



MIDDLE STREET PRIMARY SCHOOL INTERIM EXECUTIVE BOARD



Name	MIDDLE STREET PRIMARY SCHOOL INTERIM EXECUTIVE BOARD
Date	Monday 22 September 2025
Time	1-4pm
Venue	The Hive, Lynchet Close, Hollingdean, Brighton, BN1 7FP
Membership	Anne Allison (AA), IEB Chair Ashley Seymour-Williams (ASW) Shelley Baker (SB) Rachel Burstow (RB) Louise Hoten (LHo) Rachel Kershaw (RK) Kate Vallance (KV) Wafa Paton (WP)
Attending	Andy Richbell (AR) Interim Head Teacher Lynn Hill (LHi), School Business Manager, Varndean School Gaynor Newnham (GN), Clerk
Apologies	
Link to Papers	

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	✓	✓			
Rachel Kershaw	✓	✓			
Wafa Paton	✓	✓			
Ashley Seymour-Williams	✓	✓			
Kate Vallance	✓	✓			
In attendance:					
Rob Cooper Head Teacher	✓	n/a			
Lynn Hill SBM, Varndean	✓	✓			
Sarah Stokes Clerk	✓				
Gaynor Newnham Clerk	✓	✓			

Interim Head Teacher	n/a	✓			
Meeting quorum: 4	QUORATE	QUORATE			

Minutes

No.	Item	Action																											
1.1	<p>Welcome, apologies and introductions AA opened the meeting and welcomed AR to his first meeting of the IEB, as Interim HT</p>																												
1.2	<p>Review Agenda The following items were added to the agenda:</p> <ul style="list-style-type: none"> • Revised Terms of Reference and Code of Conduct • Data pack <p>The Clerk reported that she still does not have administrative control of Governor Hub, which she is following up. ASW will also follow up with the previous clerk. Once she has access, she will add AR and remove RC from the hub.</p> <p>Action: Ask previous clerk to give current clerk admin' access to Governor Hub Action: Add AR and remove RC from the hub.</p>	<p>1.2a 1.2b</p>																											
2.1	<p>Declaration of Business Interests AR declared that he is Headteacher at St Nicolas School</p>																												
2.2	<p>Minutes of the previous meeting: The IEB approved the General Minutes and Confidential Minutes as an accurate record of the meeting.</p> <p>The IEB reviewed the summary of Actions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No</th> <th style="text-align: center;">Action</th> <th style="text-align: center;">By</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2.1</td> <td>Arrange GovernorHub access for WP, SB, KV and LH.</td> <td style="text-align: center;">Clerk</td> </tr> <tr> <td style="text-align: center;">2.1</td> <td>Create outstanding email addresses for SB and WP.</td> <td style="text-align: center;">Clerk</td> </tr> <tr> <td style="text-align: center;">2.1</td> <td>Liaise with school's office manager about the update service for DBS checks for all IEB members</td> <td style="text-align: center;">Clerk</td> </tr> <tr> <td style="text-align: center;">2.2</td> <td>Add parent and staff letters to papers on GovernorHub.</td> <td style="text-align: center;">Clerk</td> </tr> <tr> <td style="text-align: center;">2.2</td> <td>Email clerk with pen portraits</td> <td style="text-align: center;">IEB</td> </tr> <tr> <td style="text-align: center;">2.2</td> <td>Send all Governor information for website to RC for uploading</td> <td style="text-align: center;">Clerk</td> </tr> <tr> <td style="text-align: center;">2.2</td> <td>Contact BHCC Governor support to update Governor information on their central record</td> <td style="text-align: center;">Clerk</td> </tr> <tr> <td style="text-align: center;">3.1</td> <td>Update Scheme of Delegation with specific school details and recirculate</td> <td style="text-align: center;">RC</td> </tr> </tbody> </table>	No	Action	By	2.1	Arrange GovernorHub access for WP, SB, KV and LH.	Clerk	2.1	Create outstanding email addresses for SB and WP.	Clerk	2.1	Liaise with school's office manager about the update service for DBS checks for all IEB members	Clerk	2.2	Add parent and staff letters to papers on GovernorHub.	Clerk	2.2	Email clerk with pen portraits	IEB	2.2	Send all Governor information for website to RC for uploading	Clerk	2.2	Contact BHCC Governor support to update Governor information on their central record	Clerk	3.1	Update Scheme of Delegation with specific school details and recirculate	RC	
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3.1	Read updated Scheme of Delegation and email clerk with their approval	IEB
3.2	Amend ToR then add to documents on GovernorHub and on website	Clerk
3.3	Update GovernorHub with link roles	Clerk
4.1	Liaise with the existing Trustees of the MSPS School Fund and confirm that they are willing to continue to the end of term	LH
5.1	SCR check to be confirmed for next safeguarding monitoring visit	RC/RK
5.1	Circulate NGA complaints training link to Governors	
5.1	Circulate NGA finance training link to Governors	
5.1	Identify any relevant training opportunities via GovernorHub and circulate the details	
5.1	Access to BEEM for all Governors	
5.2	Liaise regarding setting up an IEB policy review schedule	SS/GN
5.2	Update policy review schedule with policies approved at this meeting	
5.2	Add strap line to all policy front covers as they are approved	
5.2	Ensure appropriate policies are uploaded to the school website	
6.2	Add agreed items to agenda for next meeting (item 6.2)	

All were complete, except:

- Liaise with school's office manager about the update service for DBS checks for all IEB members – carry forward.
- Add parent and staff letters to papers on GovernorHub – these are on the school website. The clerk will check whether they are also on Governor Hub.
- Email clerk with pen portraits – members were asked to action this promptly.
- Send all Governor information for website to RC for uploading - AR access to website is in process – The accuracy of recording governance on GIAS will be followed up
- Update Scheme of Delegation with specific school details and recirculate – LH will action this if RC did not
- Liaise with the existing Trustees of the MSPS School Fund and confirm that they are willing to continue to the end of term – this is in progress. ASW will share a link with her.
- Circulate NGA complaints training link to Governors; Circulate NGA finance training link to Governors; Identify any relevant training opportunities via GovernorHub and circulate the details.
- Ensure appropriate policies are uploaded to the school website – the clerk will share the schedule with the Interim Headteacher.

	<p>Matters Arising Parents have concerns re future of the school’s financial viability. The IEB discussed what can be shared, and in what format, with the minutes.</p> <p>Question: Is the SBM finance report on the website? Answer: No.</p> <p>The IEB discussed what key figures could be shared with parents and agreed that honesty with the parent community will build trust, as parents feel things have been hidden from them. March to May FGB minutes have not been shared on the website, for example. Please refer to the confidential minutes.</p> <p>Parents have raised concerns around Beach School. Please refer to the confidential minutes.</p> <p>The IEB discussed the leadership structure and the cleaning contract. Please refer to the confidential minutes.</p>	
3.1	<p>Finance ** This was covered under agenda item 3.3**</p> <p>Current budget position Please refer to the confidential minutes.</p> <p>Proposal to reduce PAN to 20 pupils The IEB deferred the discussion to the next meeting.</p> <p>Middle Street School Fund – appoint new Trustees Question: Would an IEB member be prepared to join the group? Answer: ASW agreed to attend the meetings.</p> <p>Question: Why is IEB oversight needed? Answer: This is a charitable trust set up by the school to raise funds. IEB engagement with the group would be positive.</p> <p>Question: Could a member of the group be invited to the next IEB meeting? The Chair suggested ASW attends one meeting to gain understanding, initially.</p> <p>Action: ASW to attend Middle Street School Fund meeting</p>	3.1a
3.2	<p>Staffing</p> <ul style="list-style-type: none"> • Staffing review discussion – updated staffing structure including classes – this was covered under agenda item 3.3. • Current absence issues – this was covered under agenda item 3.3. • Feedback from meetings with union representatives, staff and parents – this was covered under agenda item 3.3. 	

<p>3.3</p>	<p>Interim Headteachers Update ** This was covered under agenda item 2.2**</p> <p><u>Interim Headteachers Report – verbal</u> AR updated the IEB on his time at the school since the first INSET day in September.</p> <p>The vertical grouping for classes:</p> <ul style="list-style-type: none"> • This was implemented at speed at the end of last school year with little time to consider all of the potential issues fully and prepare for the start of the new term. Families feel aggrieved that they did not have the opportunity to properly hear the reasoning behind the move or ask questions about how it would work in practice. • The senior leadership team and school staff did not feel fully consulted. There are major workload ramifications for the teaching team because the entire curriculum needs to be re-planned. • At the moment, if new children were to join in several year groups, we might go over the maximum number that we are permitted to have in a class. This would require us to open up a new class with all the costs associated. <p>The Chair explained that the IEB was not given accurate information about the vertical groupings and were unaware of the lack of full staff consultation, or of inadequate time to prepare. I</p> <p>Question: Could pupil numbers be capped? Answer: Only on intake to YR.</p> <p>Please refer to the confidential minutes.</p> <ul style="list-style-type: none"> • Despite the disruptions, lots of families have been very supportive and showed concern for the wellbeing of the staff team in the situation they find themselves. • Levels of special educational needs, and the associated funding remain a big concern for the school. Three children joined in September with EHCPs and significant needs. There are several children who cannot access the mainstream classroom and need full-time one-to-one support. However, the levels of funding attached are well below the actual costs associated with them attending Middle Street Primary School. Our Senco is feeling under immense pressure. The interim executive board has supported her by agreeing to some additional staffing. However, some of the families of these children feel that the level of support is not sufficient to enable their child to effectively access their full entitlement to a broad and balanced curriculum. • Setting a course for the future of the school: AR feels that the number one priority for the local education authority is to find a suitable long-term partnership for Middle Street. It is vital that they explore all possible options. 	
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Please refer to the confidential minutes.

The IEB thanked AR for his support for the staff, children and families; they also recorded thanks to the staff at MSPS and St Nicolas' School.

Question: Are staff supportive of your leadership?

Answer: There has been no direct resistance. They are appreciating regular communication.

The IEB noted [the Data Pack](#), which had been circulated before the meeting.

Question: Why is authorised absence 6.3%.

Answer: This may be due to reduced timetables.

Question: Did all pupils return in September?

Answer: No – some left and have not yet joined new school, so they are still on roll.

Question: What is the plan for the current Y5 moving into Y6 next year?.

Answer: There will be a combined 5/6 next year, potentially. There are 30 Y6 children leaving in September. In the mixed YR/Y1 class the 20 YR children need a different curriculum to the Y1 children in the group. Some decisions were based on age, some on ability. It appears that some children were moved into an alternative class due to parental input; there is no agreed policy.

Question: Had the SPA raised concerns?

Answer: No, as there was good data and a positive Ofsted last year. Any concerns related to staff wellbeing.

Question: Are there any B&H schools that have a strong mixed age curriculum?

Answer: Not to AR's knowledge. Workload is an issue as most staff are new.

Question: Should MSPS return to normal phased year groups this year?

Answer: This may be possible, though planning and PPA costs will need to be considered.

Question: Was the move to mixed age essential for this year?

Answer: No – it was suggested as a future possibility/necessity. It was not planned for this year. The previous FGB had discussed it, in principle, but it had not been agreed. The staff can see the rationale for the vertical structure but there are no detailed plans.

Question: Should we change back?

Answer: If we could get staff to cover the gaps and with more planning, yes – though it would be difficult to make the changes. Pupil numbers and recruitment need to be agreed.

Question: Might advertising for teachers due to possible vacancies for specific year groups destabilize the families?

	<p>Answer: We will be transparent with parents but not mention year groups.</p> <p>Question: Are there teachers available from the recent restructures? Answer: Maybe, but proper recruitment is needed.</p> <p>The Interim Head explained that he is finding the task difficult and his own governors will not allow him to stay beyond half term.</p> <p>Question: Is there a pool of leaders the Local Authority can draw on? Answer: No.</p> <p>Question: Might the LA agree additional funding for MSPS? Answer: Yes, for a specific purpose.</p> <p>Question: Is the curriculum negatively impacted by lunchtime lasting one hour 45 minutes? Answer: No – children only have 45 mins.</p> <p>Question: Is there space to play outside? Answer: Not enough.</p> <p>The IEB recorded thanks to AR for stepping in.</p> <p>The Interim Headteacher reported that the draft wellbeing plan has been shared and will be sent to WP as soon as possible.</p> <p>Action: Send draft wellbeing plan to WP</p> <p><u>School Improvement Plan DRAFT</u> The Interim Headteacher explained that the SIP priorities will be:</p> <ol style="list-style-type: none"> 1. to stabilise the school community 2. phonics, attendance, persistent absence and curriculum for the vertical groupings, 3. Empowerment approach – training this year and launch in September 4. Foundation subjects <p><u>Updated SEF</u> This was not discussed.</p> <p><u>SEND provision to include SEND review outcomes</u> Question: Has the SEND review report arrived? Answer: AR has received it but not read it; he will share this with the IEB.</p> <p>Action: Share SEND review report with the IEB.</p> <p><i>AR left at 14.30</i></p>	<p>3.3a</p> <p>3.3b</p>
4.1	Safeguarding	

	<p><u>Safeguarding Report</u> The Safeguarding Member talked through the report. Please refer to the confidential minutes.</p>	
4.2	<p>Website and Statutory Requirements: <u>Website audit action plan update</u> This was not discussed at this meeting, other than to confirm that the interim head has been unable to access the website.</p> <p><u>GDPR</u> This was not discussed at this meeting</p> <p><u>Statutory compliance and training updates:</u> Keeping Children Safe in Education Guidance, Safeguarding training for IEB members, Safer recruitment training and Managing allegations – BHCC training were covered under agenda item 4.1. Financial link BEEM was not discussed at this meeting. Anti-Racism training is available on BEEM.</p>	
4.3	<p>Policies: <u>Policy Review Schedule</u> The schedule had been shared with the meeting papers.</p> <p>The following policies were deferred for IEB approval at the next meeting:</p> <ul style="list-style-type: none"> ➤ Child Protection and Safeguarding Policy (BHCC updates) ➤ Admission Arrangements ➤ Charging and Remissions Policy ➤ Data Protection Policy ➤ Accessibility Plan (3-year cycle – check last review) ➤ EYFS ➤ Supporting Pupils with Medical Conditions Policy ➤ Behaviour Policy ➤ Premises Management Documents ➤ Managing Change Policy ➤ Recruitment and Selection Policy ➤ Retirement, Redundancy and Pensions: Teachers Policy 	
4.4	<p>Health and Safety <u>Health and Safety Update</u> This was not discussed, due to time constraints.</p> <p><u>Premises Management Documents</u> This was not discussed, due to time constraints.</p>	
5.1	<p>Future Partnership Options Please refer to the financial minutes The IEB invited RK to be EHT at MSPS for the rest of the academic year. RK accepted the role.</p>	

	<p>Question: Will RK remain a member of the IEB? Answer: Yes</p>													
5.2	<p>AOB: Please refer to the confidential minutes. The IEB agreed to hold a further parents' meeting on Monday 10th November, at 2.30 – 3.15. A member suggested targeted sections so parents could raise specific concerns.</p> <p>Action: Arrange parents' meeting on Monday 10th November, at 2.30 – 3.15 (liaise with Interim HT)</p>	5.2a												
5.3	<p>Agenda Items for Next Meeting: Policies Finance AR update Leadership update</p>													
5.4	<p>Next Meeting:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Monday 20th October</td> <td>12-3pm</td> <td>Varndean School Balfour Road, Brighton, East Sussex, BN1 6NP</td> </tr> <tr> <td>Monday 24th November</td> <td>10am-1pm</td> <td>Middle Street Primary School</td> </tr> <tr> <td>Tuesday 16th December</td> <td>1-4pm</td> <td>The Hive</td> </tr> </tbody> </table>	Date	Time	Location	Monday 20 th October	12-3pm	Varndean School Balfour Road, Brighton, East Sussex, BN1 6NP	Monday 24 th November	10am-1pm	Middle Street Primary School	Tuesday 16 th December	1-4pm	The Hive	
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There being no further business, the meeting closed at 16.08