



# MIDDLE STREET PRIMARY SCHOOL INTERIM EXECUTIVE BOARD



Name	MIDDLE STREET PRIMARY SCHOOL INTERIM EXECUTIVE BOARD
Date	Tuesday 16 <sup>th</sup> December
Time	10am – 1pm
Venue	Middle Street Primary School
Membership	Anne Allison (AA), IEB Chair Ashley Seymour-Williams (ASW) Shelley Baker (SB) Rachel Kershaw (RK) Executive Headteacher Wafa Paton (WP) Louise Hoten (LHO)
Attending	Lynn Hill (LHI), School Business Manager, Varndean School Gaynor Newnham (GN) Clerk
Apologies	Kate Vallance (KV) and Lynn Hill (LHI)

## Minutes

No.	Item	Action
<b>1 Welcome</b>		
1.1	<p><b>Welcome, apologies and introductions</b></p> <p>The Chair opened the meeting and thanked everyone for attending. The Board accepted apologies from Kate Vallance and Lynn Hill. The Chair reported that Rachel Burstow has resigned from the IEB, due to other work commitments. The IEB recorded thanks to her for her work for Middle Street Primary School (MSPS) IEB.</p>	
1.2	<p><b>Review Agenda</b></p> <p>There were no changes to the published agenda.</p>	
<b>2 Forward Planning</b>		
2.1	<p><b>Future Options Discussion</b></p> <p>The local authority has asked the IEB to consider the options for the school moving forward- the Interim Executive Board was put in place for a period of 12-18 months and a clear plan is needed.</p> <p>The working party has met prior to this meeting to explore whether it was possible to model a viable school at Middle Street. A range of options had been explored by the working party and members gave a summary of the options that were explored:</p> <ol style="list-style-type: none"> <li>1- MSPS remaining as a stand-alone primary school as now</li> <li>2- Joining a multi-academy trust (MAT)</li> <li>3- Joining a federation- either retaining a full time headteacher or restructuring with a part time headteacher and Executive Headteacher, or part time Executive Headteacher and full time Head of School</li> <li>4- Recommending that the LA closes MSPS.</li> </ol>	

	<p>The working party's discussions had been supported by a detailed paper covering all the options. This had been circulated prior to this meeting and received by all members. The Chair explained that option 2- joining a MAT, had been considered by the working party but they felt the significant deficit would prevent a Trust taking on the school at this time. This was agreed by the IEB.</p> <p>To support discussions of each remaining option, ASW presented the paper previously circulated. This included a range of considerations:</p> <ul style="list-style-type: none"> <li>- <b>The deficit position</b></li> <li>- <b>Admissions outlook for 2026</b> - There are now a total of thirteen preferences for MSPS (reception 2026), (1st preference = 2; 2nd preference = 2; 3rd preference = 4; 4th preference = 5). The deadline for applications is the 15 January. By way of comparison, there were sixty-three total applications last year, of which sixteen were first preference. There are currently very few children in the local area.</li> <li>- <b>Pupil numbers forecast across the city/central city capacity</b></li> <li>- <b>Mobility of pupils-</b> information from the local authority showed that there are currently fifteen children on waiting lists for other schools. Seven other children have been offered places, very likely to be offered places or have accepted an offer for January.</li> </ul> <p>Also included in the paper were several models of school organisation based on different numbers of classes. These were considered at length.</p> <p>It is possible to model a four-class model that could be financially viable by 2028. However, the budget leaves minimal contingency and a priority remains addressing the substantial deficit. Viability depends on maintaining full classes, capped staffing costs and stable pupil admissions. The transition into a four-class model needs to be considered, and the budget deficit would be difficult to address within five years. A significant percentage of the budget would be needed to fund the deficit repayments</p> <p>The risks remain high and must be regularly analysed and mitigations explored.</p> <p>The Chair invited the IEB to vote on the following options:</p> <ol style="list-style-type: none"> <li>1. Continue as a stand-alone primary school with a headteacher.</li> <li>2. Federate as soon as possible with another local primary school, retaining a full-time headteacher</li> <li>3. Federate as soon as possible with another local primary school. Re-structure to create part time Executive Headteacher and Head of School posts.</li> <li>4. Recommend closure of the school to the LA.</li> <li>5. Apply to join a Multi Academy Trust (MAT).</li> </ol> <p>The IEB voted on the options and the decision was option 3: Federate as soon as possible with another local primary school to allow time to create a sustainable school. Re-structure to create part time EHT and Head of School posts.</p> <p><b>Actions:</b> Notify the LA of the IEB recommendation.</p> <ul style="list-style-type: none"> <li>: Communicate with staff and parents in January to share the plans.</li> <li>: Review the ongoing risks regularly at each meeting</li> </ul>	
<b>3 Standing items</b>		
3.1	<p><b>Declaration of Business Interests</b></p> <p>There were no changes to the previously published declarations.</p>	
3.2	<p><b>Minutes of the previous meeting:</b></p>	

	<p><b>The IEB approved the General Minutes as an accurate record of the meeting.</b>  <b>The IEB approved the Confidential Minutes as an accurate record of the meeting.</b></p> <p>The IEB reviewed the summary of actions, and all were noted to be complete, or in hand, except:</p> <ul style="list-style-type: none"> <li>• Explain rationale for the suspension of Beach School to the Beach School Lead</li> <li>• WP to work with RK on slotting the anti-discrimination action plan into the SDP.</li> <li>• Circulate Teachers’ Pay Policy to the IEB</li> <li>• Identify changes to the Teachers’ Pay Policy and share them with the IEB</li> <li>• Check policy review times and share information with the EHT.</li> </ul> <p><u>Matters arising</u>  Please refer to the confidential minutes.</p> <p>Q: Was the SDP shared with IEB?  A: Not yet; this will come to the next meeting. The IEB discussed allocating members to look at the SDP, and to be allocated to classes, which will be actioned in January. The IEB advised telling staff in January that there is a risk Ofsted may visit.</p> <p><b>Action: Allocate IEB members to SDP areas, classes, etc.</b></p> <p><i>LHO left at 1200</i></p> <p>Q: Has the SEF (Self Evaluation Form) been written?  A: The EHT will write this with the HOS. ASW agreed to support with this.</p>	3.21
<b>4 Strategic Priorities</b>		
4.1	<p><b>Finance</b></p> <p>The IEB noted the financial update that had been shared for the meeting. The plans to meet LHI in January to discuss the slightly improved financial position. The current School Finance Officer leaves tomorrow and LHI will be on site more.</p> <p>Q: What was the Finance Officer’s time commitment?  A: 2-days/week, which is more than had been planned.</p> <p>Q: Will Varndean replace the member of staff?  A: Interviews are in process.</p> <p>Q: Is there a Pupil Premium Report available?  A: This will be reviewed in January.</p>	
4.2	<p><b>Staffing</b></p> <p>This was partially covered under agenda item 2.1.  Please also refer to the confidential minutes.</p>	
4.3	<p><b>Executive Headteacher’s Update</b></p> <ul style="list-style-type: none"> <li>• Executive Headteacher’s Report  The EHT gave verbal updates under all agenda items.</li> <li>• SEND provision to include SEND review outcomes</li> </ul>	

	This was covered under agenda item 4.2.	
4.4	<p><b>Communication with Parents and Carers</b> Complaints are now resolved. One former parent reserves the right to escalate but is now more supportive of the school.</p> <p>The IEB agreed they must assure parents the school has a future; there will be a meeting in January to present the SDP. The Chair will write a letter to staff to highlight the positives, community spirit, those who have gone the extra mile during a difficult time of absence etc. and explain that there are budget difficulties, but the team is working to move the school forward positively.</p> <p><b>Action: Invite parents to a meeting in T3 to present the SIP.</b> <b>Action: Write to staff on behalf of the IEB.</b></p> <p>Feedback from staff meeting was discussed earlier in the meeting.</p>	4.41 4.42
<b>5 Compliance and Policies</b>		
5.1	<p><b>Safeguarding</b> Please refer to the confidential minutes.</p>	
5.2	<p><b>Website and Statutory Requirements:</b> The Clerk will share information for the website.</p> <p><b>Action: Share information for the website.</b></p> <p>Statutory compliance and training updates were not discussed.</p>	5.21
5.3	<p><b>Policies:</b> The IEB noted the Policy Review <a href="#">Schedule</a> . All internal policies have been shared with staff. The EHT will send the current Pay Policy to the Chair, as an action</p> <p><b>Action: Share current Pay policy with the Chair</b></p>	5.31
5.4	<p><b>Health and Safety</b> <u>Health and Safety urgent updates</u></p> <ul style="list-style-type: none"> <li>• Two broken fire doors are being looked at today and the list of tasks is being worked through.</li> <li>• A hole appeared on the playground this morning. The area has been cordoned off, and support has been called for.</li> <li>• The new grass was poorly laid and more work will be needed. Q: Is there any comeback on the company that did the work? A: The Admin Lead will be asked to check.</li> <li>• Legionella has been identified in the flat – there will be an update at the next meeting.</li> </ul> <p>Q: Can the H&amp;S member visit the school? A: Yes, after January.</p>	

	<b>Action: Check whether the company who laid the grass will accept any liability.</b> <b>Action: Complete H&amp;S Monitoring visit.</b>	5.41 5.42												
<b>6 Other</b>														
6.2	<b>Agenda Items for Next Meeting:</b> Working party update SDP Pay Policy IEB Dates for April to July 2026													
6.3	<b>Next Meeting:</b>													
	<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Monday 26<sup>th</sup> January</td> <td>10-1</td> <td>MSPS</td> </tr> <tr> <td>Monday 23<sup>rd</sup> February</td> <td>10 – 1</td> <td>St Margaret’s, Rottingdean</td> </tr> <tr> <td>Monday 23<sup>rd</sup> March</td> <td>10 – 1</td> <td>MSPS</td> </tr> </tbody> </table>	Date	Time	Location	Monday 26 <sup>th</sup> January	10-1	MSPS	Monday 23 <sup>rd</sup> February	10 – 1	St Margaret’s, Rottingdean	Monday 23 <sup>rd</sup> March	10 – 1	MSPS	
Date	Time	Location												
Monday 26 <sup>th</sup> January	10-1	MSPS												
Monday 23 <sup>rd</sup> February	10 – 1	St Margaret’s, Rottingdean												
Monday 23 <sup>rd</sup> March	10 – 1	MSPS												

Closed at 12.46

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 10-1pm	26.01.26 10-1pm	23.02.26 10-1pm	23.03.26 10-1pm
Location:	Middle Street	The Hive	Varndean	Middle Street	Middle Street	Middle Street	St Margaret’s, Rottingdean	Middle Street
Anne Allison	✓	✓	✓	✓	✓			
Shelley Baker	✓	✓	✓	✓	✓			
Rachel Burstow	✓	✓	✓	✓	n/a			
Louise Hoten	✓	✓		✓	✓			
Rachel Kershaw	✓	✓	✓	✓	✓			
Wafa Paton	✓	✓	✓	✓	✓			
Ashley Seymour-Williams	✓	✓	✓	✓	✓			
Kate Vallance	✓	✓	✓	✓	X			
<b>In attendance:</b>								
Rob Cooper Head Teacher	✓	n/a	n/a	n/a	n/a			
Lynn Hill SBM, Varndean	✓	✓	✓	✓	X			

Sarah Stokes Clerk	✓				
Gaynor Newnham Clerk	✓	✓	✓	✓	✓
Andy Richbell Interim Executive Head		✓	✓	n/a	n/a
Sue Pollock – in lieu of LHO	n/a	n/a	✓	n/a	n/a