Brant Broughton Church of England Methodist Primary School

Meeting of the Interim Executive Board held on Monday 1 June 2026 at 4.30 pm

Summary of Actions

Min	Action	Who	Timescale
3.5	School fund bankers mandate: bring the necessary form to the next meeting for the relevant IEB members to complete.	PB	Nxt Mtg 2/7/2026
3.6	Safeguarding refresher training: chase the matter with individual members.	IL	ASAP
5.1	Schools Finance Team (SFT) Reports: download a copy of the report and send it to the Clerk for circulation to members.	MW/ IL	ASAP
5.4	HT Report: provide reports to future meetings preferably based on the Keystone template.	FC	Nxt Mtg 2/7/2026
5.11	Sports premium: investigate coding of expenditure and report back on spending and future priorities for agreement at the next meeting.	FC	Nxt Mtg 2/7/2026
5.13	SFVS: discuss the action points with her colleague James McCullough when they next meet and then provide an update to the next meeting.	FC	Nxt Mtg 2/7/2026
5.13	SFVS: agree on the provider and level of absence insurance at the next meeting.	FC/IL	Nxt Mtg 2/7/2026
5.14	It was also agreed that Ofsted should be included on the agenda for the next meeting.	IL	Nxt Mtg 2/7/2026
5.16	Submit the SFVS.	LC	ASAP
5.17	Governance: forward a list of compliance deadlines to LC.	IL	ASAP
6.2	Premises: ask her colleague James McCullough whether the school can use Keystone staff safety manuals.	FC	ASAP
7.3	2026-27 Term dates and staff training days/twilight sessions: present for approval at the next meeting.	FC	Nxt Mtg 2/7/2026
8.3	Safeguarding audit report: request an extension.	DB	ASAP
9.1	SEND: send the latest SENDCo report to the Clerk for circulation to members.	FC/IL	ASAP
9.2	SEND: Provide SEND audit report for the next meeting.	FC	Nxt Mtg 2/7/2026
9.3	AF, with his agreement and LC should be responsible for monitoring SEND	AF/ LC	Ongoing
10.3	Teaching and learning: report to the next meeting as a priority agenda item.	FC/IL	Nxt Mtg 2/7/2026
12.5	Complaints policy: seek advice from LCC legal with regard to the updated complaints policy procedures.	IL	ASAP
12.6	Policies: online safety and data protection policies should be presented for approval at the next meeting.	FC	Nxt Mtg 2/7/2026

Signed: **Dated:**

Minutes

Present:	Debbie Barkes	DBA
	Paul Brewster (Chair)	PB
	Lucy Conley	LC
In attendance:	Fiona Clarke, Interim Headteacher	FC
	Imogen Lemon (Clerk)	IL
	Michelle Waddell, Lincolnshire County Council	MW

1. Welcome and Opening Remarks

1.1 Apologies were received and accepted from Rev Stuart Ellis (SE) and Andrew Fulbrook (AF).

2. Declarations of Interest

2.1 There were no declarations of interests.

3. Minutes and Confidential Addendums for the meeting held on 21 April 2026

3.1 a) Approval
The minutes and confidential addendums for the meetings held on 21 April 2026 were proposed by PB and seconded by DB as true and accurate records. The minutes and addendums were approved and signed as read.

3.2 b) Matters Arising
Min 2.2: Draft Terms of Reference - LCC advice
IL confirmed that clarification on the DfE procedures had been received from LCC and the terms of reference finalised.

3.3 Min 6.2:Parental meetings
LC advised the meeting that a parental meeting was being held on 8 June and the CEO of Keystone MAT, Helen Wyn Joyce would be joining the meeting. A clear message had been sent to parents that the IEB was willing to meet with any parents wishing to discuss the future path for the school.

3.4 Min 7.7 Finance Meeting with LCC Finance Officer, Lee Mason
LC reported that the meeting involving PB and AF had gone ahead on 19 May but a number of elements had not been in place for the budget to be scrutinised as planned. Further budget preparation had taken place subsequently. PB and LC had then attended the LCC Strategy Meeting in the afternoon of 19 May.

Subsequent to that meeting, Lizzie Bowes, LCC had raised the matter of the School Financial Values Standards and its submission.

3.5 Min 5.9: School fund: change banker's mandate
PB informed the meeting that the necessary form for the change had been obtained and he would bring it to the next meeting for the relevant IEB members to complete. **PB**

3.6 Min 7.11: Safeguarding refresher training
It was noted that confirmation of this training had yet to be received. **The Clerk was asked to chase the matter with individual members.** **IL**

3.7 Min 7.12 Meeting for LC to update Rev Stuart Ellis
The confidential record from this meeting was noted. LC confirmed that she had sent the MAT documentation as agreed to the CEO of the Epworth Education Trust as agreed that that meeting.

4. CONFIDENTIAL ITEM Multi Academy Trust

Given that this agenda item had been agreed as confidential, it was therefore recorded as a separate confidential addendum part 1 to the minutes.

7. Staffing

It was agreed to take the other confidential agenda item 7d Headship – update at this point of the meeting and this too was recorded within confidential addendum part 1 to the minutes.

5. Finance

5.1 a) Schools Finance Team (SFT) Reports
In the absence of a written report MW agreed to download a copy and send it to the Clerk for circulation to members.
MW/IL

5.2 b) End of Year Finance Report
The meeting was advised that there had not been a deficit at the end of the financial year. Precise details would be available in the SFT report to be circulated. It was noted that the ending of the Keystone executive support charges had enabled the school to deliver that small surplus carry forward.

5.3 c) Recommended 2026-27 Budget

The proposed budget, based on current projections, had an estimated surplus of £10,407. Given this very tight budget there would need to be close management of the budget, but members agreed that spending on education provision and delivery was the priority. It was also reported that two additional pupils with potential EHCPs might impact on the planned budget. In addition, the move to Keystone MAT would also impact on the budget and once approved by the relevant agencies, financial management and information may be part of the due diligence process.

5.4 LC advised the meeting that, given other priorities, she had not requested a headteacher's report from FC for this meeting. **Such a report, based on the Keystone template would be requested for the next meeting.** **FC**

5.5 FC reported that in terms of school roll:
- There were currently 62 pupils on roll
- 5 pupils were expected for the September 2026 intake
- 2 other new pupils were expected for September 2026
- 11 pupils were leaving in July 2026

5.6 LC reported that, having held discussions with the manager of the on-site nursery, there would likely be more positive communications from the nursery encouraging parents to move their children to the school.

5.7 FC reported that there was a balance of £38k in the devolved capital fund and LCC had requested that the school spends £28k of this within the next year or it would be forfeited. A further sum would be allocated to the school for 2026-27 year. In terms of capital spend, FC outlined the following:
- New gate - £3k
- New Entrance Door - £3k
- Painting
- Carpeting
- Arising from fire risk assessment
  - Fire doors
  - Widows

5.8 It was suggested that there was an option to spend devolved capital on ICT equipment.

5.9 LC advised the meeting that there had been a successful fire drill held that day.

5.10 FC also advised the meeting that the PTA was holding £4k which it wished to spend.

5.11 It was noted that there might be some coding issues with spending associated with the sports premium fund. **It was agreed that FC would investigate this and report back on spending and future sports premium priorities for agreement at the next meeting.** **FC**

5.12 MW, as requested, ran through the 12 points made in the SFT report to be circulated to members. These were

- Payroll reconciliations
- Follow-up on aged debt
- Review sickness insurance
- Complete all split coding journals
- LA documents
- Review grant underspends and allocate grant funding
- PE & sport expenditure
- Journal HAF voucher expenditure
- Review open purchase order report and close any old orders
- Review universal free school meals expenditure
- Journals for stock materials
- Computer services – review budget
- Review subscriptions

5.13 **It was agreed that FC would discuss the above action points with her colleague James McCullough when they next meeting and would then provide an update to the next meeting. Members would also agree on the provider and level of absence insurance at the next meeting.** **FC**

5.14 LC informed the meeting that, to support the Ofsted process, she intended to be based at the school for the next 2-4 weeks on a Monday. With an impending inspection, this could help support the interim headteacher with any Ofsted preparation phone call process. **It was also agreed that Ofsted should be included on the agenda for the next meeting.**

IL

5.15 d) School Financial Value Statement

Members considered the document *5d IEB 26-06-01 Schools financial value standard 2025-6*. LC had consulted Keystone in the process of drawing up the document. The response to criteria 26 (Manage Related Party Transactions) was amended in light of feedback from LCC. In response to a member's query on criteria 30 (Audit of Voluntary Funds), PB clarified that the school fund account would be transferred to the main budget once the bankers mandate had been changed.

5.16 The SFVS was proposed as presented and it was agreed unanimously for submission. **LC to submit the SFVS.** **LC**

5.17 **It was agreed that the Clerk would forward a list of compliance deadlines to LC.** **IL**

6. Premises

6.1 a) Health and Safety and Risk Reports
FC reported that there had been a health and safety audit in the last two weeks. There were no matters of non-compliance to report.

6.2 b) Future plans
It was agreed that FC would ask her colleague James McCullough whether the school could use Keystone staff safety manuals. **FC**

7. Staffing (Contd)

7.2 a) General Report
FC reported that the school currently had:

- 3 teachers
- 4 TAs
- 1 member of staff was on stage two of the absence management process.

7.3 **It was agreed that proposed 2026-27 term dates and staff training days/twilight sessions should be presented for approval at the next meeting.** **FC**

b) CONFIDENTIAL Staff Pay and Performance Reviews – actions needed
c) CONFIDENTIAL Future Plan and staffing for 2026-27

Given that these agenda items had been agreed as confidential, they were therefore recorded as a separate confidential addendum part 2 to the minutes.

8. Safeguarding

8.1 a) Monitoring Reports
The various safeguarding monitoring reports which had taken place over the course of the year were all received. DB reported that the focus of the visits had been the audit and also pupil voice. Progress made had been evident in her reports.

8.2 b) Audit

DB in presenting the audit report and actions plan *(paper 8b(2) IEB 26-06-01 Safeguarding Audit Assurance and 2026-27 Action Plan),* highlighted that the areas left of concern were staff training and the online safety policy. Most other areas were in place or close to being in place, so those areas were sufficiently compliant.

8.3 DB presented two options for the IEB, either it submits the audit but acknowledges that there is non-compliance in the areas marked as red, or that an extension is requested and further work is carried out to enable full compliance and therefore assurance sign off at the next IEB meeting.

8.3 Members agreed that an extension to the submission date should be requested and that further work take place prior to an updated audit report being presented to the next meeting. **DB offered to request an extension.** **DB**

9. SEND

9.1 a) Status Report

It was agreed that FC would send the latest SENDCo report to the Clerk for circulation to members. **FC/IL**

9.2 b) Future Plans

It was agreed that the SEND audit report should come to the next meeting. **FC**

9.3 **It was suggested that AF, with his agreement and LC should be responsible for monitoring SEND** **AF/LC**

10. Teaching and Learning

10.1 a) Status Report

FC reported that the main focus was currently on early reading and writing, along with KS1 progress in phonics and transcription. There had been positive progress overall in teaching and learning provision and formal lesson observations were planned.

10.2 b) Future Plans

The focus this term would be on lesson observations and working with individual teachers as needed. A learning walk was planned for 15 June.

10.3 **It was agreed that a report would be provided for the next meeting and that teaching and learning needed to be a priority agenda item at the next meeting.** **FC/IL**

11. LCC Strategy Meetings Reports

11.1 As reported separately, LCC were encouraged by the pace of progress being achieved by school and the IEB.

12. Policies

12.1 a) Status report
This item was deferred.

12.2 b) Policies for approval
The following policies were presented for approval

- SEND (based on the Keystone MAT policy)
- Complaints (based on the LCC model policy)

12.3 It was noted that the complaints policy did not reflect the new procedures being implemented in light of LCC legal advice, and that the policy also needed updating in light of advice given that afternoon on the new data protection policy requirements.

12.4 It was agreed that both policies needed updating but that the complaints policy needed additional work and would be presented again once the changes, as agreed, have been made. The policies were forwarded by PB and seconded by DB. These were approved.

12.5 **It was agreed that the Clerk should seek advice from LCC legal with regard to the updated complaints policy. IL**

12.6 **It was also agreed that the online safety and data protection policies should be presented for approval at the next meeting. FC**

13. Any Other Business

13.1 There was no any other business.

14. Date of Next meeting

14.1 The date of the next meeting was confirmed as Thursday 2 July 2026 at 4.30pm. Meeting to be in person.

Meeting closed at 6.10pm