

**Brant Broughton Church of England Methodist  
Primary School**



**Meeting of the Interim Executive Board held on  
Tuesday 21 April at 4.30 pm**

**Summary of Actions**

<b>Min</b>	<b>Action</b>	<b>Who</b>	<b>Timescale</b>
2.2	Draft Terms of Reference: Clerk to seek LCC advice and amend the document for recirculation.	IL	ASAP
6.2	Dates for parental meetings: agree and circulate to members for them to attend if available.	LC/IL	ASAP
7.7	Finance Meeting with LCC Finance Officer, Lee Mason: participate in finance meeting on 19 May and scrutinise the budget for recommendation to the IEB meeting on 2 June.	LC/AF/PB	19/5/2026
7.9	School fund: change bankers mandate to include the following as signatories: <ul style="list-style-type: none"> <li>• Paul Brewster</li> <li>• Lucy Conley</li> <li>• Andrew Fulbrook</li> </ul>	PB	ASAP
7.11	Complete safeguarding refresher training.  Circulate details and links of the training.	All Members  IL	Before end of May  ASAP
7.12	Arrange a meeting for LC to update Rev Stuart Ellis with the outcomes of this meeting. The notes of that meeting should be circulated along with the minutes of this meeting.	IL	ASAP

**Signed:**

**Dated:**

Kindness



Courage



Humility



Hope

# Minutes

<b>Present:</b>	Debbie Barks	DBA	
	Paul Brewster (Chair)	PB	
	Lucy Conley	LC	
	Andrew Fulbrook	AF	
<b>In attendance:</b>	Fiona Clarke, Interim Headteacher	FC	Absent min 7.1-7.6
	Imogen Lemon (Clerk)	IL	
	Michelle Waddell, Lincolnshire County Council	MW	

## 1. Welcome and Opening Remarks

- 1.1 LC welcomed everyone to the first meeting of the IEB and explained that the meeting would provide a context to their work, update members on current developments and also agree the expectations of the members.
- 1.2 Apologies were received and accepted from Rev Stuart Ellis.

## 2. Introductions – Getting to Know Each Other

- 2.1 LC invited those present and in attendance to introduce themselves. Each provided an outline of their professional background and set out the expertise and skills they brought to the work of the IEB.
- 2.2 Members considered the proposed terms of reference (*paper 1 IEB 26-04-21 Draft Terms of Reference*). Members agreed that the quorum for meetings should be 3 members (point 2l) and that members could request agenda items to the Clerk after circulation of agenda papers (point 6c). Members also asked that clarification be sought from LCC with regards to the reference to the IOP programme (point 3b). The terms of reference were approved unanimously subject to these changes and the correct spelling of the school's name in the first paragraph. **Clerk to seek LCC advise and amend the document for recirculation.** IL

## 3. Overview of the School/Setting

*The update on the absence of the substantive headteacher and the current challenges for the school was agreed confidential and was therefore recorded as a separate confidential addendum part 1 to the minutes.*

#### **4. Initial Priorities and Immediate Actions**

4.1 Having reviewed the challenges for the school, members agreed the following six main priorities:

- Human Resources
- Quality of Teaching and Learning
- Finance
- Safeguarding
- Health and Safety
- SEND

#### **5. Questions and Open Discussion**

5.1 These had been taken as part of the other agenda items.

#### **6. Parent Meeting**

6.1 LC proposed that the IEB hold four parental meetings to include:

- PTA representatives
- Parents of children registered at the school
- Parents of children who had been withdrawn from the school.

These were agreed.

6.2 **It was agreed that dates for these meetings would be agreed and circulated to members for them to attend if available.**

**LC/IL**

*FC left the meeting.*

#### **7. Next Steps and Actions**

*The discussion on plans with regard to the future executive leadership of the school was agreed confidential and was therefore recorded as a separate confidential addendum part 2 to the minutes.*

*FC rejoined the meeting.*

7.7 It was noted that the LCC Finance Officer, Lee Mason was scheduled to meet with the school on Tuesday 19 May to assist with budget preparation. Given that the budget then needed to be reviewed by Lizzie Bowes, LCC, it was agreed that approval of the budget would be at a meeting of the IEB to be held on Monday 1 June 2026.

7.8 **It was also agreed that LC, PB and AF should be involved in the finance meeting on 19 May to enable them to scrutinise the budget for recommendation to the IEB meeting on 1 June.** LC/AF/PB

7.9 With regard to the meeting on 1 June 2026 the following agenda items were requested:

- Safeguarding Audit
- End of year 2025-26 budget
- New budget 2026-27
- School Financial Value Statement (SFVS)
- MAT
- Actions arising from Governing body meeting still relevant
- Policy update
- PGL approval
- Staff feedback (either May or June meetings)

7.10 **It was agreed that the school fund bankers mandate should be changed to include the following:**

- **Paul Brewster**
- **Lucy Conley**
- **Andrew Fulbrook**

**PB**

7.11 It was agreed that all policies that are not required to be approved by the IEB should be delegated to the headteacher for approval.

7.12 **It was agreed that all governors should complete safeguarding refresher training before the end of May so the school could be compliant with the final section of the audit. The Clerk would circulate details and links of the training.**

**IL/All Members**

7.13 **It was agreed that the Clerk would arrange a meeting for LC to update Rev Stuart Ellis with the outcomes of this meeting. The notes of that meeting should be circulated along with the minutes of this meeting.** IL

*Meeting closed at 6.30pm*