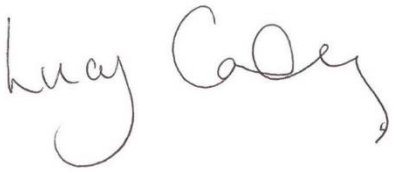
Brant Broughton Church of England Methodist Primary School

Meeting of the Interim Executive Board held on Tuesday 20 October 2026 at 5.00 pm
Virtual Meeting Platform

Summary of Actions

Min	Action	Who	Timescale
1.3	IEB Plan Until April 2027: recirculate to IEB members	IL	ASAP
2.4	Bankers Mandate: complete the mandate form and submitted accordingly.	Relevant Members/ IL/FC	ASAP
2.5	School Fund: Changes should be made to the information provided to the Charities Commission.	FC/IL	ASAP
3.1	Targeted Support Meetings (TSM): provide feedback from her TSM at the next IEB meeting.	FC	Nxt Mtg
3.9	It was agreed that Prevent training should be the focus for the next staff training session.	FC	Nxt Staff Training Session
4.5	The IEB agreed that the staff should be assured that the IEB has confidence in FC and her team and asked that FC should convey that sentiment to the staff.	FC	As suitable
9.1	EYFS outdoor roof: provide an update to the next meeting.	FC	Nxt Mtg
12.1	Website Audit: • make changes to the website • review the website audit document for it to come to the 25 November IEB meeting.	FC LC	13/11/26 25/11/26
13.2	Safeguarding Visit: remind DB of her monitoring report due for the 25 November meeting.	IL	ASAP

Signed:  **Dated: 9 November 2026**

Kindness ✦ Courage ✦ Humility ✦ Hope

Minutes

Present:	Andrew Fulbrook	AF
	Lucy Conley (Chair)	LC
	Rev Stuart Ellis	SE
In attendance:	Fiona Clarke, Interim Headteacher	FC
	Imogen Lemon (Clerk)	IL

SE led those present in prayer prior to the start of the formal agenda.

1. Welcome, Apologies and Declarations

1.1 Apologies were received and accepted from Debbie Barkes (DB) and Paul Brewster (PB).

1.2 LC explained that, following the discussion at the last meeting, she had reviewed how IEB business should be organised in order to provide effective oversight and clear leadership for the school. She had drawn together a plan for the IEB for the Autumn and Spring Terms. This plan had been discussed with Keystone MAT. For the next meeting the substantive agenda item would be a report on the quality of teaching and learning from Helen Wyn Joyce and James McCullough (JM) at Keystone Academy Trust. The December meeting would focus on the financial situation of the school and would be able to have feedback from the LCC Strategy meeting which is due to take place on 14 December. The last meeting in March 2027 meeting would receive the final handover report.

1.3 **It was agreed that the plan should be recirculated to IEB members and LC welcomed comments.** **IL**

1.4 There were no declarations of interest.

2. Minutes and Actions from Previous Meeting

2.1 The minutes and confidential addendum for the meeting held on 29 September 2026 were proposed by LC and seconded by SE as true and accurate records. The minutes and addendum were approved and signed as read.

2.2 Matters Arising Min 5.1: Early Years Provision/Nursery Lease
LC advised the meeting that the school and Keystone Academy Trust were working with LCC to progress this matter.

2.3 Matters Arising Min 6.5: Epworth Trust's teaching and learning handbook
SE reported that the handbook was currently being updated and he would send a copy to FC following this review.

2.4 Matters Arising Min 3.2: Bankers Mandate
The meeting confirmed that the following signatories would be added to the banker's mandate for the school fund. These three individuals would be the trustees for the purposes of the school fund:

- Andrew Fulbrook
- Lucy Conley
- Paul Brewster

Based on information on the Chairity Commission website, the following individuals should be received from the banker's mandate:

- Elaine Charlotte Louise Bedford
- Judith Burnett

The meeting also confirmed that the signing rules should be any two signatures.
As agreed previously, the mandate would be completed and submitted accordingly. Relevant Members/IL/FC

2.5 **It was also agreed that the necessary changes should be made to the information provided to the Charities Commission. FC/IL**

2.6 Matters Arising Min 3.1: Safeguarding Training
It was noted that all IEB members were up to date on their safeguarding training.

2.7 Matters Arising Min 13.2: Single Central Record
Pending the confirmation of one piece of documentation for SE, all IEB members were now on the SCR, as were all employees of the onsite nursery.

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

3. Headteacher's Report

3.1 FC explained that other sections, such as curriculum and learning, would be added to future headteacher reports. In addition to the contents of her report *(paper 3 IEB 26-10-20 HT Report)*, FC highlighted the following points:
<u>Pupils on Roll</u>

- 55 pupils on roll
- The child with dual registration was from the traveller community and the school had worked with the parents to ensure the dual registration.

- The child who had been absent due to medical reasons was now back at school.
- The school was in regular contact with the parents of the child on the EBSA pathway and FC was able to see the child online on a weekly basis. LC added that she also was aware of the case and in contact with the parents given previous a meeting with them on behalf of the IEB.

Attendance

- 90.9% as of 20 October; improved since the Headteacher's report was issued.
- Pupils from traveller community 84% whereas nontraveler community 92%.
- Targeted Support Meetings (TSM) are face to face with the LCC Attendance Officer. **Agreed that FC should provide feedback from her TSM at the next IEB meeting.** **FC**

3.2 **Member' question:** Are you confident that the school has the case studies in place for pupils and their reasons for nonattendance?
FC answer: We have case studies in place from a wide range of cases and reasons from absence from school. We also have the notes from TSM meetings.

3.3 From FC's response, members concurred that they felt assured that the school understood the reasons for non-attendance, and that its work aimed at increasing attendance was having an impact.

3.4 Staffing
LC reported that there were two MDSAs on sick leave, one for whom the final stages of the sickness absence management policy were being implemented. There was no impact on the budget.

3.5 **Member' question:** Can you provide members with the assurance that the previous anomalies to staff employment contracts have been corrected?
FC answer: All contracts are in place have been checked and are correct.
It was noted that the matter of employment contracts would form part of the due diligence process.

3.6 **Member' question:** How are you managing lunchtimes, given the absence of two MDSAs?
FC answer: We are currently managing it in-house due to budget restrictions. The longer-term viability of this is dependent on whether one of the MDSAs returns from sick leave. In the event that they do not return, the current arrangements would be unsustainable.

3.7 LC advised the meeting that FC was no longer in the classroom on Fridays, but was in class on two half days, which she had requested. FC informed members that supply cover was currently being used for the Friday sessions. Members noted that Keystone had been asked to provide cover in the longer term.

3.8 Safeguarding

FC advised that:

- she would have sections 1 and 2 of the safeguarding audit completed in time for DB's monitoring visit.
- Support was being given to the family with LACs.
- There was one child with alternative provision.

3.9 **It was agreed that Prevent training should be the focus for the next staff training session.** **FC**

4. School Development Priorities for 2026-2027

4.1 FC outlined the three priorities of the 2026-27 SDP which members then discussed. Priority 1: To improve outcomes for all pupils in the Early Years and KS1 by developing high-quality continuous provision and strengthening early literacy.

- Actions were highlighted in amber as we were only part way through the term but progress was already being made.

4.2 Priority 2: To ensure every pupil develops secure foundational knowledge through consistently high-quality, inclusive classroom practice, where evidence-informed universal approaches form the basis of teaching and carefully planned adaptations enable all pupils to participate, achieve and become increasingly independent.

- It was suggested that this was the area needing particular scrutiny by members of the IEB.
- **Member' question:** What quality assurance and monitoring do you have in place, other that the support the school receives from Michelle Waddell, LCC?
  FC answer: We are monitoring the implementation of the actions, monitoring teaching practice. James McCullough from Keystone is also monitoring so we can triangulate evidence.
- Members praised FC on how she had strengthened the SDP document.
- It was confirmed that the summer term referred to in the document was that of 2027, not 2028.
- **Member' question:** Do you have a summative assessment plan?
- **FC answer:** Yes, the PiXL testing programme will be used in autumn, spring and summer terms. The teachers will have full access to the testing programme next year, not this year.

4.3 Priority 3: To promote the well-being, personal development and enrichment of all pupils through a broad range of experiences, effective pastoral support and opportunities for pupil leadership.

- **Member' question:** How are you intentionally meeting the needs of vulnerable pupils/groups?
  FC answer: This comes within the enrichment programme but could be strengthened further.

4.4 **Member' question:** How have staff responded in terms of working in this way?
FC answer: In general, very well. The staff appreciated the support and there is a willingness to change but there is yet to be evidence of sustainable accountability. Their experience previously was one of inconsistency from executive leadership, but they want to improve.

4.5 **The IEB agreed that the staff should be assured that the IEB has confidence in FC and her team and asked that FC should convey that sentiment to the staff. FC**

4.6 Members agreed the priorities and targets set out in the SDP.

5. Pupil numbers

5.1 This agenda item had been reported as part of paper 3 IEB 26-10-20 HT Report and recorded under minute 3.1.

6. Key Data

6.1 The IEB received the statutory data for summer 2026. The data outcomes had been reported verbally to the last IEB meeting and then the data circulated interim of meetings. The urgency and the challenging journey ahead for the school in improving the pupil data was evident to the IEB.

6.2 Members welcomed the more positive predicted data for this year. FC highlighted that the assessment data analysis for the autumn term would be presented at the next meeting.

7. Attendance & Behaviour

7.1 This agenda item had been reported as part of paper 3 IEB 26-10-20 HT Report and recorded under agenda item 3.

8. Safeguarding

8.1 This agenda item had been reported as part of paper 3 IEB 26-10-20 HT Report.

8.2 It was also noted that all staff safeguarding training was up to date.

9. Finance

9.1 FC reported that:

- The matter of aged debt was due to be discussed at the next LCC Finance Team meeting.
- The school was awaiting advice from LCC with regard to an absence payment relating to the previous substantive headteacher.
- Journal corrections have been carried out.
- UKFSM invoices have been processed.
- The £32 devolved capital fund would likely be spent on the replacement of the EYFS outdoor roof. A tender document had been issued to potential contractors and two quotes received to date, ranging from £24k to £35k. Members agreed that this would be an important improvement to the school premises. **An update will be provided to the next meeting. FC**

10. Staffing

10.1 LC confirmed that she would be participating in FC's performance review meeting.

10.2 FC advised the meeting that all performance review meetings with teachers would be completed by the end of this week, and she confirmed that all personal targets related to teaching and learning, whole school impact and individual professional ambitions. No pay review recommendations were being presented for IEB consideration.

11. Policies

11.2 Suggested amendments:

- Allergen and Anaphylaxis Policy – inclusion of a model letter to parents and check the best practice and procedures for taking action as opposed to phoning emergency services first.
- Invacuation – none
- Lockdown and Evacuation - none
- School Uniform – none
- Supporting Pupils with Medical Conditions – none
- RE Policy – inclusion of specific Methodist units - this omission to be fed back to Keystone for their future policy review and practice.

- RSHE Policy – none

11.2 Subject to the amendments requested in minutes 11.2, the policies were proposed by AF and seconded by SE, they were approved.

12. Website

12.1 **It was agreed that FC would make changes to the website by 13 November and then LC would review the website audit document circulated previously, for it to come to the 25 November IEB meeting. FC/LC**

13. IEB Monitoring & Required Oversight Roles

13.1 The individual monitoring roles were agreed as:

- SEND and vulnerable pupils – to be confirmed
- Safeguarding, Attendance and Behaviour - DB
- Policies - SE

13.2 **The Clerk was asked to remind DB of her monitoring report due for the 25 November meeting. IL**

14. MAT Transfer

14.1 LC confirmed that the April deadline for the transfer to the MAT was the target.

14.2 Subject to overcoming some technical issues, LC was due to sign the DfE's form for the IEB's approval to progress.

15. Any Other Business & Next Meeting

15.1 The next meeting was confirmed for Tuesday 9 November at 5.00pm. Meeting to be held via TEAMS

Meeting closed at 6.30pm