

Brant Broughton Church of England Methodist Primary School



Meeting of the Interim Executive Board held on
Tuesday 29 September 2026 at 4.30 pm

Summary of Actions

Min	Action	Who	Timescale
3.2	School fund banker's mandate: liaise with PB to obtain the bankers mandate form. Arrange for LC's and AF's details to be added to the form.	FC LC	ASAP ASAP
3.3	Safeguarding refresher training: liaise with AF for completion of this training.	LC	ASAP
5.1	Early Years Provision/Nursery Lease: see confidential minute.	LC	As needed
6.5	Send FC a copy of the Epworth Trust's teaching and learning handbook.	SE	ASAP
6.6	Send the draft SDP to the Clerk for circulation to members and that the plan is to be discussed, including IEB member monitoring at the next meeting.	FC	Nxt Mtg
7.3	Send pupil data, as follows, to the Clerk for circulation to IEB members: - Statutory end of year data outcomes - The size of classes, as well as percentages - The predicted results for the current year 6 pupils - A breakdown of different groups	FC	Nxt Mtg
9.5	Seek confirmation from James McCullough as to whether an IEB member is needed at FC's performance review meeting on 14 October. IL to canvas for a member to attend if needed.	FC IL	ASAP If needed
10.1	Sport Premium Priorities and Plan: report on the submission of the plan to the next meeting.	LC	Nxt Mtg
12.1	Discuss the schedule with FC and James McCullough when they meet on 1 October.	LC	1/10/26
13.2	Send SE a list of documents needed for DBS checks.	IL	ASAP

Signed:

Dated:

Kindness



Courage



Humility



Hope

Minutes

Present: Debbie Barks DBA
Lucy Conley (Chair) LC
Rev Stuart Ellis SE
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 Paul Brewster (PB) and Andrew Fulbrook (AF). LC advised the meeting that she would meet with PB and AF to update them post the meeting.

2. Declarations of Interest

- 2.1 There were no declarations of interest.

3. Minutes and Confidential Addendum for the meeting held on 2 July 2026

3.1 a) Approval

The minutes and confidential addendum for the meeting held on 2 July 2026 were proposed by DB and seconded by SE as true and accurate records. The minutes and addendum were approved and signed as read.

3.2 b) Matters Arising

Min 3.2: School fund banker's mandate

It was agreed that FC would liaise with PB to obtain the bankers mandate form, and LC would then arrange for LC's and AF's details to be added to the form.

FC/LC

3.3 Min 3.3 Safeguarding refresher training

LC to liaise with AF for completion of this training.

LC

- 3.4 All other actions were either marked as completed or dealt with elsewhere on the agenda.

4. CONFIDENTIAL ITEM Multi Academy Trust

5. CONFIDENTIAL ITEM Early Years Provision/Nursery Lease

Given that these agenda items had been agreed as confidential, they were recorded as a separate confidential addendum part 1 to the minutes.

6. School Improvement Plan 2026-27

6.1 FC reported that the draft SDP had been reviewed with MW. There were three priorities to the SDP:

- Priority 1 - Development of Early Years Provision
- Priority 2 – Securing Foundation Skills
- Priority 3 – Wellbeing and Curriculum Enrichment

Following feedback, the aims for priority 1 had been given a stronger focus.

6.2 **Member' question:** How does the SDP correspond with the Keystone SDP?

FC answer: it ties in with some aspects of the Keystone SDP but has a focus specific to the school.

6.3 MW advised the meeting that she liked the structure of the SDP and that the plan was clear in its strategic focus and milestones, but work was still needed in ensuring that timescales and outcomes were realistic. Members agreed that FC needed sufficient personal time to enable her to continue this work.

6.4 It was noted that attendance was a key focus for the school as a number of pupils with relatively high attendance had left the school and that those pupils from the traveller community, with a pattern of relatively low attendance, now made up a higher proportion of pupils on roll.

6.5 FC reported that she had devised a teaching and learning handbook for teaching staff. This was welcomed. **SE offered to send FC a copy of the Epworth Trust's teaching and learning handbook.**

SE

6.6 **It was agreed that LC should send the draft SDP to the Clerk for circulation to members and that the plan should be discussed, including IEB member monitoring at the next meeting.**

FC

7. Headteacher's Report including Attendance

7.1 FC confirmed that she now had a copy of the Keystone headteacher's report template. It was suggested that sections of this template report would come to future meetings.

7.2 **Member' question:** Would it be possible to be sent the statutory end of year data for summer 2026?

FC answer: yes, of course.

7.3 It was noted that one of the year 6 pupils had been disapplied and another had not attended the tests. **It was agreed that the pupil data, as follows, should be sent to the Clerk for circulation to IEB members:**

- **Statutory end of year data outcomes**
- **The size of classes, as well as percentages**
- **The predicted results for the current year 6 pupils**
- **A breakdown of different groups**

FC

8. LCC Core Visit Report

8.1 MW took members through her reports, and the following points were discussed:

- There had been significant impact caused by the number of pupils with significant SENs including EHCPs, within class 1.
- There was one teacher and 4 TAs in class 1, and FC was providing modelling for the teacher.
- This was the second year that the school had operated with reception, years 1 and 2 in one class so parents were used to this arrangement.
- The new set-up for class 1 was a great improvement.
- There was a new SENDCo.
- The inclusion strategy needed to be devised and agreed this term, possibly using the Keystone template if available.
- Monitoring and evaluation were now tighter.

8.2 MW was thanked for her reports.

9. Finance Report

9.1 Members considered the LCC finance report from the meeting on 16 September and welcomed the positivity of both the meeting and the report. It was noted that most of the actions from the previous meetings had been closed off.

9.2 **Member' question:** Are we on track for the review of actions arising from the last LCC audit?

FC answer: yes, the review audit visit is due to take place in November.

9.3 **Member' question:** What is the current status of debtors and what measures have we in place to control aged debtors?

Answer: IEB members understood that a decision had been made previously by the governing body that aged debtors be written off. Since then, the payment system for wrap around care (where debt had accumulated previously) had been changed. Debtors were now managed carefully.

9.4 LC advised the meeting that she had resolved the matter of an outstanding invoice issued by LEAD which left one outstanding invoice from DBE.

9.5 Members then discussed the matter of teacher and Headteacher performance and pay reviews. **It was agreed that FC would seek confirmation from James McCullough as to whether an IEB member is needed at her performance review meeting on 14 October. IL to canvas for a member if needed.** **FC/IL**

9.6 It was noted that teacher pay reviews, if needed, should be agreed before the end of October. An assurance report, regardless of pay reviews, would be provided to the IEB before the end of October.

10. Sport Premium Priorities and Plan

10.1 **A report on the submission of the plan to be provided to the next meeting.** **LC**

11. Website Audit Report

11.1 It was agreed to defer this item to a future meeting.

12. Policies

12.1 a) Policy schedule

It was agreed that the review of policies would be reviewed but with statutory policies not currently in place including the one for allergies, being given priority. It was agreed that LC would discuss the schedule with FC and **James McCullough when they meet on 1 October.** **LC**

12.2 b) Policies for Approval

The safeguarding policy was approved as presented.

13. Any Other Business

13.1 It was agreed that those members on the IEB not currently on the SCR should be added. It was also agreed that the nursery manager should also be added.

13.2 **It was agreed that the Clerk should send SE a list of documents needed for DBS checks.** **IL**

14. Date of Next meeting

14.1 It was agreed that leadership capacity should be an item for the next meeting.

14.2 The next meeting was confirmed for Tuesday 29th September at 4.00pm in person but additional meetings in autumn and spring terms would be arranged to ensure that members were kept up to date.

Meeting closed at 5.45pm