

**Meeting of the Grove Park Interim Executive Board
Via TEAMS
Friday 10th May 2024**

The meeting started at 09.30 and finished at 11.31.

**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
Susan Maher, School Administrator – agenda item 8
Alison Chapman, SBM – agenda item 4

Apologies:

MINUTES

1. Welcome and Apologies

SC opened the meeting.

Review Agenda

Online meeting arrangements were confirmed.

SC advised that there are some further issues with the gate, that will be picked up outside the meeting.

2. Declaration of Business Interests

There were no changes to the previously recorded interests.

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 11, Tenant should be TASMAT

3.2. Matters Arising

There were no matters to discuss.

3.3. Review of Actions

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The summary of actions was reviewed, and all were noted to be complete or on the agenda, except the pay committee date, which will be set for October 15th or November 19th.
It was confirmed that the DSL training is portable.

It was agreed that IEB photos are not needed on the website.

4. Finance, Premises, Health, and Safety

The SBM joined the meeting to present the budget at 09.21.

SC thanked her for her work so far. The budget is being submitted late and it is hoped to have agreement by the end of the meeting.

4.1. Monthly Budget Report

This was superseded by the approval of the budget.

4.2. Approval of the 2024-25 Budget

The draft budget had been circulated with the agenda.

Please refer to the confidential minutes.

It was confirmed, in response to a question, that the milk charged at £46 per week is drunk mainly by the children but also used by staff and visitors. This cost has been reduced by changing supplier.

The IEB challenged the vastly reduced allocation to buildings maintenance in the second and third years and it was explained that this has been kept low as building work is expected. There is an allocation of £40,000 this year due to the forthcoming health and safety audit in June, for which the maintenance work will be needed. JS explained that the local authority will complete a conditions survey as soon as possible which will identify what the LA will fund, and which will be funded by the school. SC suggested allocating £25,000 for this year and commissioning a report from the school business manager and the site manager to show essential work needed.

The IEB challenged the allocation to utility costs which were noted to be higher than might be expected. The business manager explained that this is due to recharges from Beacon at less preferable rates.

Members of the IEB asked why the curriculum resources budget appears to be low. The business manager explained that these costs have been estimated in previous years. For this year funds have been moved into short term contingency while a decision is made. The Chair explained that he is aware that investment will be needed in this area, which will be discussed with the head teachers when he visits the school. The business manager explained, in response to a question, that there is £15,000 COVID recovery funding which needs to be spent by the end of July.

The business manager confirmed, in response to a question, that funding for staff and internal training is also held in short term contingency.

It was explained, in response to a question, that last year it had not been necessary to purchase equipment. This year there has already been a £5,000 spend on curriculum

resources based on students' specific needs. It was explained following a further question that the business manager is seeking guidance on whether the school will meet the cost of the equipment, or whether it will be funded by the local authority.

The IEB discussed LA insurance cover for staff absence and asked the SBM to investigate the possible options and make recommendations to the IEB. It was noted that this would only be available for primary staff. RB agreed to take this action.

Action:

- **Investigate insurance for staff absence**

It was reported that Pupil Premium Grant and COVID recovery funding are ringfenced in short term contingency, and the IEB asked if it might be possible to move some of the funding into the budget, to cover existing expenses. There is no Pupil Premium Strategy at present. It was confirmed, in response to a question, that the Sports Grant can only be used for primary pupils. There is not, currently, a strategy for Sports Premium.

It was explained that TA training after school had been authorised at the last meeting.

The SBM explained that she has had no guidance on setting the budget. She has concerns about:

- The reliance on agency staff, though this will be addressed once the leadership and staffing structures have been agreed, and will also relate to the employee insurance, as discussed.
- The lack of strategy for the use of pupil premium, sports funding and Covid recovery funding. The IEB asked AC and PP to address this issue for the June meeting.

Action:

- **Report about building maintenance requirements with estimated costings**
- **PPG/ Sports/ Covid recovery funding strategies to be available for the next IEB meeting.**

The IEB requested a report on the pros and cons of leasing minibuses when the current leases expire in January and July 2025, for the next meeting. It was agreed that the impact of not having the buses will require consideration, though school transport contractors could be used to ensure continued support for curriculum activities and pupils with EHCP's.

Action:

- **Report on the pros and cons of leasing minibuses**

It was explained, in response to a question, that there will be more information on the teachers' pension grant later this month.

The IEB approved the budget, subject to following up on the decision about insurance, and there being a further review in October. SC advised the SBM to seek guidance and support as she required.

4.3. Health and Safety (H&S)

It was reported that there is a H&S Audit due on the 5 June and the site manager is working towards this.

4.4. Confirmation of delegated funding for specialist provision

This was covered under item 4.2

5. Personnel

5.1. Staffing Update

It was agreed that non-critical vacancies should not be filled automatically, and new appointments should be temporary.

5.2. Leadership Structure from September

Please refer to the confidential minutes

5.3. Feedback from staff meeting with IEB

It was reported that staff listened, and the meeting was handled well. Notes were taken and shared with staff, and there is a mood of passive acceptance. This was noted to be similar to the parents' response.

6. Headteacher's Report

6.1. SEF review

The reporting format was discussed, and it was agreed that AC may use the format he is familiar with, subject to ensuring all ESCC required areas are included.

The IEB stated that more actions and evidence need to be added, and debated whether Ofsted gradings should be added, as some members felt the gradings might inform the outcome of an inspection, and others felt they would show that leaders have a sound understanding of the situation. AC explained that there is nothing that can be judged to be 'good,' at present.

The Chair suggested including current gradings, and strategies to improve.

6.2. Current development plan arrangements

Members commended the report format and requested the addition of actions for the summer and early autumn terms, as an action.

Action:

- ***Add actions for summer and autumn to the SIP.***

6.3. Staff questionnaire

The IEB queried whether the Ofsted survey should have been used, and AC explained that he is trying to get an honest view of where staff are, so that he can challenge and support where needed. He needs to understand individual views, because of the need to improve rapidly and support/mentor staff to improve the quality of teaching and learning. A member of staff commended the survey, which they felt to be pitched correctly so that staff could express their feelings, and another commented that the questions align with the Ofsted

survey around wellbeing and workload, making it appropriate for now, to have a clear understanding of where staff are.

6.4. Monthly attendance report

This will come to the next meeting.

6.5. LA confirmation of school designation / PAN

JS reported that the designation is PNLD. There are currently 125 commissioned places, with 135 commissioned for September. Numbers have been exceeded for some time.

As consultations cannot be responded to until there is clarity over pupil numbers, JS agreed to facilitate a meeting with iSend to discuss needs.

Action:

- **Arrange meeting with iSend to discuss PAN.**

6.6. Use of the school minibuses and alternative arrangements.

This was covered above.

6.7. Behaviour and Physical Intervention Policies

AC raised concerns that the draft Behaviour Policy was not consulted upon with staff, as it is more mainstream appropriate, and that the Physical Intervention Policy is lacking in several key areas. He wishes to produce more appropriate policies. AC explained that he is also concerned about the lack of induction and training for new and inexperienced staff and requested resources to enable all staff to be trained for September.

The IEB approved the creation of new policies and procedures, and training for staff to be able to support with complex behaviour.

6.8. Parent Survey

The IEB noted the responses to the survey.

7. Safeguarding

7.1. Monthly action plan update

It was reported that the safeguarding action plan will come to the next meeting. There has been some work on the S175 audit.

7.2. SCR check

It was explained that the local authority is checking the single central record (SCR) before the safeguarding review on the 21st of May. The IEB has also checked the single central record and made the following recommendations:

- Update the governor tab to show that the IEB is now in place.
- Update the tab for supply and agency staff.
- Check access to the SCR, as it is located on the school HR system and is not password protected.
- Ensure there are regular and recorded checks of the SCR.
- Create a training matrix so that there is clarity around who has received what training.

- Identifying who works at which site on the document.
- Considering merging the DBS and CRB columns.

JB explained that the local authority reviewed the SCR format last July and a new version may be available. The SBM was advised to check this.

It was confirmed, in response to a question, that the IEB members' information will be shared as soon as possible when one query has been addressed. SJ explained that he will obtain a new DBS, as his current one does not include adults.

Please refer to the confidential minutes.

The safeguarding member confirmed that a written report will be available for the next meeting.

Actions:

- Update the governor tab to show that the IEB is now in place.
- Update the tab for supply and agency staff.
- Check access to the SCR
- Ensure there are regular and recorded checks of the SCR.
- Create a training matrix so that there is clarity around who has received what training.
- Identifying who works at which site on the document.
- Considering merging the DBS and CRB columns.

7.3. DSL report

There will be a DSL report for the next meeting.

7.4. Safeguarding Training

The training requirements were noted, and governors were reminded to share their certificates with the business manager and the clerk.

7.5. Requirements for Team Teach Training

This was covered earlier in the meeting.

7.6. On-going issues at Green Lane

It was reported that beacon is dismantling the gates and security systems at Green Lane, which is concerning as there is a runner on site. This will be taken up outside the meeting.

Action:

- **Discuss Green Lane gates**

JB left at 10:57

SM joined at 11:04

8. Website and Statutory Requirements

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8.1. Policy Review Schedule

This was not discussed at this meeting.

8.2. Policies

The policies had been circulated before the meeting, and members asked a range of questions.

The first aid policy was discussed, and it was explained, in response to a question, that Nurse Debbie checks the contents of the first aid kits, and there are designated staff at each site. There is 1 paediatric first aider at the school, and other staff are trained in first aid at work. Following further discussion, **it was agreed that, though the paediatric first aider is needed for children in early years, due to the complexities of the cohort, there should be paediatric first aid cover always on site.** This will be followed up outside the meeting.

The risk assessment policy was discussed, and it was confirmed that external trips are risk assessed using Exeunt and overseen by SLT.

A member asked if the stress management policy should be highlighted to staff, or whether stress will alleviate as new systems are put into place. AC explained that workload is not an issue for staff, but there are concerns around the curriculum, for example.

It was explained, in response to a question, that there are robust systems in place for the administration of medicines. The use of Medi-tracker is being considered.

Action:

- ***Ensure that there is Always paediatric first aid cover on site.***

The IEB approved the following policies:

- **Appraisal policy**
- **Attendance management policy**
- **Complaints policy**
- **Health and safety policy**
- **Safer recruitment policy**
- **Whistleblowing policy**
- **Asbestos policy**
- **Bomb threat card**
- **Communicable diseases policy**
- **Safety management of contractors' policy**
- **COSH Policy**
- **Crisis management policy**
- **display screen equipment policy**
- **drug and alcohol policy**
- **electricity at work policy**
- **fire safety policy**
- **First Aid policy**
- **Health and safety training policy**

- incident reporting policy
- Legionella corporate policy
- Lockdown procedures
- Lone working policy
- Manual handling policy
- maternity policy
- noise at work policy
- Offsite activities policy
- PPE policy
- risk assessment policy
- school security policy
- smoke free policy
- stress management policy
- supporting pupils with medical conditions policy
- vehicle policy
- violence at work policy
- working at height policy
- work equipment policy
- workplace health and safety and welfare policy

The child protection and safeguarding policy was not approved, due to issues which will be followed up outside the meeting.

The IEB requested information on asbestos plans and their availability for contractors. This will be followed up outside the meeting.

The IEB agreed that bomb threat cards should be placed on view at all sites and suggested that a safeguarding leaflet should be created for visitors.

It was agreed to:

- add password protection to the crisis management plan, as it contains some personal information about staff. Interim headteacher details also need to be inserted.
- Check swimming pool operating procedures
- update the fire risk assessment
- add a training log to the health and safety training policy.
- Liaise with beacon on lockdown procedures and seek advice on the alarm system at the health and safety and safeguarding reviews.
- Check working in height training has been completed by the relevant staff.
- Ensure addresses are up to date in the workplace health and safety and welfare policy.

Actions:

- *Follow up on issues in the child protection and safeguarding policy.*
- *Follow up on asbestos plans and whether they are available to contractors*
- *display bomb threat cards around the site*

- **consider creating safeguarding leaflets for visitors**
- **add password protection to the crisis management plan, as it contains some personal information about staff. Interim headteacher details also need to be inserted.**
- **Check swimming pool operating procedures**
- **update the fire risk assessment**
- **add a training log to the health and safety training policy.**
- **Liaise with beacon on lockdown procedures and seek advice on the alarm system at the health and safety and safeguarding reviews.**
- **Check working in height training has been completed by the relevant staff.**
- **Ensure addresses are up to date in the workplace health and safety and welfare policy.**

SM explained, in response to a question, that display screen assessments are completed at induction and in September.

The IEB thanked SM for her work on the policies.

SM left at 11:29.

9. Communication

There has been no incoming communication.

10. Future Leadership

There is nothing to add, at present.

11. AOB

- 11.1.** Arrangements for the absence of the chair of the IEB were discussed and it was explained that JS will deputise.
- 11.2.** AC asked if there could be an additional INSET in T6 for additional training – JS explained that this would be requested from the LA.
- 11.3.** AC explained that from the end T5 work preferences for next year will be discussed with proviso they may not be possible
- 11.4.** **The plan** for secondary relocation was requested as soon as possible so that current expertise can be used

12. Agenda items for the next meeting

- DSL report – June
- Student attendance report – June. It was confirmed, in response to a question, that there is no attendance officer at the school.
- Pupil Premium and Sport Premium – June meeting
- Minibus – June
- Staff Absence – June or July