

**Meeting of the Grove Park Interim Executive Board
Via TEAMS
Wednesday 12th June 2024**

The meeting started at 09.30 and finished at 11.44.

Attended by IEB members: Simon Chandler (Chair)
Shaun Jarvis
Janet Bowen (Associate Member)

In attendance: Adrian Carver, Interim Leader
Gaynor Newnham, Clerk

Apologies: Paul Prest, Interim Leader
Linda Pannell
Jessica Stubbings
Rose Blaauw (Associate Member)

MINUTES

1. Welcome and Apologies

SC opened the meeting.

Review Agenda

Online meeting arrangements were confirmed.

The potential appointment of a new IEB member was added to AOB

2. Declaration of Business Interests

JB declared a conflict as she leads the leadership recruitment team at the LA.

3. Minutes of the last meeting, 26th April 2024

3.1. Approval of the minutes

The IEB approved the general and confidential minutes, subject to confirming that, under item 6.5, the school designation should be PMLD, and that there are three paediatrically trained first aiders.

3.2. Matters Arising

There were no matters to discuss.

3.3. Review of Actions

The summary of actions was not reviewed during the meeting.

4. Finance, Premises, Health, and Safety

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Neither the school nor LA finance representatives were able to attend the meeting. Please refer to the confidential minutes.

4.2. Health and Safety (H&S)

The IEB asked if there are reports available following the recent fire drills, and the headteacher advised taking this up with the site manager.

The IEB then asked if lockdown drills will be completed, and the head teacher explained his view that they would not be appropriate for the school population. **It was agreed to Commission a risk assessment for lockdown and ensure staff are adequately trained to manage a lockdown, at the start of the school year.**

The Interim Lead reported, in response to a question, that there were no significant issues following the health and safety review. The site manager manages risk assessments well and curriculum risk assessments will be addressed, including training for staff. A member of the IEB asked if risk assessments are in place for school trips and was informed that staff need to be trained in the processes, as some have submitted last minute risk assessments which were lacking in detail. For this reason, one trip was prevented on the day, which the IEB supported, as pupil safety is paramount.

The IEB asked to see the health and safety training log at the September meeting and the lead member for health and safety requested a meeting with the site manager.

Action:

- **Commission a risk assessment for lockdown and ensure staff are adequately trained to manage a lockdown, at the start of the school year.**
- **Bring H&S training log to September IEB**
- **H&S lead to meet site manager**

4.3. Minibus Report

The IEB noted the report.

The interim lead explained that there is parental dissatisfaction due to the lack of trips, which is due to the lack of trained drivers. The business manager has been asked to explore options which would reduce costs and increase the potential for off-site journeys. He added that parents must understand that trips need to be educational or part of an EHCP. SC requested a more strategic view for the July meeting.

Action:

- **Add 'Transport Strategy' to the July agenda**

4.4. Building maintenance report

This was not discussed at this meeting.

4.5. Staff absence insurance report

This was not discussed at this meeting.

4.6. Update on 'the gates'

The IEB asked interim at Leeds view on the proposed decommissioning of the gates and he explained that he would prefer them to be in place although they rarely work and do not secure the absconder. He requested deferring the decision until July.

5. Personnel

5.1. Staffing Update

Please refer to the confidential minutes

5.2. review of Leadership staffing Structure

Please refer to the confidential minutes

The IEB asked for a staff code of conduct and staff handbook to be in place for September, to be approved at the July meeting.

Action

- **Bring staff code of conduct and staff handbook to the July meeting.**

6. Headteacher's Report

6.1. SEF review

Please refer to the confidential minutes

6.2. School development plan update

All strands of the school development plan are in process, but staff absence is having an impact on the speed at which work can be done. The IEB confirmed but they are happy with the themes and areas for work outlined in the document.

AC reported that:

- the curriculum framework is in place and more detail will be added on the July INSET day.
- Teachers have received phonics training, which will also be implemented for teaching assistants.
- The curriculum lead is investigating Hexagons and possible alternatives.

Members of the board thanked the interim lead for the useful plan and asked for time scales and RAG-rating to be added. The addition of EHCP targets was also suggested as a way of showing progress. It was agreed that safeguarding should be removed from the plan because this is being covered as part of the recent LA safeguarding review.

Action:

- **Amend SDP to include time-scales, RAG-ratings, and EHCP targets, and to remove safeguarding.**

6.3. Parent Survey Responses

Please refer to the confidential minutes

6.4. Staff Survey Responses

Please refer to the confidential minutes

6.5. Monthly Student Attendance Report

The board agreed the report is positive and requested an accompanying narrative in future, to include the context for each child. Attendance is just above national for special schools, though the attendance of pupils eligible for free school meals and/ or pupil premium is slightly lower across all three sites. It was commented that this should be shown as a challenge in the pupil premium strategy.

The report showed that attendance is 89% and it was confirmed that 13 pupils are persistently absent.

Action:

- **Add narrative / context to attendance reports, in future.**

6.6. Pupil Premium Strategy Report

The IEB agreed that the uncoded report is insufficient and it should come to the next meeting once more financial and strategic information has been added. It was noted that attendance should be added to the report as a challenge, as discussed earlier in the meeting.

Action:

- **Add financial and strategic information, and the challenge of attendance, to the PPG report**

6.7. Sports Grant Report

The IEB agreed that the uncoded report is insufficient and it should come to the next meeting once more financial and strategic information has been added. It was confirmed, in response to a question, that it is understood that the sports grant is for key stage one and two only.

Action:

- **Add financial and strategic information to the Sports Grant report**

6.8. SEND Information Report

The IEB noted the report, the provenance of which is unknown.

7. Safeguarding

7.1. Behaviour Policy

The IEB noted significant work on the behaviour policy and the interim lead explained the outstanding actions:

- that staff have been promised a meeting about the token system – a more traditional and effective system is needed.
- Seclusion – there could be a circumstance in which this is needed to contain behaviour in an emergency. It was confirmed, in response to a question, that there are no seclusion rooms, and the reasons for using seclusion as a strategy need to be made clear.

The IEB approved the behaviour policy subject to changing fixed term exclusions to suspensions.

The Physical Intervention Policy will come to the July meeting.

Action:

- **Change 'Fixed term exclusions,' to 'suspensions,' in the Behaviour Policy**

7.2. Monthly Action Plan update

N/A

7.3. DSL Report

The IEB thanked Olly for the report and requested more strategic information for the next report. The IEB noted that parent carer disclosure is shown per site, and asked what this means and if it relates to physical incidents. AC will follow up on this.

A Behaviour Log accompanied the report, and a more analytical and detailed report was requested in future, with consideration of what levels of behaviour are recorded, and how. The Interim Lead hopes that recording all incidents will demonstrate progress as the number of incidents diminishes.

Action:

- **Follow up on the meaning of parent carer disclosure**
- **Add more strategic information to future DSL reports**

7.4. Section 175 Audit and action plan

This was confirmed to be on hold.

7.5. SCR update

The Safeguarding member's monitoring report was noted.

7.6. Safeguarding Review

Please refer to the confidential minutes.

7.7. Prevent Risk Assessment

The IEB noted the Prevent Risk Assessment

8. Statutory obligations

8.1. Policy Review Schedule

This was not discussed at this meeting.

8.2. Policies

The policies had been circulated before the meeting,

The IEB approved the following policies:

- **Child Protection and Safeguarding Policy**
- **Charging and Remissions Policy**
- **Equality Policy and objectives**
- **RSE Policy**

The IEB asked a range of questions related to the RSE Policy, which will be followed up by the Interim Leader. It was confirmed that staff are aware that parents must be told what will be taught.

The IEB agreed that the Preventing Extremism and Radicalisation Policy is not required, as it is covered by Appendix D of the Child Protection and Safeguarding Policy.

The IEB asked for the Uniform Policy to be amended to clarify expectations and confirm support for any families struggling with the cost. It should not be essential for children to wear items bearing the school logo.

Actions:

- **Follow up on the RSE Policy and curriculum**
- **Remove Preventing Extremism and Radicalisation Policy from the review cycle, website, etc.**
- **Further review the Uniform Policy, as discussed.**

8.3. Website

This was not discussed at this meeting.

8.4. INSET days

It was confirmed that there will be an additional INSET on the 8th July. The IEB discussed INSET days for 2024-25 and agreed that the interim leads may plan the days following the current two days at the start of T1.

AC left at 11.24

9. Communication

This was covered through the meeting.

10. Future Leadership

Please refer to the confidential minutes

11. AOB

SC would like to build capacity on the board, which he has discussed with DfE and Elizabeth Funge. SC recommended Maggie Carrol and asked SJ to complete an informal interview with her, which will be actioned.

SC has written letters to parents to explain that a new HT is being recruited, and that PP will continue to December, and a similar letter to staff with the addition of a reference to partnership work.

Action:

- **Interview prospective member of the IEB and appoint if appropriate**

12. Agenda items for the next meeting

PPG Report

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Sports Grant Report
Physical Intervention Policy

13. Date of next meeting

The IEB agreed that only one meeting will be needed in July. The next meeting will be on the 16th July.