



School: St Giles Special School
Meeting title: Third summer term meeting of the IEB
Date and time: Thursday 7th June 2018 at 2.00pm
Location: At the school

SCHOOL DISPLAY

Membership
'A' denotes absence

A	Mr C Levy (chair)
	Mrs A Allsop
	Mr A Connor
	Mrs L Foster (vice chair)
	Mr W Iliffe
	Mr S Massarella JP
	Mr M Rooney
	Mr C Savage

In attendance

Miss J Littlewood (clerk)
Mrs R Richardson (associate headteacher)
Ms T Cook (NCC HR business partner)
Mrs J Crich (local NEU rep)

GB/61/18 Apologies for absence

Action

Apologies for absence were received from Mrs A Allsop (holiday).

It was

resolved

that the Interim Executive Board (IEB) consent to this absence.

GB/62/18 Declaration of interest

Mrs Foster, Mr Rooney and Mr Savage declared a direct pecuniary interest because they are all employed by the Local Authority and are part of 'Services to Schools'.

GB/63/18 Welcome and introduction to local NEU representative and feedback regarding concerns of members

The chair introduced Mrs Jane Crich to governors, the local NEU representative who was standing in for Mr Nick Rayne (regional NEU rep) who had sent his apologies. Mrs Crich provided governors with feedback from the meeting with union members and areas of concern raised (**see confidential item**).

Mrs Crich and Mrs Halford left the meeting at 3.10pm

The IEB **AGREED** to deal with item **GB/72/18** at this point in the meeting

Mr Levy left the meeting at 3.45pm

The vice chair took over as chair whilst the chair was out of the room

GB/64/18 Approval of minutes of meeting held on 10 May 2018

The minutes of the second summer term meeting held on Thursday 10th May 2018 having been previously circulated were confirmed as a true and accurate record and signed by the chair.

Review of actions

Actions in the minutes were reviewed. It was noted that they had been undertaken, subject to the following updates:

GB/45/18 – RSC team and discussions

The vice chair informed governors that the RSC had responded to the CIF emergency bid with 4 further questions. The IEB, with the help of the LA finance team, LA HR team and Minster had answered the questions. The vice chair and EIA needed to convert the responses into one document to send to Minster (TSA) who needed to respond to the RSC.

LF

GB/46/18 – Approval of minutes of meeting held on 19th AprilApproval of minutes held on 15 March

Governors **NOTED** that some members still needed to submit DBS information to the school verifier.

All
Governors

In response to **a governor question regarding identity of the new verifier in school**, the associate headteacher confirmed the responsibility had been designated to a member of the office staff. Final clarity to be shared next week following the admin review meeting with Minster.

RR

Clerk

The clerk **AGREED** to circulate the DBS verification information to governors.

Policies

- a) The vice chair shared that the advice from all unions was that all staff had automatically agreed the code of conduct when they signed their NCC contracts.

Vice chair

Governors **DISCUSSED** this information and **AGREED** to inform staff of the IEB conversation with unions and the union response

Head/
Clerk

- b) Written fire officer confirmation had yet to be secured. This was to be carried forward to next meeting

GB/49/18 – Headteachers' report

The training day was confirmed as Friday 29th June 2018. The vice chair shared that she would be attending. UNISON and the NEU were invited. The associate headteacher confirmed the programme for the day included:

Clerk

- policies – safeguarding, health & safety, behaviour – governors confirmed that this policy needed to be approved at Finance and Staffing on the 20 June 201, GDPR overview, educare online session;
- in the afternoon, Minster were working with teachers and TA's around teaching and learning whilst RR led a session for PCA's.

Head/LF/
ClerkGB/54/18 – Policies

The additions to the health and safety policy and the fire evacuation policy/procedure had not been received. These were to be actioned by the headteacher and vice chair and submitted for approval at the finance and staffing meeting (20 June 2018). The approved ISIP document had been sent to office for uploading but this had not yet been actioned – the associate headteacher to follow up with office staff.

RR

Mr Levy and Mrs Halford returned to the meeting at 4.05pm

The vice chair handed the chair position back to the chair.

GB/65/18 Receipt of minutes from committees

Minutes of the following committees were **RECEIVED** and **NOTED**:

- finance and staffing committee (22 May 2018)

Review of actions

Actions in the minutes, which had been completed or continued to be in hand within the timescales indicated, were reviewed subject to the following update:

F&S/05/18 - Staffing paper

Governors **DISCUSSED** the staffing update and **AGREED** the revised finalised timeline was to be sent to the next finance and staffing meeting for consideration and approval.

LF/Head

GB/66/18 Headteacher's Report

The teaching and learning responsibilities (TLR) were discussed in terms of structure, considerations, leadership and consultation. A short term and long-term plan were briefly discussed, where the short-term plan was discussed round contracted hours; the long-term plan was around the consultation (e.g. break times, etc).

The headteacher (through RR) worked through, at the Head's request, the St Giles Summer Term Plan (dated 7 June 2018) and also the St Giles School Interim School Improvement Plan. IEB worked through this in detail and discussed major milestones. The associate headteacher (RR) was to provide this electronically to IEB Members so that each IEB member could append their names to their monitoring actions. (IEB Monitoring Roles – IEB were ready to engage but cannot until the SIP has been complimented with IEB names against roles, and ratified).

RR

GB/67/18 Approval of the Delegated Decision Planner

Governors **AGREED** this item to be deferred to the first autumn term meeting of the IEB.

Clerk

GB/68/18 Line Management and accountability of support teams

Line management and accountability of support teams was not presented to the IEB. The headteacher was requested to ensure that this was brought to the IEB staffing & finance meeting on the next occasion (20 June 2018).

Head

Action

The headteacher was also requested to ensure that the TA5's current and previous areas of responsibilities were also brought to the next staffing and finance committee meeting as there was confusion over the job descriptions (current vs actual) and therefore, pay scales and salaries (there were currently 9 of TA5's within St Giles).

Head

The report presented (St Giles TLR Restructure) indicated "Identify Governors that will be involved in the process" – this was not undertaken. The plan further indicated that on the 20 June 2018, "Set date for full Governing Body meeting to review consultation documents". This was not discussed and so, not knowing which IEB Members ("Governors" terminology in the TLR restructure plan) were to take part in the consultation review, this will not be possible.

Post Meeting note: this will require arrangements out with the meeting, probably digitally.

GB/69/18 Pupil Premium

Due to the length of the agenda and the lateness of the hour, governors agreed to defer this item to the next staffing and finance meeting on 20 June 2018.

Clerk

GB/70/18 Health and Safety update

Due to the length of the agenda and the lateness of the hour, governors agreed to defer this item to the next staffing and finance meeting on 20 June 2018 including a review of CPOMS (feedback around CPOMS was requested).

Clerk

GB/71/18 Correspondence

The vice chair informed governors that:

- FOI's had been received and actioned. A governor agreed to finalise the FOI's and send to the chair for signing and sending.
- the outcome of the complaints investigations (**see confidential item**)

WI

GB/72/18 Any other business – see confidential item

GB/73/18 Confirmation of dates for future meetings

- Thursday, 5 July 2018 at 2.00 pm

GB/74/18 Determination of confidentiality of business

It was

resolved

that there were three confidential items and that the confidential items within the following reports:

- Finance and Staffing Committee minutes (22 May 2018)
- Headteachers Report

be deemed confidential but that all other papers and reports be made available as required.

The meeting closed at 6.00pm.

Signed C. Levy (Chair) Date 27-9-18