

Minutes of the Interim School Development Board Meeting held on Wednesday 13th December 2023 at 6:30pm in Marling School.

Present: Jane Exworthy (Chair), Alison Campbell-Black, Steve Kneller (Interim HT) & Ayo Jimmy (virtually)

In Attendance: Hannah Kelly (Clerk)

Apologies: Jo Roberts & Nicki Wadley

1. Welcome

JE welcomed everyone to the meeting and reminded them of the confidential nature of what is discussed in governor meetings.

2. Apologies

Apologies were received from JR & NW. These were approved by all.

3. Declarations of Interest

There were no declarations of interest.

4. Agreement of minutes from the previous meeting

Minutes from the meeting dated 4th December 2023 had been circulated to the committee prior to this meeting. The minutes were agreed to be an accurate representation of the meeting.

➤ *The minutes were proposed by ACB; seconded by AJ; and unanimously approved.*

5. Matters Arising & Action Points

ISDB04: Ongoing

ISDB06: Complete

ISDB07: Complete

ISDB08: Complete

ISDB09: Complete

SK explained his review of absence reporting following the governor request from the last meeting, and what process improvements have already been made. It was explained that capacity is an issue as it is a labour-intensive process to follow-up absence calls.

After discussion, it was agreed that this should be included in the risk log with actions on how the school is mitigating the risk of false reporting. It was acknowledged that there is no lack of compliance under the current system. It is a valid risk, with no known fail-safe solution, but actions to minimise risk should be recorded.

SK to investigate whether a tech response, including a link to SIMS could be a further supportive action.

- **Action (ISDB10):** SK

6. Agreement of Vice-Chair

Nominations had been requested for the role of Vice-Chair. ACB nominated herself for the role prior to the meeting. There were no further nominations.

➤ *JE proposed ACB as Vice-Chair; this was seconded by AJ and unanimously approved.*

7. Feedback from Parents **Confidential Paperwork**

Following recent communications to parents, Nigel Riglar (Chair of CEO) received a number of letters from parents.

JE to circulate the anonymised, full feedback summary to the committee.

- **Action (ISDB11):** JE/HK

Key themes in the feedback were:

- Communications - (staff & parents). SK plans to undertake a parent survey and hold a face-to-face session in the New Year.
- Staffing – quality of education, staff absence & use of supply teachers. SK addressed some of the issue raised.
- Behavioural issues & negative reinforcement – SB reviewing the rewards system throughout school using student voice groups to inform a way forward. The aim is to develop this in T3&4 and roll out in T5.
- Use of mobile phones at break & lunchtimes.
- Mealtimes – quality and supply of food, staffing & behaviour.

8. Safeguarding Report for Trustees

A complaint has been made to the DfE regarding safeguarding processes within one of the Trust's primary schools, which resulted in a letter of reassurance request from the DfE. The Trustees have requested that all schools within the Trust undertake focused monitoring of the implementation of their safeguarding policy in their school and send a report to the Trustees for consideration at their meeting on 8th February 24.

- **Action (ISDB12):** NW

9. The School Rapid Improvement Plan. Confidential Paperwork

The committee continued to review the actions from the SRIP. Governors challenged progress against actions.

- A discussion was had about the EBacc and its value.
- Governors questioned SK about late attendance – the causes and consequences.
- SK advised that his focus until a permanent HT is appointed will be on safeguarding and communications as he feels he will be able to make the biggest impact in these areas in a short period of time.
- Governor requested an update on actions concerning progress on the SCR at the next meeting on 15.02.24
- **Action (ISDB13):** SK
- Pay & Conditions – There was no annual SDB P&C meeting in November to review teaching staff performance. SK to check whether the teacher appraisal target review has been completed and pay awards approved.

- **Action (ISDB13):** SK

Q: One of the focus areas in the External Review was about staff wellbeing, training and support staff not feeling valued. Can you tell me why these areas are not included in the SRIP?

A: I would assume it is not included as it is more of a cultural issue which is a medium to long term action and not something that can be addressed in the SRIP.

10. Policies & Update

The following policies had been circulated to the committee prior to the meeting for comment:

- Exams
- Non-Examined Content
- Plagiarism

➤ *Subject to minor typographical amendments, all three policies were proposed for approval by AJ; seconded by ACB; and unanimously approved.*

11. Agreement of Meeting Schedule

Governor discussed meeting dates for the New Year. It was felt that as 'rapid improvement' is currently in progress, meetings should continue to be every 2 weeks until the Easter holidays. It was also proposed that these would alternate between fully virtual and in person/hybrid.

Proposed dates are:

- Monday 15th January - Teams
- Monday 29th January - School
- Monday 19th February - Teams

- Monday 4th March - School
- Monday 18th March – Teams

All meetings to start at 6:30pm

12. AOB

ISDB remit

NW felt that the ISDB were dipping too much into operational issues; JE explained that she wanted to ensure the board were meeting the right remit.

This question was discussed – it was felt that it was important for the board to thoroughly review the SPIR, however the next steps are to offer support and challenge for the strategic leadership of the school moving forward.

It was agreed that the following areas would be topics for future meetings:

- 15th January - Safeguarding – Katie Hughes
- 29th January – SEND – Carrie Wittke
- 19th February - Curriculum – Andy MacDonald / Holly Bedford

The meeting ended at 20:35

The next meeting is on Monday 15th January 24 at 6:30pm on Microsoft Teams