed age classes, how does this affect the teaching of this?**

729. DB commented that the staff had spent more time on this than any other area of the curriculum. He explained how the classes would be mixed for age specific activities.

**Q. Do we need to explain this within the policy?**

730. After discussion it was agreed that an explanation should be added. DB would draft a sentence which NW would add to the policy prior to posting it on the website.

**Action:** DB/NW

731. **Resolved** – that, subject to the addition of the agreed sentence, the IEB approve the Relationships, Sex and Health Education policy.

732. The chair was delighted to confirm that all policies were now in place, making the school compliant.

**DATE OF NEXT MEETING**

733. The next meeting of the IEB would take place on Tuesday 12<sup>th</sup> September. This would be a face to face meeting at Rogate school at 2.30pm. No headteacher report would be required.

**DATES OF FUTURE MEETINGS WITH SHADOW BOARD**

734. A calendar of dates for meetings for the next academic year had already been circulated.

735. The chair thanked members of the IEB for their hard work, support and dedication since the start of the work of the board.

736. There being no further business the meeting closed at 12.00 noon.

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

**ACTION LOGS**

<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	
468	Circulation of appendix 5	JW	

<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	
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>
649	DB to arrange log-in for NW. NW to check availability of governor training on National College site.	DB/NW	
650	Reminder to JW of need to circulate appendix 5	DB	
652	Support in discussion with Bohunt MAT and Hants Admission team	DB/SS	

682	Addition of school events to headteacher reports	DB	
694	Provision of Pupil Premium reports at autumn term meeting	DB	
699	Check apportionment of 'Doodle Dance' cost	DB	
700	Checking of all Sports Premium figures for Sports Premium prior to publishing on website		
712	Addition of parent working party update to headteacher reports	DB	
716	Report on meeting with local MP	DB	
720	Communication to staff regarding staff survey feedback	NW	
730	Adding of sentence to Relationships, Sex and Health Education policy	DB	