

## Minutes of Officers' Meeting

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| <b>School name:</b>        | Ripley CofE Primary                              |                                    |                 |               |                      |
| <b>School DfE:</b>         | 936/3031   | <b>Leadership Partner:</b>         |                 |               |                      |
| <b>Headteacher:</b>        |  | <b>Leadership Reviewer:</b>        |                 |               |                      |
| <b>Chair of Governors:</b> |  | <b>Associate Reviewer:</b>         |                 |               |                      |
| <b>School phone no:</b>    |  | <b>School Town &amp; Postcode:</b> | Ripley          |               |                      |
| <b>File save as:</b>       | <i>School name (abb)</i> Ripley_OffMins_170915_█ | <b>OffMins</b>                     | <i>Mtg date</i> | <b>ddmmyy</b> | <i>Cons initials</i> |

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| <b>Date of meeting:</b> 14 <sup>th</sup> Jan 2016 | <b>Time:</b> 10am |
| <b>Venue:</b> Pyrford CofE Primary                |                   |
| <b>Present</b>                                    |                   |
| Principal Consultant Babcock 4S                   |                   |
| Leadership Partner, Babcock 4S                    |                   |
| Leadership Reviewer, Babcock 4S                   |                   |
| Diocesan Consultant                               |                   |
| Executive HT of Ripley                            |                   |
| AEO rep   |                   |
| LA rep  |                   |
| <b>Apologies:</b> █                               |                   |

| Minutes of the meeting   | Actions                               |
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| <p>█ from Officer meeting of 04/11/15:</p> <ol style="list-style-type: none"> <li>1. █ has agreed to stay on as COG. █ is committed to the school and is prepared to stay until the end of academic year if funding is available.</li> <li>2. █ spoke to █ about an IEB. However, █ felt that with the increasing number of governors now supporting the school the GB is viable as long as █ stays on as COG. The body will continue to meet monthly as a working group covering all areas of governor expectations.</li> <li>3. No feedback on HR support from █ following the office review. █ will follow through on this. At present HR expectations are being supported through Pyrford. This is working effectively.</li> <li>4. Local members have not responded to enquiries about securing additional finances for the school.</li> <li>5. █ is providing additional funding.</li> </ol> | <p>█ follow through on HR support</p> |
| <p><b>Current Position:</b></p> <ul style="list-style-type: none"> <li>- 2 Interim HTs in place until July. Both strong and very effective. Neither want the substantive post. Parents appreciate their professionalism.</li> <li>- █ as executive HT support funded until end of March. Applied to NC for further funding for the school. Awaiting feedback from this (all aware this is second round for funding application.)</li> <li>- █</li> <li>- █</li> <li>- Leadership struggling to find 2 supply teachers to support for maternity leave. █ said █ will support financially if need additional funding.</li> <li>- No caretaker in school. Can't appoint for this. The HT are locking up and managing all</li> </ul>   | <p>█ inform group of funding NC</p>   |

aspects. This places an added burden on their workload expectations. Cleaning company in and do some opening up.

- No senior leadership team and no middle leadership team from Feb. due to maternity leaves. No SENCo in place. The headteachers are managing this. This leaves the 2 HTs with multiple roles

**Gratitude from the whole meeting was expressed to the HTs for all the extra that they are doing to continue to make effective developments/improvements in the school.**

### **Governance**

Has improved. [REDACTED] is highly effective but rest of the body is untrained.

Fine in short term. But long term need to train up governors to take the helm.

### **Pupil numbers:**

- YrR numbers registering is at 17 which is higher than last year.

- Numbers through the school are dropping for a variety of reasons. Down to 145 as of last week.

- Securing Secondary places for pupils at Ripley remain an issue.

- Increased numbers are essential to make Ripley viable longer term.

- At present [REDACTED] are not able to expand the school PAN for both educational and financial reasons.

### **Financial:**

- Lack of investment in school over time has led to poor resourcing, maintenance.

- Staffing is 94% of spending.

- In year deficit close to £[REDACTED]

- [REDACTED] probably needed to put school into being effective learning environment.

- Condition of building continues to deteriorate. Details outlined during the meeting; pictures shown.

### **Round the table discussions**

Possible solutions.

- School join MAT. [REDACTED] 2 due diligence in place at present. 6 months process. It was noted in the meeting that any Trust taking on school will note that it is not financially viable and demand high LA support to make it viable.

- [REDACTED] have done initial search. Serious concerns exist link to long term sustainability and financial viability long term.

- Pupil numbers an issue. Consider reducing the PAN to 20. Which could mean getting rid of the Junior building. This will mean 1 EYFS mixed 1&2, 3&4, 5&6. Will make it financially more viable. [REDACTED] spoke about a PAN of 15 which has been costed for other schools as a viable alternative.

- LA noted that at present closure is not an option. Accepted that school will not be financially viable.

- [REDACTED]

- Ofsted due 2017.

- [REDACTED] in her HT role is funded until March. [REDACTED] has possibility of leadership to continue to do an interim for a year if this becomes necessary.

- [REDACTED] write a further note to [REDACTED] to send to [REDACTED] demanding a decision be made as to the future of the school. If it stays open or closes there will be a cost to the authority.

[REDACTED] noted [REDACTED] continuing gratitude to [REDACTED] for [REDACTED] patience and perseverance.

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| - Discussions focused on considering alternative uses for school site by converting some of buildings for other use. Diocese own part of school site and LA other. LA playing fields and school site. Diocese the car park. The diocese need additional space. LA could use as SEND school for instance. |  |
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| <p><b>Support agreed and actions</b></p> <ul style="list-style-type: none"> <li>- [redacted] relook at numbers in local area and inform meeting in confidence.</li> <li>- Due diligence by [redacted] completed</li> <li>- [redacted] to ask [redacted] to write a strong letter to LA to agree to rebuild or support Free School to incorporate pupils by Sept. Also to include possible reutilising use of site; SEND option etc. [redacted] will put in letter that [redacted] is working on data in local area around and current preferences.</li> <li>-</li> </ul> | <p>■</p> <p>■</p> |
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| <p><b>Categorisation</b></p> <p>Under FSS support package.</p> |  |
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| <p><b>Date of next meeting</b></p> <p>Until responses from LA received no other date will be set.</p> |  |
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**Distribution:**

By the Leadership Reviewer to: Head of School Effectiveness, Officers' meeting invitees. Copied to school file.