



MIDDLE STREET PRIMARY SCHOOL INTERIM EXECUTIVE BOARD



Name	MIDDLE STREET PRIMARY SCHOOL INTERIM EXECUTIVE BOARD
Date	7th July 2025
Time	1-4pm
Venue	Middle Street Primary School
Membership	Anne Allison (AA), IEB Chair Ashley Seymour-Williams (ASW) Shelley Baker (SB) Rachel Burstow (RB) Louise Hoten (LHo) Rachel Kershaw (RK) Wata Paton (WP) Kate Vallance (KV)
Attending	Rob Cooper (RC), Head Teacher Lynn Hill (LHi), Director of Finance and Operations, Varndean School Sarah Stokes (SS), Clerk Gaynor Newnham (GN), Clerk Designate
Apologies	
Link to Papers	<u>IEB meeting 7th July 2025</u>

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	✓				
Lynn Hill SBM, Varndean	✓				
Sarah Stokes Clerk	✓				
Gaynor Newnham Clerk Designate	✓				
Meeting quorum: 4	QUORATE				

MINUTES

1 Welcome	
1.1	<p>Welcome, apologies and introductions</p> <p>All Governors were present for this inaugural IEB meeting, confirming that the meeting was quorate.</p> <p>AA welcomed everyone and invited each attendee to introduce themselves, ensuring all present were familiar with one another's roles and backgrounds.</p> <p>It was noted that there were two clerks for this meeting, and that SS would be handing over to GN fully before the Autumn term.</p>
1.2	<p>Review Agenda</p> <p>AA reviewed the agenda for the meeting. It was noted that a comfort break would be scheduled. GN informed the meeting that she would need to leave before it concluded, and it was agreed to bring forward the discussion on dates for the diary for the following year to accommodate her availability.</p> <p>It was also confirmed that under Any Other Business (AOB), the meeting would review Governor expenses and discuss the scheduling of a meeting with the unions.</p>
2 Standing items	
2.1	<p>Declaration of Business Interests and Confidentiality Forms</p> <p>AA thanked Governors who had completed their forms on GovernorHub.</p> <p>ACTIONS:</p> <ul style="list-style-type: none">• Clerk to sort out access for WP, SB, KV and LH.• DBS checks to be followed up, Clerk to liaise with school's office manager about the update service
2.2	<p>Interim Executive Board (IEB) Membership – Notice of Appointment</p> <p>This IEB began its appointment officially on 23.06.25.</p> <p>A letter was sent to parents to summarise the reasons why an IEB has been put in place. AA read the key points out to inform Governors.</p> <p>ACTIONS:</p> <ul style="list-style-type: none">• Add letter to papers on GovernorHub.• Add information to website under Governing Board page.• Governors to email clerk with pen portraits• Clerk to send to RC for uploading.
3 Governance	
3.1	<p>IEB</p> <p>AA provided a brief summary of the school's recent Governance history and the establishment of the IEB.</p> <p>There had been a number of handover arrangements from the school's previous Governing Board, involving RC, ASW and the clerk (SS).</p>

	<p>Letters had been sent to staff, parents and pupils at the school.</p> <p>AA confirmed that she had an initial date set for a Parents' Meeting, in order to provide the wider community with information about their roles and responsibilities. It was AGREED that the parents meeting will be at 2pm on Monday 08 September 2025.</p> <p>AA invited all Governors to attend today's meeting with the staff team at 3.30pm, if they were able to.</p> <p>Governors had seen the draft Scheme of Delegation, which was circulated before the meeting. It was noted that this required some updating with the school's specific details before formal approval.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • RC to send the two letters to the clerk for GovernorHub for reference • Update Scheme of Delegation with specific school details and recirculate • Governors to read updated Scheme of Delegation and email clerk with their approval 																		
3.2	<p>Terms of Reference</p> <p>Governors APPROVED the Terms of Reference, with the amendment of the quorate being a minimum of four Governors in attendance.</p> <p>ACTION: Clerk to amend ToR then add to documents on GovernorHub and on website</p>																		
3.3	<p>Link roles and responsibilities</p> <p>The following appointments were AGREED:</p> <table border="1" data-bbox="240 1223 1485 1541"> <thead> <tr> <th>Link roles</th> <th>Governors</th> </tr> </thead> <tbody> <tr> <td>Appeals Panel</td> <td>As and when needed</td> </tr> <tr> <td>Safeguarding</td> <td>RK</td> </tr> <tr> <td>SEND</td> <td>RB</td> </tr> <tr> <td>GDPR</td> <td>Oversight by Clerk, and to become a standing agenda item</td> </tr> <tr> <td>MHEW</td> <td>SB</td> </tr> <tr> <td>Health and Safety</td> <td>ASW</td> </tr> <tr> <td>Equalities</td> <td>WP</td> </tr> <tr> <td>Pupil Premium</td> <td>AA</td> </tr> </tbody> </table> <p>ACTION: Clerk to update GovernorHub with these roles</p>	Link roles	Governors	Appeals Panel	As and when needed	Safeguarding	RK	SEND	RB	GDPR	Oversight by Clerk, and to become a standing agenda item	MHEW	SB	Health and Safety	ASW	Equalities	WP	Pupil Premium	AA
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4 Strategic Priorities																			
4.1	<p>Finance</p> <p>AA expressed the Governors' gratitude to LHi for providing all the documentation prior to the meeting.</p> <p>Finance Report</p> <ul style="list-style-type: none"> • The revised MS budget was presented for approval. A working document will be created to run alongside this and produce monthly outturns. • The five-year budget plan provides a strategic overview of financial decisions. • The SFVS outturn document will be produced at least six times a year. 																		

- The Middle Street cost centre will support the outturn.

Key Headlines from the Finance Report

- Staffing costs are approximate, given the various staffing options currently under consideration.
- A slight surplus is predicted.
- The finance administration has substantially improved, with predictions for 2025/26 looking much better.
- Financial risks include reducing the deficit, addressing SEND needs, and the uncertainty surrounding the teachers' pay award, which has been approved, while the support staff's pay award has been rejected by the unions.

Questions Raised

- LHo inquired about the disappearance of the cleaning contract costs.
- RC clarified that the line items related to facilities support and caretaking.
- LHo expressed concerns about the agency budget being set at £25k, considering this to be quite low.
- RC explained the allocation for caretaking and cleaning costs.

Please refer to the confidential minutes

- The discussion also covered EHCP income, staffing increases, and the potential new funding formula from the Government.
- BHCC is conducting a review of SEND spending across the city's schools, with Middle Street being part of this initial review. RB offered support for the school in this regard.
- The initial review report should be with the school before the end of term

ACTION: add SEND initial review report to the agenda for September.

- LHo highlighted the challenge of achieving a surplus as per the proposed budget.
- AA mentioned the supply cover budget of £25k and the need for internal audit reports
- SB discussed staff training for mixed-age range classes and the value of the English subscription for the Pathways Literacy curriculum.
- The Maths lead is exploring opportunities for Maths training for mixed-age classes.
- SB raised concerns about the pupil premium spending line, and LHi confirmed the possibility of tracking expenditure against pupil premium funds.
- RK discussed the inclusion teacher and the application for an IIT at the school.
- LHo mentioned the potential for a £30k improvement in the budget plan if applications are successful.
- RC provided details about the loan for remedial safeguarding measures and the impact of the Beach School programme.
- The discussion also covered the school's reorganisation proposals, staffing structure, and the need for strategic leadership.

	<p>The Governors APPROVED the five-year budget, with the understanding that it will remain a standing item on future agendas.</p> <p>Middle Street School Fund</p> <p>RC explained that this had been set up as a charity a long time ago. He advised that it could be worth keeping for any future fundraising ideas</p> <p>AA asked whether the existing Trustees could remain as holding Trustees for this term.</p> <p>ACTION: LHi to liaise with the existing Trustees of the MSPS School Fund and confirm their willingness to continue</p>
4.2	<p>Staffing</p> <p>Please refer to the confidential minutes</p> <p>Current Staffing Structure</p> <p>The present structure includes members of the SLT, teaching staff, and support staff, detailing their respective pay scales and responsibilities. Assistant Headteachers (AHTs) each have a teaching commitment of 0.8 FTE, while the SENDCo holds a 0.6 non-teaching role. The school also employs a Sports Coach and utilises Beach School as a means of supporting PPA cover, though Governors acknowledged that this is a costly model.</p> <p>Leadership Responsibilities</p> <p>The AHTs cover a range of leadership and teaching responsibilities, with PPA provided partially by AHTs and through specialist provision such as Beach School. The Office Manager currently serves as the safeguarding lead, with a recommendation for a second AHT to be trained as a Deputy Designated Safeguarding Lead (DDSL).</p> <p>Please refer to the confidential minutes</p> <p>Mixed Age Classes and Curriculum</p> <p>Parents have been notified about the implementation of mixed age classes and teacher allocations. Detailed curriculum mapping is underway, and the leadership team is drawing upon previous experience in managing mixed age groups to facilitate a smooth transition.</p> <p>Beach School Provision</p> <p>RC explained that Beach School remains a distinctive and valued element of the school, with all classes participating in two six-week cycles per year. The provision is led by an AHT, supported by TAs and parents. Its impact is evident in classroom behaviour, community engagement, and supporting pupils with SEMH needs, particularly those with a high percentage of SEND (up to 50% in some classes). Alternative models and comparative programmes, such as Forest School, have been discussed; however, the unique needs of the pupil cohort require experienced leadership and continuity.</p> <p>Strategic Leadership Capacity</p>

	<p>Recent internal recruitment to leadership posts has been met with enthusiasm, and the distributed leadership model is intended to provide greater capacity for strategic development. The Wellbeing Survey highlighted the need for more widely available and visible leadership, hopefully moving away from any further need for crisis management.</p> <p>Parental communication and curriculum updates are managed collaboratively. The school continues to foster strong pastoral relationships with families, maintaining trust across the community. The AHTs have varying degrees of experience with mixed age provision, and ongoing support, including curriculum mapping and role-specific responsibilities, is being provided.</p> <p>Please refer to the confidential minutes</p> <p>Governors thanked the school team for the significant work that they had already invested in considering this staffing proposal and its potential impact.</p>
5 Compliance and Policies	
5.1	<p>Safeguarding</p> <p>As discussed at the start of the meeting, it was AGREED that the clerk should liaise with the school's office manager regarding updating the DBS checks for IEB members.</p> <p>Governors AGREED that the Single Central Record (SCR) check should take place during the next safeguarding monitoring visit.</p> <p>Members Training was discussed, and it was AGREED that IEB members should send the dates and details of any recent training, pertaining to their role on the Board, to the clerk.</p> <p>The clerk was advised to send a number of NGA/GovernorHub and BHCC training links to Governors, as documented in the action log below.</p> <p>A further list of training opportunities was confirmed to be added to the IEB meeting agenda for September (see item 6.2).</p>
5.2	<p>Website and Statutory Requirements:</p> <p>AA thanked the clerk and RC for the website compliance audit document. The remaining follow up actions will be added to the agenda for the first IEB meeting in September.</p> <p>ACTION: Clerk (SS) to liaise with GN regarding setting up an IEB policy schedule.</p>
5.3	<p>Policy Approval</p> <p>The following policies were APPROVED, with any amendments or further information highlighted in brackets):</p> <ul style="list-style-type: none"> • Capability Policy • Child Protection and Safeguarding Policy (update current information on front cover) • IEB Complaints Policy and Procedure (new template due from BHCC September 2025 – update in September) • Disciplinary Procedure • Grievance Procedure • Health & Safety Policy • Appraisal Policy • Pay policy • Preventing Radicalisation Policy (this can be found within the school's CP Policy)

	<ul style="list-style-type: none"> • Safer Recruitment Policy (updates required to front cover and date) • Whistleblowing (Raising Concerns) Policy (needs CoG name change and date) <p>Governors noted that the school does not currently have the following policies as listed on the IEB agenda:</p> <ul style="list-style-type: none"> • Managing Change Policy • Recruitment and Selection Policy • Retirement, Redundancy and Pensions: Teachers Policy <p>Governors AGREED that the following strap line be added to all policies that are reviewed and approved from June 23rd, 2025, until the IEB's role is no longer required:</p> <p>Strap line: Where a policy uses 'The Governing Body', this term currently refers to the Interim Executive Board.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Update policy review schedule • Add strap line to policy front covers • Ensure appropriate policies are uploaded to the school website
6 Forward Planning	
6.1	<p>Future Leadership Arrangements</p> <p>These were discussed under item 4.2.</p>
6.2	<p>Agenda Items for Next Meeting:</p> <ul style="list-style-type: none"> • School Improvement Plan DRAFT and updated SEF • Budget • Updated SEF • Headteachers Report – standard format in ESCC – IEB suggested – AA to share with RC • Policies • Middle Street School Fund – appoint new Trustees • SEND provision to include SEND review outcomes • Staffing review discussion – updated staffing structure including classes • Website audit action plan update • Feedback from meetings with union representatives, staff and parents • Governor expenses • GDPR as a standing agenda item • Policies as per the policy review cycle and any additional policies highlighted under item 5.3 of this meeting • Statutory compliance and training updates: <ul style="list-style-type: none"> ➢ Keeping Children Safe in Education Guidance ➢ Safeguarding training for IEB members ➢ Safer recruitment training ➢ Managing allegations – BHCC ➢ Financial link BEEM ➢ Anti-Racist BEEM or INSET at MSPS <p>Please refer to the confidential minutes</p>
6.3	<p>The following meeting dates were set for the Autumn term:</p>

Date	Time	Location
Monday 22 nd September	1-4pm	The Hive Lynchet Close, Hollingdean, Brighton, BN1 7FP
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
7 AOB		
7.1	Please refer to the confidential minutes	

The meeting closed at 3.32pm, to allow Governors to meet with the staff team.

