

**Meeting of the Grove Park Interim Executive Board
Via TEAMS
Tuesday 16th July 2024**

The meeting started at 09.30 and finished at 11.44.

**Attended by IEB
members:**

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

In attendance:

Adrian Carver, Interim Leader
Paul Prest, Interim Leader
Gaynor Newnham, Clerk
Alison Chapman, School Business Manager

Apologies:

None

MINUTES

1. Welcome and Apologies

SC opened the meeting.

SJ welcomed new member, Maggie Carroll, having interviewed her on behalf of the IEB.

Review Agenda

Online meeting arrangements were confirmed.

2. Declaration of Business Interests

MC declared that she is Chair of Governors at Harlands School, where the Deputy Head is the spouse of a teacher at Grove Park who is on sick leave and leaving the school.

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

3.1. Approval of the minutes

The IEB approved the general and confidential minutes.

3.2. Matters Arising

There were no matters to discuss.

3.3. Review of Actions

All actions have been addressed.

4. School Designation

****This was covered after agenda item 2****

JS and AC reported that the current designation of PMLD has not been adhered to and children with additional needs have been admitted, as well as those with generic learning difficulties, autism and, in some cases, high attaining pupils for whom the school is inappropriate.

The IEB agreed to establish a working group, from September, to review and amend the school's designation. The group will include SC, SJ and JS, as well as representatives from the local authority, and the clerk will arrange dates. SC confirmed, in response to a question, that the school will be represented at meetings. JS will organise and chair this this working party.

Action:

Arrange dates for working group to agree designation.

5. Finance, Premises, Health, and Safety

ACH joined the meeting at 09.16

5.1. Monthly Budget Report

Please refer to the confidential minutes

The IEB approved the cost of PAT testing.

The IEB asked about progress with the training matrix, which was reported to be a work in progress which will be addressed in the summer.

ACH explained, in response to a question, that she will receive support with workload from Susan Mayer.

The Safeguarding Member asked for the Single Central Record (SCR) information to be transferred to the safeguarding audit action plan, as an action.

Action: Single Central Record (SCR) information to be transferred to the safeguarding audit action plan

The IEB asked if any capital works are planned for the summer and ACH explained that there will be maintenance work over the summer, as there has been no decision on use of capital funding. PP will provide a report on potential capital projects in September. PP confirmed, in response to a question, that the LA Capital Team has visited, but there has been no feedback.

Action:

Report on potential capital projects in September.

A recent IEB monitoring visit had identified the poor condition of mobile classrooms as a concern to be addressed by the Capital Team. PP explained that there have been BN01 visits by Andrew McIntyre to look at roofing, etc. and JS asked ACH to email the reports to her, as an action.

Action: Email BN01 visit reports to JS

The IEB approved a change of telephone provider, to Zusi, at a cost of £527/month, for 18 months which was confirmed, in response to questions, to transferable to the new building, and to include calls. There will be a line at Beaches and Green Lane.

JB suggested contacting St Pancras Catholic Primary School for equipment as it is closing at the end of term. PP agreed to contact the Head.

The IEB agreed to check that the split site allowance is being paid correctly - RB to action.

Action: Increase P-card limit to £12,000 (it was confirmed later in the meeting that the limit can be raised to £10,000)

Action: Contact St Pancras Catholic Primary School about equipment

Action: check that the split site allowance is being paid correctly

Kevin (Site manager) joined at 09.40

5.2. Health and Safety

The minutes of the H&S Meeting had been circulated with the agenda.

The Site Manager highlighted the following:

- CCTV at Green Lane is now in place, and security has improved to prevent any absconding.
- Mould and overflowing drains in the secondary campus is causing rising damp; Beacon have agreed to temporary repairs and cleaning. Kevin is trying to expedite this work.
- Summer maintenance will include new flooring and decoration in some classrooms.
- Remedial work from the last risk assessments will be actioned.
- Kevin is now H&S co-ordinator and will attend the relevant training.
- Evacuations for fire, crises, etc., are hard to practice for. Doors could be locked rapidly if needed. SC advised that a Lockdown Procedure will need to be in place and requested this for the November meeting.
- Evacuation training is needed at Green Lane by 4 staff, at a date to be agreed. Kevin confirmed, in response to a question, that there will be one member of staff trained until September, and personal evacuation procedures are in process, using the new risk assessment format.
- The new RA format is now in use.

Kevin raised a concern about the risk of adding chemicals to the hydro thermic pool and explained that there is a new system available which would reduce risk by 95%. The IEB approved further investigation into this, including obtaining quotes and checking if it is eligible for capital funding.

Action: ACH to obtain quotes for hydro thermic pool system and share for approval.

Action: RB to check whether the proposed changes to the hydro thermic pool would be eligible for capital funding.

Kevin and ACH left at 09.55

6. Personnel

Please refer to the confidential minutes

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7. Headteacher's Report

7.1. School development plan update

The RAG-rated plan had been circulated with the agenda.

A member of the IEB asked if the RAG-rating will be updated through the year, which was confirmed.

Please refer to the confidential minutes

The IEB recognised that there is a lot of work being done at the school, which is not clear from the meeting papers. They also commented that it would be good for the staff to be able to see what has been achieved. AC confirmed that the documents will be updated over the summer break.

The IEB asked how it could best support leaders, who responded that:

- SC and SJ's joint visit to the school was useful
- LP's work is helpful – and her comments about some historic staff complaints.
- Practice Ofsted with SJ would be useful.
- Chasing the capital and the building will be helpful.
- They are concerned about the context of the meeting with the Head of Therapy Services, as the needs of children with EHCP's are not being met. There is a recruitment issue for occupational therapists and therapists, and parents should have received letters to say their children are not receiving therapy. Some parents have asked why there is not provision, as the statutory duty to support is being failed. Grove Park is not even meeting the universal offer, and teachers have not engaged with training offered. A strategy is needed. JS will take this up with the department though, even if the LA offered the money to support, there are not staff available.

Action: JS to talk to the LA about the issues around therapy provision

7.2. Additional INSET day request

The IEB approved the request for an additional INSET day.

7.3. Monthly Student Attendance Report

The IEB noted the report and requested further detail, such as the attendance support plans are for individual children, what the context of the absence is, etc., and how strategic steps are shown. PP will ensure this is reported in September.

JS left at 10.55

7.4. Pupil Premium Strategy Report

The IEB approved the 2023 24 report.

PP confirmed that the 2024 25 plan will come to the September meeting.

7.5. Sports Grant Report

PP explained that there was no plan last year, and the plan that was circulated shows how the money was spent; there is £7k unspent. Impact has not been evaluated.

PP confirmed that the 2024/25 plan will come to the September meeting.

7.6. Transport strategy to support the curriculum

This is not yet ready and will come to the September meeting.

7.7. Staff Code of Conduct

The IEB approved the Staff code of conduct, subject to removal of all reference to the previous HT.

Action: Remove of all reference to the previous HT from the Staff Code of Conduct

7.8. Induction Processes

The interim leaders confirmed, in response to a question, that there will be induction for supply staff.

The IEB noted the work in process.

7.9. Alliance Partner support for 2024/25

The IEB agreed to opt in, as the regular visit reports will be useful, and there will be no cost to the school. SC explained, in response to a question, that it is not yet known who the partner will be, and they will be hoped to have the expertise required.

The IEB asked about the Headteacher Performance Management Review, and SC explained that Nicola Blake will manage this, with his support, for PP.

8. Safeguarding

PP apologised for the late report, which was circulated just before the meeting, and confirmed that he will attend all safeguarding meetings from September. The reporting format will be tweaked to include context. The safeguarding member commended the report and the progress that has been made with the action plan.

9. IEB Visit Reports

The visit reports had been circulated with the agenda.

9.1. Safeguarding and H&S

SC and SJ spent a day in school which was helpful and corroborated the reports received. The DSLs are working well together, which was pleasing to see. SJ will join the DSL meetings on a half termly basis, which will enable good challenge and support. PP will send dates for potential DSL meetings he can attend. The environment, buildings and mobile classroom were seen to be requiring improvement.

Action: Share potential DSL meeting dates with SJ.

9.2. Phonics

Please refer to the confidential minutes

9.3. Wellbeing

Please refer to the confidential minutes

10. Statutory obligations

10.1. Policies

The policies had been circulated before the meeting,

The IEB approved the following policies:

- **Uniform policy**
- **Drugs, Alcohol and Tobacco Policy**
- **Online Safety Policy and Acceptable Use Agreements**
- **Physical Education and School Sports Guidance**
- **PSHE Policy** – subject to amending to PSHCE (Citizenship) and adding a sentence about parents being consulted.
- **Supporting Pupils with Medical Conditions Policy**
- **Positive Handling (Physical Intervention) Policy** – subject to removing Downsview from the document. AC confirmed, in response to a question, that the policy links to the Touch and Positive Behaviour for Learning Policies.
- **Supporting Pupils with Medical Conditions**
- **Touch Policy**
- **SEND report**

Action: Amending PSHE Policy to PSHCE (Citizenship) and add a sentence about parents being consulted.

Action: remove Downsview from Positive Handling (Physical Intervention) Policy

11. Communication

The Chair has received no letters since the last meeting.

The school received a subject access request, which has been dealt with.

12. Future Leadership

Please refer to the confidential minutes

13. AOB

None

14. Agenda items for the next meeting

- SDP
- LSEAT work
- Finance
- Support for T1/2, and for PP and AC
- PPG Strategy 2024 2025
- Sports Premium Strategy 2024 2025
- Transport strategy to support the curriculum
- Safeguarding (October)

15. Date of next meeting

Tuesday 10th September 2024