



MIDDLE STREET PRIMARY SCHOOL INTERIM EXECUTIVE BOARD



Name	MIDDLE STREET PRIMARY SCHOOL INTERIM EXECUTIVE BOARD
Date	Monday 24 th November
Time	10am – 1pm
Venue	Middle Street Primary School
Membership	Anne Allison (AA), IEB Chair Ashley Seymour-Williams (ASW) Shelley Baker (SB) Rachel Kershaw (RK) Kate Vallance (KV) Wafa Paton (WP) Louise Hoten (LHO) Rachel Burstow (RB)
Attending	Lynn Hill (LHI), School Business Manager, Varndean School Gaynor Newnham (GN) Clerk Richard Barker (RBA)
Apologies	

Minutes

No.	Item	Action
1 Welcome		
1.1	Welcome, apologies and introductions. AA opened the meeting and thanked everyone for attending.	
1.2	Review Agenda The IEB agreed to add: <ul style="list-style-type: none"> Outcomes from parent consultation to agenda item 3.4 Verbal update on the H&S visit to agenda item 4.4 <p>The IEB noted that RB will be leaving at 12.15.</p>	
2 Standing items		
2.1	Declaration of Business Interests All HT members declared a potential interest in agenda item 5.1	
2.2	Minutes of the previous meeting: <u>Approval of General Minutes</u> The IEB approved the General Minutes as an accurate record of the meeting. <u>Approval of Confidential Minutes</u> The IEB approved the Confidential Minutes as an accurate record of the meeting. <u>Review of Actions</u> The IEB reviewed the summary of actions, and noted all to be complete except: <ul style="list-style-type: none"> Pen portraits – ongoing Scheme of Delegation – LH to amend 	

	<ul style="list-style-type: none"> • Policies – in process • DBS checks for IEB members • Parent Contract will be publicised when the mixed age class consultation is completed, though it is on the website. • A member of the IEB will meet the SENCO when the current support has had a chance to show impact. Please refer to the confidential minutes. <p><u>Matters Arising</u> Q: Has Beach school been paused? A: It has been, though the parents talk positively about the provision and the Beach School Lead is unclear on the reason for the suspension. The Chair agreed to explain rationale to them.</p> <p>Q: Has RK seen any planning for Beach School? A: No, though the Beach School Lead is appropriately trained to run the sessions.</p> <p>Action: Explain rationale for the suspension of Beach School.</p>	2.21
3 Strategic Priorities		
3.1	<p>Finance Please refer to the confidential minutes</p> <p><u>Proposal to reduce PAN to 20 pupils.</u> The IEB discussed reducing PAN to 15 pupils, as removing spare places would reduce the possible pressure of in-year-admissions of children with high levels of need, and a small foundation stage may attract families to the school. A PAN of 15 would also fit more neatly into the mixed-age-class model. The IEB noted that a reduced PAN need not be restrictive as, should the school’s popularity improve, PAN could be exceeded if it remained below statutory class sizes. This will be further discussed at the next meeting.</p> <p><u>Middle Street School Fund</u> ASW fed back on the meeting of the keen group of parents, which has been previously active, well connected, and includes some parents with influence, and clarified that this is different to the PTA, which looks more at activities. ASW explained, in response to questions, that the funding is currently held by the previous governors and they should have the funds to contribute the expected £20k.</p>	
3.2	<p>Staffing <u>Recruitment and Retention</u> Please refer to the confidential minutes.</p> <p><u>Current absence issues</u> This was covered under item 3.1.</p>	
3.3	<p>Interim Headteachers Update <u>Executive Headteachers Report – verbal</u> The EHT reported that:</p> <ul style="list-style-type: none"> • There will be a Day of Action on Saturday 29 November, involving parents, staff and alliance HT’s, LA representatives, builders. Parental support is strong. • MSPS was not awarded an IIS (Inclusion Intervention Space). Having an inclusive culture remains a focus. • SDP (School Development Plan) is complete will come to the December IEB. 	

	<p>Please refer to the confidential minutes.</p> <ul style="list-style-type: none"> The SEF (Self Evaluation Form) is assessed against the new Ofsted framework. There are examples of meeting standard, some areas need improvement and there are not many urgent areas. There have already been swift improvements and there has been positive feedback from parents and children. <p>The IEB noted the fantastic work being done and suggested having an action plan. The EHT explained that she has a document for recording concerns and actions which she will share with the IEB.</p> <p>Action: Share concerns and actions document with the IEB.</p> <p>Q: How are tasks prioritised? A: Priorities are Phonics as data is low, establishing good teaching and learning habits, and inclusion.</p> <p>Q: Are the key actions from the anti-discrimination action plan in the SDP? A: They are. A 3–5-year plan, including training, was suggested. There have already been focused assemblies, and work is needed to bring this into the curriculum. The EHT mentioned re-introducing MSPS’ ‘Round the World Day.’</p> <p>Action: WP will work with RK on slotting the anti-discrimination action plan into the SDP.</p> <p>Q: Is WP’s work with parents ongoing? A: No further meetings have been requested.</p> <p>The EHT gave an update on working relationships between her and members of the SLT, in response to a question.</p> <p>Q: How has the office manager responded to not being DSL? A: She responded well and has retained two of the PEP’s as she has been involved with the family.</p> <p><i>RBA joined the meeting at 11.30.</i></p> <p>Please refer to the confidential minutes.</p> <p><i>RBU left at 12.18</i></p> <p><i>RBA left at 12.26</i></p> <p>Action: Complete SWOT analysis with staff Action: Arrange for IEB to meet staff</p> <p>Q: What is the LA currently funding? A: The LA covered the costs of the previous interim executive headteacher. Middle Street are paying for the current interim executive headteacher and the head of school.</p> <p>Q: Could the LA give more support? A: They do not have more funding available.</p>	<p>3.31</p> <p>3.32</p> <p>3.33</p> <p>3.34</p>
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	<p>The IEB discussed communication with parents and agreed to inform them that staff absence is a contributing factor to the budget deficit. A chronology of events leading to the current situation will be prepared and shared after the Day of Action and after staff have been spoken with.</p> <p>Action: Prepare information to share with parents.</p> <p><u>SEND provision to include SEND review outcomes.</u> The IEB covered this under agenda item 3.2.</p>	3.35
3.4	<p>Communication with Parents and Carers · <u>Further discussion of summary of complaints issued at previous meeting.</u> Please refer to the confidential minutes.</p> <p><u>Ongoing complaints</u> There is one formal complaint at stage 1 of the process, which RK will pick up.</p> <p><u>Feedback from Parent/Carers' meeting</u> The IEB noted the Chair's summary report and agreed to review further outside the meeting. The EHT will present the SDP to parents, after the Day of Action. Parents are overwhelmingly positive, though one or two continue to be tricky.</p> <p><u>Mixed-Age consultation</u> The EHT has prepared a paper.</p>	
4 Compliance and Policies		
4.1	<p>Safeguarding</p> <ul style="list-style-type: none"> • Safeguarding Report The IEB noted the safeguarding audit. The EHT reported that there will be a focus on Behaviour in the next staff meeting, introducing rewards, and the empowerment approach. Work on behaviour at playtime has been positive. <p>Q: Have staff attended Kit Messenger training? A: Yes</p> <p>Q: Could all staff, including those who are absent, be emailed about the training scheduled for this week? A: A reminder could be sent. A member of the IEB also suggested an EHT daily update, with a positive message of the day, which the EHT will introduce.</p> <ul style="list-style-type: none"> • DBS checks for IEB members – see agenda item 2.2. 	
4.2	<p>Website and Statutory Requirements: <u>Website update</u> The website is nearly compliant, and RK now has access. Newsletters will be emailed to the IEB as an action.</p> <p>Q: Is there a Climate Action Plan? A: WP will ask Goldstone for theirs.</p> <p>Action: Email newsletters to members of the IEB. Action: Ask Goldstone for a copy of their Climate Action Plan.</p>	4.21 4.22

	<p><u>Statutory compliance and training updates</u> See agenda item 4.1.</p>	
4.3	<p>Policies: <u>Policy Review Schedule</u> The IEB approved the following policies:</p> <ul style="list-style-type: none"> ➤ Child Protection and Safeguarding Policy (BHCC updates) ➤ Administration of Medicines – subject to School decisions being clarified in the document ➤ Health and Safety ➤ Privacy Notices – pupil and workforce ➤ Safer Recruitment – AA is re-doing her training. <p>Action: Clarify school decisions in the Administration of Medicines policy</p> <p>The following policies will remain in place:</p> <ul style="list-style-type: none"> ➤ Charging and Remissions Policy ➤ Data Protection Policy ➤ Accessibility Plan (3-year cycle – check last review) ➤ EYFS ➤ Supporting Pupils with Medical Conditions Policy ➤ Behaviour Policy ➤ Managing Change Policy ➤ Recruitment and Selection Policy ➤ Retirement, Redundancy and Pensions <p>The Teachers Pay Policy will be circulated to the IEB, and the Chair AA will compare the old and new policies and share them with the IEB.</p> <p>Action: Circulate Teachers’ Pay Policy to the IEB Action: Identify changes to the Teachers’ Pay Policy and share them with the IEB</p> <p>The IEB noted that the Policy Schedule shows most policies requiring review after one year; this will be checked against statutory requirements, as some policies could extend to a three-year cycle.</p> <p>Action: Check policy review times and share information with the EHT.</p>	<p>4.31</p> <p>4.32 4.33</p> <p>4.34</p>
4.4	<p>Health and Safety <u>Health and Safety Monitoring Visit</u> ASW has visited and identified the lack of evidence of checks, either weekly or termly, as a main concern. Concerns from the H&S walk have been addressed.</p> <p><u>Health and Safety Update</u> Please refer to the confidential minutes. Tidiness and cleanliness have improved, and the day of action should help with this.</p> <p>Q: Will the Day of Action include displays? A: SLT from another school are coming to assist with this.</p> <p>Q: Will displays consider equality and inclusion?</p>	

	A: They will. Premises Management Documents These were not discussed at this meeting.																
5 Forward Planning																	
5.1	Future Options for the school A working party will be established (Action point 3.37)																
5.2	Agenda Items for Next Meeting: IEB Dates for April to July 2026																
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	<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Tuesday 16th December</td> <td>10-1pm</td> <td>MSPS</td> </tr> <tr> <td>Monday 26th January</td> <td>12-3</td> <td>MSPS</td> </tr> <tr> <td>Monday 23rd February</td> <td>10 – 1</td> <td>St Margaret's, Rottingdean</td> </tr> <tr> <td>Monday 23rd March</td> <td>10 – 1</td> <td>MSPS</td> </tr> </tbody> </table>	Date	Time	Location	Tuesday 16 th December	10-1pm	MSPS	Monday 26 th January	12-3	MSPS	Monday 23 rd February	10 – 1	St Margaret's, Rottingdean	Monday 23 rd March	10 – 1	MSPS	
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Closed at 1.10pm

Attendance Register:	07.07.25 1-4pm	22.09.25 1-4pm	20.10.25 12-3pm	24.11.25 10-1pm	16.12.25 1-4pm
Location:	Middle Street	The Hive	Varndean	Middle Street	The Hive
Anne Allison	✓	✓	✓	✓	
Shelley Baker	✓	✓	✓	✓	
Rachel Burstow	✓	✓	✓	✓	
Louise Hoten	✓	✓	x	✓	
Rachel Kershaw	✓	✓	✓	✓	
Wafa Paton	✓	✓	✓	✓	
Ashley Seymour-Williams	✓	✓	✓	✓	
Kate Vallance	✓	✓	✓	✓	
In attendance:					
Rob Cooper Head Teacher	✓	n/a	n/a	n/a	
Lynn Hill SBM, Varndean	✓	✓	✓	✓	
Sarah Stokes Clerk	✓				
Gaynor Newnham Clerk	✓	✓	✓	✓	

Andy Richbell Interim Executive Head		✓	✓	n/a	
Sue Pollock – in lieu of LHO	n/a	n/a	✓	n/a	