

School Officers' Meeting Minutes

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| School name: | Ripley CofE Primary School | | |
| Date / Time: | 10 th Jan 2017 @ 3.30pm | SIIP | |
| Headteacher: | | SW Quadrant Senior Consultant: | |
| Chair Governors: | | Area Education Officer: | |
| DfE number: | 936/3031 | Diocesan Officer: | |
| Inclusive Values Strategy | | Phase 1 - Pilot School <input type="checkbox"/> Phase 2 – Intention to become an Index School <input checked="" type="checkbox"/> | |
| File save as: School name Ripley_Officers_mins100117 | | | |
| Chair: | | | |
| Minutes taken by: | | | |
| Present: | | | |
| Interim Surrey Lead for School Effectiveness, Babcock 4S | | | |
| Area Education Officer | | | |
| School Inclusion & Improvement Partner (SIIP), Babcock 4S | | | |
| Leadership Reviewer, Babcock 4S (if applicable) | | | |
| Personnel Consultant, Babcock 4S | | | |
| School Commissioning Officer (SW) | | | |
| Finance Consultant, Babcock 4S | | | |
| Deputy Director of Education, Guildford Diocesan Board of Education | | | |
| Director – School Effectiveness, The good Shepherd Trust | | | |
| Head of Schools Commissioning Officer SW | | | |
| Quadrant Senior Consultant Babcock 4S | | | |
| Apologies: | | | |
| Head of Schools Effectiveness Babcock 4S | | | |

| Minutes | Actions |
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| 1. Context/concerns of the meeting -Previous meetings have been unable to determine the most effective path to secure the future of Ripley CofE Primary School. - Presently the school has low numbers and predicted numbers in the area are low for the forthcoming years. With popular schools in new builds surrounding Ripley CofE it is unlikely to be a natural first choice for families. - There are concerns about the pending works necessary to support the school running safely and efficiently. | |

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| <ul style="list-style-type: none"> - There are budget concerns. - There are only temporary leadership and Chair of Governors in place. The present leadership and chair of governance therefore needs reviewing. - The attainment and progress for the school in 2016 were low (RWM 42%; progress R-4; W-6.1; M-2.6) <i>The progress in previous years has been variable.</i> - It was noted that previously MATs had been approached and were not interested in taking on Ripley. | |
| <p>2. Round the table concerns/challenges</p> <p>Building: [REDACTED]:</p> <ul style="list-style-type: none"> -not any specific concerns about health of safety that had not already being addressed. - Fencing and playground repairs are scheduled for upgrade. - Demountable building is a programme to be replaced during this academic year. - Swimming pool and updates to toilets in a schedule for upgrading. Funding available for all these projects. Initially the aim was to complete these over the summer 2016. Procurement was put in one package for tendering; this has not yet been finalised. - The aim is for all works to be completed in 2017-18 programme - It was noted at the meeting that the school leadership may have other issues linked to health and safety. - [REDACTED] noted that there were issues in the condition survey linked to the roof - [REDACTED] noted that there in not an urgent Priority 1 health and safety issue at the school at present. - [REDACTED] will speak to [REDACTED] about the fencing monies allocated. <p>[REDACTED]:</p> <ul style="list-style-type: none"> -noted that Ripley was once an infant school and that the school building is not appropriate for Junior age pupils. It had been noted at previous meetings that If school were to become an Academy it was estimated £[REDACTED] + needed to be spent for it to be in reasonable condition to provide a reasonable quality of education. [REDACTED] <p>Long term future of the school: to discuss the options</p> <p>Future pupil numbers are a cause for concern. It was noted that the school would therefore be used as an overspill for Woking and Guildford. This would create turbulence with numbers as pupils moved to closer schools to home once places become available. [REDACTED] noted that the school needs to remain open to take in local children other than at Ripley. [REDACTED] felt that numbers would stabilise around 20 to 25 places annually. The leadership of the school would have to manage this.</p> <p>With such numbers it would be important to look to Ripley it being linked to another school. The meeting discussed the future possibilities of Ripley linking with [REDACTED]. [REDACTED] noted that [REDACTED] could try and broker with Regional Commissioner to join another school. It would be necessary to be clear about the school budget to work out possible structures.</p> <p>Headship appointment: With present numbers and future projections it is highly unlikely that the school would be able to recruit a substantive headteacher with right calibre. This was agreed by those at the meeting.</p> <ul style="list-style-type: none"> - The school is more likely to remain viable if the school is led through an executive headship position. Everyone agrees to this. - [REDACTED]: noted that at present the leadership of Ripley is with [REDACTED] as Executive Headteacher until July 2017 with 2 headteachers covering leadership roles through the school as other key staff have been on maternity leave. 1 of these headteachers has a permanent headship post for Sept. and the other is looking at present. <p>Short term solution: [REDACTED] has had conversations with SEND CofE Primary HT/COG. The headteacher ([REDACTED]) is prepared to support the school by releasing a member of her leadership team. [REDACTED] is prepared to release [REDACTED] for summer term for 2 days pw to support the</p> | <p>Unfortunately cannot align on this formatting!!! See points for actions at end.</p> <p>[REDACTED] speak to [REDACTED] about fencing monies allocated. [REDACTED] discuss with [REDACTED] Ripley joining with another school [REDACTED] discuss transfer from [REDACTED] to [REDACTED]</p> |

headship team and that from Sept [REDACTED] is prepared to release [REDACTED] full time as head of school. [REDACTED] would then provide mentoring and support for [REDACTED].

[REDACTED] in [REDACTED] view is competent to become head of school.

- [REDACTED] also noted that the Chair of Governors at [REDACTED], who is an ASG, is prepared to take on the role of Chair of Governors at Ripley once [REDACTED] stands down (this has been a long term need as the present COG is commuting from [REDACTED]). [REDACTED]

- [REDACTED] noted that [REDACTED] understands the situation at Ripley and is interested in taking on the role of acting HT with [REDACTED] mentoring and supporting her.

- [REDACTED] noted that Ripley school will announce shortly about leadership changes. [REDACTED] felt that it was logical for [REDACTED] to join in the summer term to provide continuity and then carry on into autumn term.

- [REDACTED]:

Noted that this is a possibility in the short term but it does not provide a solution to the long term needs of the school and that no-one taking responsibility for the school. It was noted that as a VC school the LA continues to have overall responsibility of school.

[REDACTED] agreed that the above is a short term solution but [REDACTED] has not the confidence for this as a school effectiveness solution long term. [REDACTED] noted the school is vulnerable and with the present uncertainties it is unlikely that long term improvements for the school will be implemented. [REDACTED] noted that the default position is that school is likely to go into a category when inspected. This is likely to be by summer 2017.

Budget: [REDACTED] noted that there are concerns over the future budget with the present draft budget projecting a deficit of £[REDACTED]

-The uncertainty of finances of school and nos. mean that [REDACTED] will not commit to becoming the executive headteacher. [REDACTED]

- Babcock funding allocation to date has supported providing leadership support to school as well as ASG support. It was noted that this will not be able to continue at end of financial year.

- It was noted that the LA could take back responsibility for budget and withdraw delegation.

[REDACTED]:

The long term future solution could therefore be that [REDACTED] and Ripley are overseen by one executive HT ([REDACTED]). If this were to be the case then it is important to sort the short-term leadership of the school.

[REDACTED] is not prepared [REDACTED] to take on Ripley at present when numbers are likely to be low and unpredictable.

The meeting discussed the school moving under statutory transfer from VC to LA community school and join a MAT under the assumption that the Ripley would take 20 to 25 pupils per year. [REDACTED] will discuss this with relevant personnel.

It was noted that the preferred option would be for the school to remain with the Diocese.

It was noted that Ripley CofE still has no natural feeder for secondary schooling. This is another factor that makes the school less attractive for potential new families joining.

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| <p>It was agreed to explore further:</p> <ol style="list-style-type: none"> 1. Memorandum of understanding with [REDACTED] and employing [REDACTED] and [REDACTED] support for the immediate. 2. [REDACTED] explore possibilities of Ripley reverting to community school and join a federation or MAT (sponsor funding from RSC) 3. [REDACTED] will explore change of status and academy expert to speak to lawyer. 4. [REDACTED] funding support to be clarified for the present leadership. 5. [REDACTED] and [REDACTED] perhaps work together for the short term. 6. [REDACTED] to meet with [REDACTED] and [REDACTED] to determine a school improvement solution 7. [REDACTED] and [REDACTED] to meet with [REDACTED] HT and COG 8. [REDACTED] speak to [REDACTED] 9. [REDACTED] will explore governance next steps for the school with [REDACTED] Chair as well as present Chair of Governors <p>[REDACTED] noted with thanks the amount of work that [REDACTED] has done to support next steps for Ripley.</p> <p>It was noted that it is important to keep open the channels with [REDACTED] and [REDACTED], the COG. Both have attended previous officers meetings. Their contributions have always been valued.</p> | |
| <p>Support agreed and actions</p> <p>See above points 1-9</p> | |
| <p>Categorisation</p> <p>Remain at FSS</p> | |
| <p>Is there any reason why a Pre-warning Notice should <u>NOT</u> be issued</p> <p>Yes: Circumstances outside control of school link pupil numbers and finance.</p> | |
| <p>Date of next meeting: 23rd Jan 4pm at Babcock officers</p> | |

Distribution by SIIP to: Head of School Effectiveness, attendees, admin for filing