

**Meeting of the Grove Park Interim Executive Board  
Via TEAMS  
Friday 26<sup>th</sup> April 2024**

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**The meeting started at 090.30 and finished at 12.04.**

**Attended by IEB  
members:**

Simon Chandler (Chair)  
Shaun Jarvis  
Linda Pannell  
Jessica Stubbings  
Janet Bowen (Associate Member)  
Rose Blaauw (Associate Member)

**In attendance:**

Adrian Carver, Interim Leader  
Paul Prest, Interim Leader  
Gaynor Newnham, Clerk

**Apologies:**

**MINUTES**

**1. Welcome and Apologies**

SC opened the meeting.

**Review Agenda**

Online meeting arrangements were confirmed.

It was agreed to cover education and learning by 11am as AC must leave the meeting by then.  
JB may also need to leave by 11.

**2. Declaration of Business Interests**

Members were reminded to complete Declarations of Interest on Governor Hub.

Confidentiality agreements had been circulated and members were reminded to complete and return them to the clerk as soon as possible.

All members agreed to comply with the Confidentiality agreement.

**Action:**

- **Return completed paperwork to the clerk.**
- **Complete DOI on Governor Hub.**

**3. Interim Executive Board (IEB) Membership**

Noted as follows:

Simon Chandler (Chair)  
Shaun Jarvis  
Linda Pannell

Jessica Stubbings  
Janet Bowen (Associate Member)  
Rose Blaauw (Associate Member)

The IEB noted that the correct review date for the IEB is December 2024.

#### 4. IEB

- **Summary and establishment of IEB**

The previous board had not been effective and had not taken a responsibility for teaching and learning, phonics, etc.

- **Handover arrangements from Grove Park School Governing Board**

Handover was confirmed to have taken place.

- **Letters to Parents / Carers / Staff**

Letters to staff and parents will be sent on Monday 29<sup>th</sup> April a.m. to staff first, and parents immediately after, by email.

- **Date for Parents Meeting and other communication.**

The parents' meeting was planned for in person at 14.45 and online at 6pm on the 7<sup>th</sup> of May.

The staff meeting was planned for 15.30 on the 7<sup>th</sup> of May; SC will attend in person and other members can choose to attend remotely or in person.

- **Scheme of Delegation**

**The IEB approved the Scheme of Delegation**

JS will inform the DfE that LP has joined the IEB.

The IEB discussed communication and **it was agreed that members who do not have ESCC email addresses should be given school email addresses.** PP will request that the SBM arranges these.

**Action:**

- **JS will inform the DfE that LP has joined the IEB.**
- **Request school email addresses for members of the IEB who do not have ESCC email addresses (i.e. SC and SJ)**

#### 5. Terms of Reference

- **Agree Terms of Reference**

The IEB approved the Terms of Reference.

- **Appeals Panel**

Discussed and agreed JS SC SJ will form the Appeals Panel.

- **Pay Panel**

Discussed and agreed SC SJ LP will form the Pay Panel, and JB to advise. JB will also share the IEB Pay Panel template, as an action.

**Action:**

- **Share the IEB Pay Panel template.**

- **Link roles were discussed and agreed, as follows:**

- **Safeguarding: SJ**
- **SEND: LP**
- **GDPR: JS**
- **MHEW: JS**
- **Health and Safety: SJ**

**Action:**

- **GN- Share SEND Governor job description with LP.**

## 6. Finance

RB updated the IEB on the current budget position, and it was explained that the carry forward for 2023/24 will be £174,424, which is 14.18%.

The projected carry forward for 2024/25 will be £105,583, with deficits of £46,617 and £331,000 in the second and third years.

The IEB requested an extension for submission of the budget. RB confirmed that this will be accepted but the LA will make a note. SC will make a formal request for the budget submission date to be extended.

Budget papers were requested for the next meeting.

**Action:**

- **SC will make a formal request for the budget submission date to be extended.**

## 7. Staffing

- **Current staffing structure – SLT, Teaching and Support staff (to include pay scales and responsibilities)**

Please refer to the confidential minutes.

The NOR (Number on Roll) was reported to be 142 on site – 55 primary 47 secondary 40 post-16. The school is full for September, with 151 students, 9 joining YR and 7 joining Y7. The LA is still consulting on other students. JS confirmed that the school can say it is full in response to the consultations.

The PAN was confirmed, in response to a question, to be unclear. JS explained that she understands the designation to be PMLD, though this has expanded. The agreed commission number has been exceeded. The GIAS statement that the capacity is 140 children with a range of needs is inaccurate and will be checked. Guidance will be sought and shared for the next meeting. It was explained, in response to a question, that any proposed changes would require a stakeholder consultation, though the IEB will make the final decisions.

**Action:**

- **Confirm designation by the next IEB meeting.**

JB offered to share the payroll list with the headteachers, as an action, which should provide some clarity. The Single Central Record (SCR) will also be checked.

**Action:**

- **JB: share payroll list with AC and PP**
  - **Heads: Check SCR**
- **Current recruitment issues**  
There are no current concerns about recruitment.
  - **Current absence issues**  
This is covered within the confidential minutes.
  - **HT Performance Management Review**  
The Chair will complete this, with Nicola Blake from the LA.
  - **Pay Committee meeting date.**  
This will be arranged for late October – SC to action.

**Action:**

- **Arrange Pay Committee**

## 8. Safeguarding

- **Safeguarding Update**

The Chair asked the Safeguarding Link Governor to visit the school as soon as possible. SJ will arrange with PP when to meet, discuss SG and tour the 3 sites.

PP explained that there are historic issues at Green Lane, due to the shared Beacon site. There was an incident at the end of T4, and PP has suggested additional security, due to the concerns. Safeguarding expertise is needed at the school. PP described places where additional security would be helpful, and SJ described an incident recorded in the FGB minutes earlier this year, in which 2 children ran out and onto the road, and it was confirmed that there have been meetings with Beacon to discuss the need to repair the gates. LP explained, in response to comments about safeguarding not being raised as a concern at the two previous Ofsted inspections, that the school was previously secure, but the gates have now been broken for some time. The Beacon Academy is responsible for their upkeep.

JS updated the IEB on a capital project and explained that the LA had approved expanding places at Grove Park at secondary and 6<sup>th</sup> form by bringing the school onto 1 or 2 sites. The secondary expansion onto Church Road, and new Nursery places will be moved to Church Road, and the 6<sup>th</sup> Form will remain at Green Lane. This is proposed to be ready for September 2026. Complete relocation to Church Road was scrapped due to badgers, costs, etc.

The IEB asked about site safety, and it was explained that there are numerous risk assessments in place, and there is a DSL and 2 DDSLs. It is planned for there to be three

assistant headteachers (AHT) in September, so that there is a DSL/AHT at each site. The structure includes a middle leader with each AHT, and it is hoped that they will all be DSL trained. The IEB is keen to support this. It was agreed to check that any incoming DSL's training is portable.

**Action:**

- **Complete safeguarding monitoring**
- **check that any incoming DSL's training is portable.**

It was reported that SCR is at risk of non-compliance around contracts not being up to date – PP will try to address this next week and will discuss with the SBM. **Though governors would not normally monitor the checking of the SCR it was agreed, following a discussion, that the IEB will complete supportive checks to ensure that the SCR is robust.**

Safeguarding Training for staff was discussed and it was reported that Team Teach training is needed, and induction processes need to be addressed.

Please refer to the confidential minutes.

*AC and JB left at 11.05.*

It was reported, in response to a question, that the S175 Audit has not been returned, and PP has raised this with the DSL's. An update was requested for the next meeting.

- **DBS checks for IEB members**

SC is redoing his DBS as the school has vulnerable adults. SJ has an enhanced DBS via the update service but will check whether the vulnerable adult info is needed.

**Action:**

- **Check whether DBS should cover working with vulnerable adults**

JB has liaised with Maggie Anderson via DBS and has some questions that she will discuss with SC out of the meeting. This will be for JS/JB/ RB/ GN. PP has a DBS through the school.

A member asked if there are S128 checks for IEB members.

- Single Central Record (SCR) check  
See actions below.
- Members Training:  
IEB members were asked to send their certificates to the clerk when they have completed the following training:
  - Keeping Children Safe in Education Guidance
  - Safeguarding training for members
  - Safer recruitment
  - Managing allegations

**Action:**

- **Send training certificates to the IEB clerk.**

## 9. Website and Statutory Requirements

### Website Review

**This has not been completed.**

*JB returned to the meeting.*

### Policies

It was confirmed, in response to a question, that the substantive clerk is overseeing the policies.

- **Appraisal Policy**  
The IEB approved the Appraisal Policy subject to checking the date on page 2, and about non-teaching staff on page 8.
- **Attendance Management Policy**  
The IEB approved the Attendance Management Policy subject to identifying the allocated roles in an appendix.
- **Capability Policy Approved**  
The IEB approved the Capability Policy.
- **Child Protection and Safeguarding Policy**  
Several queries were raised on this policy, which was not approved. This, and associated policies, were requested for the next meeting.
- **IEB Complaints Policy and Procedure**  
The IEB approved the Complaints Policy and Procedure subject to adding the office email on p 3.
- **Disciplinary Procedure**  
The IEB approved the Disciplinary Procedure
- **Behaviour Policy**  
The IEB agreed that this requires further work from AC. PP had been told it had been approved by the FGB, but LP has no recollection of this. This will come to the next meeting.
- **Grievance Procedure**  
The IEB approved the Grievance Procedure
- **Health & Safety Policy**  
It was confirmed, in response to a question that there are minibuses, which are checked appropriately, and all drivers have had the correct training. Associated policies were requested for the next meeting, and the IEB also asked for the contacts list on p31 to be checked.  
**The IEB approved the Health & Safety Policy**

- **Managing Change Policy**  
The IEB approved the **Managing Change Policy**
- **Recruitment and Selection Policy**  
The IEB approved the **Recruitment and Selection Policy**
- **Safer Recruitment Policy**  
The IEB was not certain this was the correct policy, and JB agreed to send the current policy to PP. The Safer Recruitment Policy was not approved.
- **Retirement, Redundancy and Pensions – Teachers Policy**  
The IEB approved the **Retirement, Redundancy and Pensions – Teachers Policy**
- **Whistleblowing (Raising Concerns) Policy**  
The IEB approved the **Whistleblowing (Raising Concerns) Policy** subject to the correct cover page being added.
- **Pay policy.**  
The IEB approved the **Pay Policy**, though JB will double check that this is the correct version.

**Actions:**

- ***Check the Appraisal Policy as outlined in the minutes.***
- ***Add appendix to Attendance Management Policy***
- ***Bring Child Protection and Safeguarding Policy and associated policies to the next meeting.***
- ***Add office email address to the complaints policy.***
- ***Bring Behaviour Policy to the next meeting.***
- ***Bring policies related to the H&S policy to the next meeting.***
- ***Bring Safer Recruitment Policy to the next meeting.***
- ***Add correct cover to the Whistleblowing Policy***

## **10. Future Leadership**

There is nothing to add, at present.

## **11. AOB**

### **Teaching and Learning**

**\*\*This was covered after agenda item 7\*\***

Please refer to the confidential minutes.

**The IEB agreed that the budget should be used to provide additional time for TAs to attend CPD.**

**Action:**

- ***AC to update/ rewrite the SEF.***

The IEB asked how the previous clerk is being deployed, and PP reported that she is engaged in admin at Green Lane. This was agreed to be acceptable, and it was also suggested that she works on the school website.

It was confirmed, in response to a question, that IEB information is not yet on the website, and pen portraits are needed, as an action.

**Action:**

- ***Write pen portraits and send them to the IEB clerk.***

**12. Agenda Items for Next Meeting:**

- School Improvement Plan
- SEF
- Headteachers Report
- Budget
- Policies

**13. Dates of the next meetings:**

Friday 10 May 9.00 - 11.30

Wednesday 5 June, 9.00 – 12.00

Tuesday 2 July, 9.00 – 12.00

Tuesday 16 July, 9.00 – 12.00 (provisional if required)

Tuesday 10 Sept, 9.00 – 12.00

Tuesday 15 October, **1.30 – 4.30**

Tuesday 19 Nov, 9.00 – 12.00

Tuesday 10 December, 9.00 – 12.00