

**Federation of Beckwithshaw and Kettleasing Felliscliffe Primary Schools and Ripley Endowed Church of England Voluntary Controlled Primary School**

**Meeting of the Interim Executive Board held on  
Monday, 24 April 2023 at 5.00 p.m. – held virtually.**

**MINUTES**

**Present:** Robert Ling (RL) – Chair, Helen Smith (HS), Sarah Bassitt (SB), Darren Dudman (DD)

**Apologies:** All present

**In attendance:**

Amanda Newbold (AN) - Assistant Director Education and Skills  
 Karen Butler (KB) – Senior Education Advisor  
 Karen Taylor (KT) – FMS officer  
 Victoria Kirkman (VK) – Acting Executive Headteacher  
 Rebecca Foy (BF)– Co-Exec HT and SENCO  
 Chris Walker (CW) – Clerk

Governing Body functions:

Ensuring the vision, ethos and strategic direction of the school are clearly defined.

Ensuring that the Head Teacher performs her responsibilities for the educational performance of the school.

Ensuring the sound, proper and efficient use of the school’s financial resources.

		<b>Actions</b>
<b>PART 'A' - PROCEDURAL</b>		
<b>1</b>	<b>Welcome and Introductions</b> RL had notified the meeting that he would be arriving late. Governors agreed that CW could chair the meeting until his arrival.	
<b>2</b>	<b>Apologies</b> None	
<b>3</b>	<b>Confidentiality</b> Governors agreed to consider confidentiality as the meeting progressed.	
<b>4</b>	<b>Declarations of Interest for any agenda item:</b> No declarations were made. The Clerk reminded governors to complete the Register of Business Interests form as soon as possible and to return to the Clerk.	<b>ALL</b>
<b>5</b>	<b>To approve the minutes and confidential minutes from the meetings on 27 March 2023.</b> The minutes were approved by the governors as a true record to be signed by the Chair.	
<b>6</b>	<b>Matters arising</b> None.	

**PART 'B' – SCHOOL IMPROVEMENT.**

7	<p><b>Finance</b></p> <p><b>Class options</b> A confidential discussion on class structures took place at this point and has been recorded in a separate confidential minute.</p> <p><b>Leases</b> HS explained that further progress would not be made until after the Trustees Annual Meeting, which was taking place in June 2023.</p>	
8	<p><b>Headteacher's Report</b> VK confirmed that:</p> <ul style="list-style-type: none"> <li>- The Trustees had agreed to provide fire alarms for the flats on the Ripley site.</li> <li>- That progress had been made on the agreed capital projects.</li> <li>- A number of small financial savings had been identified at each school.</li> <li>- The KS1 and KS2 assessments had arrived and had been locked away as required.</li> </ul> <p>At this point, there was a confidential discussion which had been recorded in the confidential minute.</p>	
9	<p><b>Communication</b> Governors agreed to create a Communication Strategy to be discussed further at the next meeting.</p>	
10	<p><b>Governor</b> Governors agreed to arrange monitoring visits for the summer term and to provide a written report to be shared at the next available meeting.</p> <p>DD agreed to support the statutory assessments</p>	
11	<p><b>Policies</b> None to note.</p> <p>Governors agreed that it would be helpful if the number of policies for approval could be both aligned to the policy schedule and staggered where possible.</p> <p><b>Action:</b> Clerk to check which policies required full governing body and which could be delegated.</p>	
12	<p><b>Health and Safety / Safeguarding</b> VK informed governors that the LA had undertaken safeguarding visits to all three schools. No concerns had been raised. An action plan had been created to address all recommended actions.</p>	
13	<p><b>Correspondence</b> None</p>	
14	<p><b>Any other urgent business</b> A confidential matter was discussed at this point and recorded in the confidential minute.</p>	

	Governors agreed to hold the final meeting on 10 <sup>th</sup> July in person. Location to be decided.	
<b>17</b>	<b>Future Leadership Arrangements/ Strategic Direction</b> This was a confidential discussion and both VK and BF left the meeting at this point.	

The meeting closed at 6.02pm

Signed: (Chair)

Date: