

Minutes of the Interim School Development Board Meeting  
held on Monday 4th December 2023 at 7pm in Marling School.

**Present:** Jane Exworthy (Chair), Alison Campbell-Black, Ayo Jimmy, Jo Roberts, Steve Kneller  
**In Attendance:** Hannah Kelly (Clerk), Andrew MacDonald  
**Apologies:** Nicki Wadley

**1. Welcome**

JE welcomed everyone to the meeting and reminded them of the confidential nature of what is discussed in governor meetings.

**2. Apologies**

Apologies were received from NW. These were approved by all.

**3. Declarations of Interest**

There were no declarations of interest. DoI forms have been sent to HK.

**4. Agreement of minutes from the previous meeting**

Minutes from the meeting dated 20<sup>th</sup> November 2023 had been circulated to the committee prior to this meeting. The minutes were agreed to be an accurate representation of the meeting.

➤ *The minutes were proposed by JR; seconded by ACB; and unanimously approved.*

**5. Matters Arising & Action Points**

ISDB01: Completed

ISDB02: Completed

ISDB03: Completed

ISDB04: Ongoing

ISDB05: Completed

ISDB06: Ongoing

ISDB07: Ongoing

**6. Agreement of Vice-Chair**

To be deferred to the next meeting. Nominations for the role were requested to be emailed to JE before the 13.12.23.

**7. Agreement of Terms of Reference**

The amended ToRs were circulated prior to the meeting.

These were discussed and further amended.

➤ *The Terms of Reference were proposed by ACB; seconded by AJ and unanimously approved.*

**8. Executive Summary of the External Review Report Confidential Paperwork**

As requested by the ISDB, Steve Kneller had drafted an Executive Summary of the External Review report. The contents of the report were discussed, in particular safeguarding, attendance and curriculum.

The RSIP should be signed off as complete in T3, at which point an academy improvement plan will be implemented for the rest of the school year.

Governors discussed the tone of the Executive Summary and how it should be positioned to explain the gravity of the situation, but to keep staff motivated and want to be part of the change process.

It was agreed that it is important to share the Executive Summary with staff as soon as possible as the review was a month ago. Many changes have been made since then, but staff don't know the reasons why – they are keen to know.

Governors agreed to the preparation of an Executive Summary with the view to this being shared with staff. However, they were unable to approve an Executive Summary without having had sight of the full report. The Trustees had approved circulation of the full report to the ISDB in their meeting dated 23.11.23. Steve Kneller to send this to HK for circulation to the committee.

- **Action (ISDB08):** SK/HK

After having read the full report, members of the ISDB to review the draft Executive Summary and feed back any comments to SK by Friday 8<sup>th</sup> December. SK to revise the summary over the weekend so that it can be shared with staff on Monday 11<sup>th</sup> December.

Governors to approve the final version before it is distributed.

➤ This proposal was proposed by ACB; seconded by JR; and unanimously approved.

## 9. **The School Rapid Improvement Plan. Confidential Paperwork**

The SRIP was circulated prior to the meeting. It was explained that the plan was drawn up to rectify some of the urgent outcomes from the review. SK gave an overview of the content.

The committee discussed the actions on the plan and requested an update on progress for each one. It was noted that not all the actions are actions – they are issues. Governors wanted detail on what the actions are, and the context was behind them.

Q: How often is the plan reviewed?

A: The SLT reviewed and updated the plan last week.

SK agreed to send an update to governors prior to every ISDB meeting.

Q: In terms of safeguarding, how do you know it is a parent who phones in an absence? We just leave a message on an answerphone – it could be anyone.

SK to investigate the process for reporting an absence and to feedback at the next meeting.

- **Action (ISDB09):** SK

Governors requested detail about fire alarm procedures.

A discussion was had regarding the Vision & Values action. SK to pick this up.

Q: If the RSIP is a three-month plan – what plans do you have in place for the medium and long term aims?

A: The RSIP will be replaced by an Academy Development plan which will take us through until the end of year

## 10. **Letter to Parents**

A draft letter to parents regarding the appointment of an interim Headteacher and details of the ISDB was discussed and agreed.

➤ *The letter was proposed by AJ, seconded by ACB and unanimously agreed.*

## 11. **Update from the Admissions Committee**

JE gave an update of the outputs from the recent Admissions meeting on 30.11.2023. Governors were reminded that approval will be required on Thursday 7<sup>th</sup> December for HT recommendations following the Y9 in-year tests.

## 12. **Policies & Update**

### 12.1 Policies for Approval

The following policies had been circulated to the committee prior to the meeting for comment:

- Behaviour, plus Types of Behaviour & likely sanctions
- Drugs & Controlled Substances
- Relationships and Sex Education

- Single Equality Policy with Marling Equality Objectives
- *Subject to minor typographical amendments, all four policies were proposed for approval by JR; seconded by AJ; and unanimously approved.*

12.2 Policy Review

To be discussed at the next meeting.

**13. Agreement of Meeting Schedule**

The next meeting is scheduled for 6:30pm on Wednesday 13<sup>th</sup> December. Meeting dates for the new year to be agreed at the meeting on the 13<sup>th</sup>.

**14. AOB**

14.1 Student Wifi

Governors asked about the situation with student access to school Wi-Fi as they are not able to access it, which is causing issues within the 6<sup>th</sup> Form for students who have coursework to complete.

14.2 School Carol Concert

The School Carol Concert is on Thursday 14<sup>th</sup> December. AMD will be undertaking the HT reading at the service – JE agreed to do the Chair of Governors reading.

The meeting ended 21:05

The next meeting is on Wednesday 13<sup>th</sup> December at 6:30pm in Marling School.