



## Minutes of Interim Executive Board meeting Held on 28 Sept 2026

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| <b>Governors</b>           | Harry James, Chair<br>Andrew Johnson<br>Mary Davies<br>Gus Marriot<br>Alice Mills, Interim Headteacher<br>Julia Mead<br>Kerry Thomas, SBM |
| <b>In attendance</b>       | Lorraine Doyle, Governance Professional                                                                                                   |
| <b>Quorum requirements</b> | Three governors                                                                                                                           |
| <b>Quorum met Y/N?</b>     | Yes                                                                                                                                       |
| <b>Attendance YTD</b>      | MD (1/1), HJ (1/1), AJ (1/1), GM (1/1), JM (1/1),<br>AM (1/1), KT (1/1),                                                                  |

| No | Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 1  | Welcome, apologies & declarations of business interests                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|    | The Chair opened the meeting at 17.27pm and welcomed everyone.<br>There were no apologies or declaration of interests.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2  | Any other urgent business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|    | <b>Rapid Improvement Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3  | Improvement Road Map – progress report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | <p>The interim provided the following update:</p> <p><u>Safeguarding</u><br/>GM has completed LA safeguarding training<br/>Safeguarding Policy has been updated<br/>The LA will conduct another Safeguarding audit in Oct 2026</p> <p><u>Leadership</u><br/>Action plans for subject leaders for reading, writing and maths have been populated but are not fully completed. All action plans are in line with school improvement priorities.</p> <p><u>IEB member question: do you have a separate SDP?</u><br/>Yes, I sent this before the summer holidays.<br/>Staff PM will be conducted using a new proforma, and was only partially put in place for some staff last year.</p> <p><u>IEB member question: will this be completed on time and can you provide us with an overview?</u><br/>Yes, it will be completed before 31 October. There is a tailored graduated approach which reflects staff current competencies. All staff will have a writing target and a foundational skills target will be given for all subject leaders.</p> <p>CPD planned for includes Read Write Inc, help from Maiden Erlegh, visits to other schools. RISE booked re the Eys and English Hub from Whiteknights.</p> |

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|   | <p><u>IEB member question: is a monitoring and evaluation cycle being developed?</u></p> <p>A calendar in place for weekly M&amp;E plus SLT do informal drop-ins .<br/>A T&amp;L walk-around happens every 4 weeks which includes feedback. A T&amp;L checklist is being used to ensure consistency of practice across the school.</p> <p>SLT do weekly book looks for disadvantaged children &amp; provide general feedback.<br/>Plans are afoot to develop a T&amp;L handbook to set out the principles of effective instruction.<br/>SONAR (software) is used to set aspirational pupil performance targets.<br/>Pupil progress meetings with staff are in place and used to identify those children who need to make accelerated progress.<br/>Bi-weekly staff meetings take place on a set theme</p> <p><u>Attendance &amp; behaviour</u></p> <p>Behaviour is generally good<br/>Attendance is roughly in line with national average. Communications to class teachers re patterns of attendance is now in place.</p>                                                                                                                                                                                                                                                                                                                      |
| 4 | <p>Interim Headteacher's report to governors</p> <p>The chair noted that this section of the agenda is for the interim headteacher to report on any other items not covered by the RIP.</p> <p>The head has devised an SDP which is largely focussed on teaching and learning. Outcomes are the key issue for the school. The SDP covers: adaptive teaching, development of foundational skills and writing.</p> <p>IEB members debated the need for two improvement plans (a RIP and an SDP) and suggested these plans are merged.<br/>Members also noted that the school will be required to prepare an Inclusion Strategy [for publication by 31 Dec 2026].</p> <p>The interim head agreed to revisit the two plans.</p> <p><u>IEB member question: how often is safeguarding monitored?</u></p> <p>Every day, plus the system generates weekly updates which are reviewed.<br/>Members discussed the need to be able to monitor concerns over time and suggested whether the software system can facilitate this. The interim head will explore this.</p> <p><u>IEB member question: what are current pupil numbers?</u></p> <p>88 Infants – 3 spare places<br/>136 Juniors<br/>Year 6 is not full and only has 50 children.<br/>Open Days are taking place for EYFS.<br/>The SBM noted that the birth rate forecasts from WBC are low.</p> |
| 5 | <p>Agree academic targets for 2026/27: EYFS, Phonics, Y4 and Y6 using government accountability measures</p> <p>Targets for Year 6 are:<br/>Reading – 75%<br/>Writing – 60%<br/>Maths – 75%</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|    | <p>There are three assessment points across the AY. The school uses NTS tests (which are like SATS) alongside TA judgements, and SLT also moderate outcomes.</p> <p><u>IEB member question: are there targets?</u></p> <p>Incremental progress from a child's starting point, the system flags up if a child is not making good progress.</p> <p><u>IEB member question: can we have a summary of pupil outcomes?</u></p> <p>Yes, we can use SONAR.</p> <p><u>IEB member question: has an annual staff survey been undertaken?</u></p> <p>Not yet, it's a question of establishing the right time for this.</p> |
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|    | <b>Policies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 6  | <p>The following policies were approved by IEB (via email) since the last meeting:</p> <ul style="list-style-type: none"> <li>• Allergy Policy</li> <li>• Suspensions and Permanent Exclusions Policy</li> <li>• Child Protection and Safeguarding Policy</li> <li>• Staff Code of Conduct</li> <li>• EYFS Policy</li> <li>• Online Safety Policy</li> <li>• SEND Policy</li> <li>• Uniform Policy</li> </ul>                                                                                                                                                                                                   |
| 7  | Policy control record (latest version) – for information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|    | <p>The latest version of the policy control record had been shared with IEB members prior to the meeting.</p> <p>The Governance Professional explained that a programme for review of policies is included in the IEB annual planner for the year ahead.</p>                                                                                                                                                                                                                                                                                                                                                    |
| 8  | Relationships, Health and Sex Education Policy (new DfE Statutory guidance effective from Sept 2026) <i>carried forward from July meeting</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | <p>The interim head noted that a parental consultation had been undertaken regarding the new RHSE Policy and there had been one response.</p> <p><b>Action: add new Relationships, Health and Sex Education Policy to next IEB meeting agenda and head to send new version to Governance Professional.</b></p>                                                                                                                                                                                                                                                                                                  |
| 9  | Attendance Policy (annual review)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|    | <p>The policy is due for annual review.</p> <p><b>Action: carry forward Attendance Policy to next IEB meeting</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 10 | Charging & Remissions Policy (annual review)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    | <p>The Charging and remissions policy had been shared with governors prior to the meeting.</p> <p>Amendments have been made to the sections on residential trips and remissions for these trips. The SBM noted that the eligibility for FSMs has now been expanded by the government.</p> <p><b>IEB member approved the Charging and remissions Policy.</b></p> <p><b>Action: finalise Charging and remissions policy, update policy control record, upload new version to Governor Hub &amp; email final copy to SBM</b></p>                                                                                   |
| 11 | Allegations of abuse against staff Policy – (Policy is Feb 2021 so is overdue for annual review)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|    | <p>The SBM confirmed that processes for dealing with allegation of abuse against staff are now included in the new Child Protection and Safeguarding policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 12 | Safer Recruitment Policy – new. NB there is only one paragraph in the current Safeguarding & child protection policy re this.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                             | <p>The SBM confirmed that safer recruitment processes are now included in the new Child Protection and Safeguarding policy.</p> <p><b>All IEB members confirmed that they have completed Safer Recruitment training.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 13                          | Records Retention Policy – for review and approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                             | <p>A new records retention policy (a WBC model) had been shared with IEB members prior to the meeting.</p> <p><b>IEB members approved the Records Retention Policy.</b></p> <p><b>Action: finalise records retention policy, update policy control record, upload new version to Governor Hub &amp; email final copy to SBM.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 14                          | Privacy Notices – for review and approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                             | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> <li>• Governors and volunteers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                             | <p>The privacy notices for staff, parents and governors and volunteers had been shared with IEB members prior to the meeting.</p> <p><b>The privacy notices were approved.</b></p> <p><b>Action: finalise privacy notices (staff, parents, governors/volunteers), update policy control record, upload notices to governor hub and email copies to SDBM for the school website.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Compliance</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 15                          | <p><b>PE &amp; Sports premium report for 2025/26</b> - for review and approval <i>Carried forward from July 2026 meeting.</i></p> <p><input type="checkbox"/> <b>Website Report Deadline: 31 July 2026</b> (detailing how the funding was allocated and its impact).</p> <p><input type="checkbox"/> <b>Digital Reporting Return:</b> Must be submitted to the Department for Education (DfE) via <a href="#">Primary PE and sport premium grant expenditure</a> by <b>30 September 2026</b> (the return opens on 26 June 2026).</p>                                                                                                                                                                                                                                                                                     |
|                             | <p>The SBM explained that the 2025/26 report is being prepared by the Sports Lead.</p> <p><b>Action: share 2025/26 PE &amp; Sports premium report at the next meeting (reporting deadline was 31 July 2026).</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 16                          | <p><b>Mobile Phones in school ban</b> – effective from Sept 2026.</p> <p><b><i>A school's policy on prohibiting the use of mobile phones can be included within the school's behaviour policy or be its own standalone document</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                             | <p>The interim head confirmed that a paragraph has been included in the school's behaviour policy regarding the ban of the use of mobile phones in school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Personal development</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 17                          | <p>Schools will be expected to provide broad and varied enrichment activities, celebrate participation and achievement and work with external partners where necessary as part of the new enrichment framework. The guidance is non-statutory, but Ofsted will look at a school's enrichment as part of how it assesses personal development from Sept 2026</p> <p><b>Enrichment Benchmarks.</b></p> <p>The DfE has published the <i>eight new benchmarks</i> against which schools will be able to evaluate their provision and make improvements. Enrichment activities should cover each of the <i>five categories</i>: arts, sport, nature, civic life and life skills. Schools will also be able to use a self-assessment and action planning tool to help them assess their offer against the eight benchmarks</p> |
|                             | <p>AJ noted that whilst the enrichment benchmarks have been introduced, they are not in the Ofsted EIF as yet.</p> <p><u><b>IEB member question: are you going to use the benchmarks to map provision across the school?</b></u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|    | <p>Yes. The school does celebration assemblies, offers pupil leadership (eco council, school council) and clubs</p> <p><u>IEB member question: do you have any partnerships with external bodies?</u></p> <p>Yes, we have had workshops, special days and trips.</p> <p><u>IEB member question: do we tell parents about enrichment?</u></p> <p>We have devised a display board which shows children's participation each month</p> <p><u>IEB member question: is there anything on the school website?</u></p> <p>Some information is on the school's Facebook.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | <b>GDPR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 18 | Standing item - update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|    | <p>No date breaches.</p> <p>MD agreed to act as the GDPR Governor.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|    | <b>Health &amp; Safety</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 19 | Standing item – update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|    | <p>School meals prices have increased from £2.60 to £3.05 from 1 Sept 2026. Pupil uptake is not good.</p> <p>JM completed a H&amp;S walk with the SBM last Friday.</p> <p>Building control at WBC rejected the studio kitchen installation and the school is continuing to work with an architect to find a solution</p> <p>An application has been made to WBC enhancement programme to fund the cost of replacement of the meadow fencing but the outcome won't be known until next year.</p> <p>JM noted that the fire exit sign was missing in the kitchen – this has now been rectified.</p> <p>Electrical isolation needs to be displayed.</p> <p>There is a small gap under the fence to the left of the main gate – the caretaker will now complete this.</p> <p>At the time of the walk, it wasn't possible to see the catering risk assessments and training certificates but the SBM saw these yesterday.</p> <p>Exploration of grants for solar panels will be followed up by the SBM.</p> |
|    | <b>Other items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 20 | HT Performance Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | <p>IEB members discussed the need for an external advisor to support the HT PM process. It was agreed that GM would approach the lead SIP at WBC and seek permission to act as the external advisor for the HT PM panel.</p> <p>AJ, HJ and GM agreed to sit on the HT PM panel. The panel needs to meet by 31 Dec 2026 at the latest.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | <b>IEB Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 21 | Terms of reference for IEB (comprehensive set)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|    | <p>The Governance Professional devised a more comprehensive set of terms of reference for the IEB which were shared with members before the meeting.</p> <p><b>IEB members approved the terms of reference for 2026/27.</b></p> <p><b>Action: finalise TOR for 2026/27, update policy control record &amp; send copy to SBM for publication on school website.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 22 | IEB annual meeting planner for 2026/27 – <i>for chair and head to review</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|    | <p>The IEB annual meeting planner had been shared with the interim head and chair for comments.</p> <p>There were no comments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 23 | IEB members information for publication on school website – <i>query re end date for term of office</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|    | <p>IEB members information for publication on the school's website was shared with governors prior to the meeting. <b>Action: finalise IEB members information</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|    | <b>document update policy control record, upload new version to GH &amp; send the finalised copy to SBM for publication on the school's website.</b>                                                                                                                                                                                                                                                                                                                                                       |
| 24 | Minutes of previous meeting held on 15 July 2026 – <i>for review and approval, and actions arising from this meeting</i>                                                                                                                                                                                                                                                                                                                                                                                   |
|    | <p>The minutes of the meeting held on 15 July 2026 had been circulated and were agreed by IEB members as an accurate record of the meeting.</p> <p><b>Action: upload 15 July 2026 IEB minutes to the approved minutes folder on Governor Hub and mark as signed</b></p>                                                                                                                                                                                                                                    |
|    | <p>The interim head expressed a preference for the interval for IEB meetings to be every 6 weeks rather than monthly; IEB members agreed to this.</p> <p>The next IEB meeting will be on 23 November 2026 at 5.30pm.</p> <p><b>Action: AM and KT will revisit the calendar of IEB meeting dates for 2026/27 and propose revised dates which align with reporting pupil progress data and LA financial reporting dates. Dates to be shared with the Gov Pro for onward distribution to IEB members.</b></p> |

### Agenda papers

1. Meeting dates for IEB for 2026/27
2. Policy control record
3. IEB meeting planner for 2026/27
4. IEB members details for website
5. Terms of reference for IEB (comprehensive)
6. Allergy Policy
7. Minutes of 15 July 2026 IEB meeting – part 1 and 2
8. Mobile phones in school – ban from Sept 2026
9. Suspensions & Permanent Exclusions Policy
10. Charging and remissions policy
11. Records retention Policy
12. Privacy Notice for Staff
13. Privacy Notice for parents re their child's data
14. Privacy notice for Governors and Volunteers
15. RIP
16. Safeguarding report
17. Budget monitoring reports
18. Behaviour (pie charts)
19. PE & Sports premium report for infants 2025/26
20. PE & Sports premium report for juniors 2025/26