



MIDDLE STREET PRIMARY SCHOOL INTERIM EXECUTIVE BOARD



Name	MIDDLE STREET PRIMARY SCHOOL INTERIM EXECUTIVE BOARD
Date	Monday 20 th October
Time	12-3pm
Venue	Varndean School, Balfour Road, Brighton, East Sussex, BN1 6NP
Membership	Anne Allison (AA), IEB Chair Ashley Seymour-Williams (ASW) Shelley Baker (SB) Rachel Burstow (RB) 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 Sue Pollock (SP) Attending in place of LH)
Apologies	Louise Hoten (LHO)

No.	Item	Action
1 Welcome		
1.1	Welcome, apologies and introductions AA opened the meeting and thanked everyone for attending. The IEB accepted LHO's apologies; SP attended in her place.	
1.2	Review Agenda There were no changes to the agenda	
2 Standing items		
2.1	Declaration of Business Interests There were no changes to the previously published declarations	
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. Please refer to the confidential minutes <u>Review of Actions</u> The IEB reviewed the summary of actions, and all were noted to be complete, or in hand, except: <ul style="list-style-type: none"> • The IEB was asked to complete DBS checks before the parents meeting on 10 November – GN to email the Office Manager to ask for list of requirements • The IEB was asked to submit Pen Portraits as soon as possible • The Scheme of Delegation will be checked and brought to the next meeting • ASW is due to attend the Trustee meeting and will ask the Trust for a contribution to the playground 	

	<ul style="list-style-type: none"> • The review of policies is ongoing • The premises team TUPE will be completed by 24 October 2025; the EHT will pick up line management • The need for a TA in YR/1 will be explored • The SEND meeting has not yet taken place and will be actioned before the next meeting. <p>The incomplete actions will remain on the actions log. WP confirmed that she has read KCSIE.</p> <p>Action: Ask office manager which documents will be needed for DBS checks</p> <p><u>Matters Arising</u> Beach School has not been paused but will end at half term.</p> <p>Q: Have there been any issues with Beach School? A: No, several adults accompany the children. The IEB suggested that someone talks through the issues raised with the member of staff confirmed.</p> <p>The IEB noted that:</p> <ul style="list-style-type: none"> • staffing PPA will need to be reviewed, as the sports coach cannot be used for PPA while funded by PPG. • PPA will need to be reviewed as it is not currently cost effective. • Pupil voice demonstrates that pupils enjoy Beach School, which is a unique feature of the school. • The quality of PE is good with the coach, but it is expensive; the incoming EHT would like to use HLTA's and coaches for PE. <p>Q: Are there HLTAs at MSPS? A: One person may be capable of becoming an HLTA.</p> <p>Q: Does Beach School normally continue all year? A: Yes, a risk assessment has been completed, and it could be used for specific year groups.</p> <p>The IEB approved the revised Terms of Reference and Parent Contract.</p> <p>Q: Are the revised Terms of Reference and Parent Contract on the website? A: Not yet – AR will complete this as an action.</p> <p>Action: Add Terms of Reference and Parent Contract to the website.</p> <p>Q: Has there been any parent feedback on the letter to parents? A: No</p>	<p>2.21</p> <p>2.22</p>
3 Strategic Priorities		
3.1	<p>Finance <u>Current budget position</u> Please refer to the confidential minutes</p> <p>The IEB noted that the SEND review report is now obsolete, having been completed in March 2025. The identification of SEND need will be supported by the Inclusion Lead from the local alliance.</p>	

	<p>The IEB discussed the best way to manage the budget, and agreed that scrutiny of the deficit will be entrusted to two members of the IEB (RB and RK) who will then make recommendations to the IEB. The drop in pupil numbers is also an issue</p> <p>Q: When was the school audited? A: Summer – the report has not been finalised.</p> <p>Q: How quickly will the IEB see improvement? A: There will be an investigation and key issues will be outlined by the end of T2, which will inform an action plan and proposed timeline. Operational matters will be left to the EHT, and tasks on the plan will be assigned to key people. ASW will also seek support from local schools.</p> <p>The IEB discussed:</p> <ul style="list-style-type: none"> • Please refer to the confidential minutes • Errors in the Scheme of Delegation (re. Budget Monitoring Group and Deputy Headteachers) which require addressing. • Policies, and AR agreed to locate newer versions of the policies before the end of the half term break and organise them on One Drive. <p>Action: Update Scheme of Delegation Action: locate newer versions of the policies before the end of the half term break and organise them on One Drive.</p> <p>The incoming EHT highlighted the following positives:</p> <ul style="list-style-type: none"> • Magic Breakfast • Phonics funding • community action re painting etc. • B&Q donating paints. • The outgoing EHT introduced systems which can be built on • children remain proud of their school and restoring pride in the building will be a big step and restore the sense of belonging • The Y6 children are still positive despite their history of unstable teaching. • Varndean has offered space for sports, cooking, etc. <p>The IEB noted that supply is hard to forecast and a more structured way of requesting and recording is needed, to give LHI more oversight. The EHT will then be able to establish clear boundaries around when to call supply.</p> <p><u>Proposal to reduce PAN to 20 pupils</u> Q: When is the deadline for consultation? A: This would have to occur this November for changes in 2026, though this would be fast tracked. The IEB noted the need to see if open days help recruitment. Prospective families have visited the school, and there are parents with marketing experience who would be willing to help. The IEB agreed to defer this decision to the next meeting.</p> <p><u>Middle Street School Fund</u> This was not discussed.</p>	<p>3.11 3.12</p>
3.2	<p>Staffing <u>Staffing review discussion – updated staffing structure including classes</u> The incoming EHT and Head of School (HOS) will visit the school this week. Also see discussions under agenda item 2.2.</p>	

	<p>Please refer to the confidential minutes</p> <p><u>Current absence issues</u></p> <p>Please refer to the confidential minutes</p>	
3.3	<p>Interim Headteachers Update</p> <p><u>Interim Headteachers Report- verbal</u></p> <p>Please refer to the confidential minutes</p> <ul style="list-style-type: none"> • There has been a half day exclusion for one child. Q: Was the exclusion due to behaviour on the playground? A: No, on the way out of school. This is not the only incident with this child. • The playground project, which includes flood mitigation which appears to be working, is finishing at half term. Planting is still needed, and the return of sports markings/ equipment. A rail is being installed to make the stage / rocks safe. • The kitchen is grant funded for wraparound provision. <p>Q: How is the EHT's wellbeing? A: He is glad to have done this, and plans to continue to help the new EHT, as he wants the school to do well.</p> <p>Q: How is staff wellbeing? A: Staff were concerned about communication and decision making, and want to be involved in this. They were also anxious about the unknowns and changes of leadership. People care about the school and want to be there to support it. Mental health and well-being is a SDP priority and there has been work on the NHS 5 ways to wellbeing. The EHT has been as open as possible with staff, and is being clear that the school is currently a difficult place to work, , on staff tours, etc. The IEB agreed that it is good to be honest. The incoming EHT has met the staff, who are positive about the new arrangement. They have been assured that the HOS will be at MSPS 5 days a week and the EHT 2-3 days.</p> <p>The IEB agreed that:</p> <ul style="list-style-type: none"> • The Chair will write a letter to parents at the end of T1, which will thank AR for all that he has done and welcome the new EHT and HOS. • The Chair will also write a letter to staff, to thank them for their work this term. <p>Action: Chair to write 'end of term' letters to parents and staff</p> <p><u>Pupil Numbers</u> There are 163 children on roll</p> <p><u>Attendance</u> Attendance is currently 92.5% which is the bottom 10% of schools.</p> <p>Q: Why is attendance poor? A: There are several reduced timetables, and a culture/climate where 100% attendance hasn't been expected or promoted, and absences are not followed up rigorously.</p> <p>Q: Has there been any improvement in the persistent absence (PA) data? A: No, MSPS has 29% PA.</p> <p>Q: Are any of the 29% not returning?</p>	3.31

	<p>A: There are 17 children off today, 10 with no reason, but following up on attendance is hard due to capacity. 5 of the children have significant length of time off. The incoming EHT plans to interrogate the data on emotionally based school avoidance (EBSA). There are positives and some parents are speaking highly of the school.</p> <p><u>School Improvement Plan (SDP) DRAFT</u></p> <p>Q: Is there a SDP? A: Not yet.</p> <p><u>Updated SEF</u></p> <p>This was not discussed at this meeting</p> <p><u>SEND provision to include SEND review outcomes</u></p> <p>The SEND IEB member has been unable to meet the SENCO. The SEND IEB member drew attention to the following:</p> <ul style="list-style-type: none"> • MSPS should withdraw equine and forest provision due to costs • TA costs are for B grade so no saving is possible. TAs are paid for a lot of hours and there should be a further review of SEND, as the previous recommendations did not relate to the impact on pupil outcomes, and should be reduced to show clear impact. • MSPS has not asked for support from the outreach team which would be possible subject to funding from the LA – ASW will pick this up as an action. • The LA supports funding an IIS. <p>Action: MSPS to request SEND outreach work</p> <p>Q: IS there still an external counsellor employed? A: This has stopped.</p> <p>Q: Is a further visit from Amanda Myers needed? A: No, the IEB SEND expert will arrange a deep dive with the EHT.</p> <p>The IEB noted that:</p> <ul style="list-style-type: none"> • One of the complaints related to support with SEND. • The SENCO has a backlog of work as reviews did not happen and funding was not applied for. • Please refer to the confidential minutes <p>Q: Can the IEB write to the LA to ask for support for IIS? A: The LA will need to be reassured there will be good practice for them to support.</p> <p>Action: Draft a letter to the LA, on behalf of the IEB, to include all requests. (RK)</p> <p>Q: Have teachers received enough training on adaptive teaching and inclusive practice, as they rely heavily on TA support? A: Staff induction is minimal as many join as agency staff and then stay. The curriculum is well designed to support the children, and the parents are generally supportive of the school, and the substantive HT, due to the school’s inclusive culture and curriculum. Please refer to the confidential minutes.</p> <p>Q: Is there a Staff Handbook? A: No – this will be developed.</p> <p>Q: Have staff appraisals been completed? A: Not this year and the appraisal process was not consistent in previous years.</p>	<p>3.32</p> <p>3.33</p>
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	<p>The incoming EHT explained that there are many things that need changing. Staff have a right to appraisal. Behaviour needs to be reviewed to ensure children are safe. There is a lot of good behaviour to build on but structure is needed.</p> <p>Actions: Arrange to meet SENCO, then EHT, and create a revised SEND action plan.</p>	3.34
3.4	<p>Complaints Please refer to the confidential minutes.</p> <p>The IEB discussed next steps, which were:</p> <ul style="list-style-type: none"> • Introduce ant-racism training for all staff, including practice scripts. • Establish support groups for parents and pupils. • Create a steering group, for which some staff have already volunteered • Complete a checklist with the SLT • Decolonise the curriculum • Create a Diversity Wall • Audit resources <p>Q: Is there an anti-racism action plan? A: Yes, which can be added to the full action plan/ SDP?</p> <p>Q: Have all INSET days been arranged? A: There is one left for this year, on the first day of Term 3.</p> <p>Q: Can any more INSET days be approved, so that training on inclusivity could be planned? A: The EHT will look into this, as it may be possible to arrange an enrichment day for children which will release staff for training.</p> <p>Q: Could twilight sessions be arranged? A: There could be staff meeting time dedicated to this. The texts in the English curriculum may be diverse, but the learning environment needs attention.</p> <p>Q: Have there been any complaints this term? A: No. Any future complaints will be reported in the HT report.</p>	
4 Compliance and Policies		
4.1	<p>Safeguarding <u>Safeguarding Report</u> There was no written Safeguarding Report.</p> <p>Q: Have there been any safeguarding incidents? A: No</p> <p>The incoming EHT reported that she has asked the Office Manager to arrange for her to be able to log into CPOMS (Child Protection Online Management System) on two occasions, which has not happened. The current EHT will action this.</p> <p>Action: Add incoming EHT to CPOMS</p> <p><u>DBS checks for IEB members</u> The IEB discussed this under agenda item 2.2</p>	4.41

	<p><u>Single Central Record (SCR) check</u> This was completed early in Term 1.</p>	
4.2	<p>Website and Statutory Requirements: <u>Website update</u> This was not discussed at this meeting.</p> <p><u>GDPR (General Data Protection Regulations)</u> GDPR needs to be addressed. There were several Subject Access Requests which the Office Manager dealt with. Please refer to the confidential minutes.</p> <p><u>Statutory compliance and training updates</u> This was discussed through the meeting.</p>	
4.3	<p>Policies: <u>Policy Review Schedule</u> No update</p> <p><u>Policies for IEB approval:</u> The Child Protection and Safeguarding Policy had been circulated without the BHCC updates. This will come to the next meeting.</p> <p>The BHCC Pay Policy was not yet available and will come to the next meeting.</p> <p>The website version of the Behaviour Policy had been shared. A new version will come to the next meeting.</p> <p>The following policies were also deferred to the next meeting:</p> <ul style="list-style-type: none"> ➤ Admission Arrangements ➤ Charging and Remissions Policy ➤ Data Protection Policy ➤ Accessibility Plan (3-year cycle – check last review) ➤ EYFS ➤ Supporting Pupils with Medical Conditions Policy ➤ Premises Management Documents ➤ Managing Change Policy ➤ Recruitment and Selection Policy ➤ Retirement, Redundancy and Pensions: Teachers Policy <p>Action: Add all policies scheduled for the October meeting to the November meeting agenda</p>	4.31
4.4	<p>Health and Safety <u>Health and Safety (H&S) Update</u> Some minor issues have been addressed; supervision at play is a structural problem for the school. The H&S link member will arrange a visit. The outgoing EHT will leave a list of tasks for the caretaker.</p> <p>Action: Complete H&S Monitoring</p>	4.41

	<u>Premises Management Documents</u> See above																			
5 Forward Planning																				
5.1	<u>IEB Dates for January to July 2026</u> The IEB discussed and agreed dates to March 2026 – see agenda item 5.3 <u>Future Partnership Options</u> This was not discussed at this meeting.																			
5.2	Agenda Items for Next Meeting: Recruitment processes Updated Scheme of Delegation																			
5.3	<p>Next Meeting:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Location</th> </tr> </thead> <tbody> <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> <tr> <td>Monday 26th January</td> <td>12-3</td> <td>MSPS</td> </tr> <tr> <td>Monday 23rd February</td> <td>10 – 1.00</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	Monday 24 th November	10am-1pm	Middle Street Primary School	Tuesday 16 th December	1-4pm	The Hive	Monday 26 th January	12-3	MSPS	Monday 23 rd February	10 – 1.00	St Margaret’s, Rottingdean	Monday 23 rd March	10 – 1	MSPS	
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