We Nurture. We Thrive. We Achieve.

MINUTES OF THE INTERIM EXECUTIVE BOARD OF
SHIRLEY WARREN PRIMARY & NURSERY SCHOOL

HELD VIRTUALLY MONDAY 2ND MARCH 2026 AT 7:45AM

Name	Post	Attending	Apologies accepted	Absent
Board Members				
Dominic Boddington MBE (DB)	Chair	✓		
Silas Bingley (SB)	LA Representative	✓		
David Eager (DE)		✓		
Ann Langran (AL)		✓		
Karen Mellor (KM)	Bridge Education Trust	✓		
Other attendees				
Raylene Poppleton (Clerk)	Clerk	✓		
Alison Philpott (AP)	Service Manager Education Standards, SCC	✓		
Hannah Cragg (HC)	Governance & Leadership Advisor, SCC	✓		
Quorum - 3 Board Members				

Summary of actions arising at this meeting

Item	Action	Allocated
1A	Clerk to liaise with HC on former GB resignations	Clerk
3A	The LA and board to work with the shadow governing body to be operational by March 2027 (item 2.9 of the TOR)	LA/IEB
3B	The IEB to review staffing structure and administrative team appointments.	IEB
3C	LA to have the agreed TOR document signed and sent to the board as a pdf.	AP
4A	The board to arrange a meeting with staff as soon as the school could organise it.	DB
5A	The clerk to provide number plate information to the school for access and set up system access/email addresses for the board.	Clerk

	1. WELCOME, APOLOGIES & ABSENCES	Action
	The meeting opened at 7:45am AP thanked the board members for agreeing to take part in the IEB. The DfE asked that the IEB be in place for 1 year and then reviewed. It could only be in place for a maximum of 2 years which would have potentially taken it to the time for the next Ofsted inspection. Board members introduced themselves. The board was advised that the decision for an IEB was no reflection on the willingness of the previous board, but about the rapid progress needed. The LA intended to work with the governors to develop the skills for them to continue the work. The recent press report, expressing former governor dissatisfaction with the process, was raised. The board asked if this should be addressed so that positive relationships could be developed moving forwards. The LA advised they felt this dissatisfaction related to the	

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	situation and the IEB could invite any members of the previous Governing Body and they would be offered training. HC and AP were not members of the board but were attending the meeting today in support and could be invited in future. Five (5) board members were appointed and three (3) were needed for quoracy. This allowed for smaller groups to meet in specific areas, such as finance. The clerk advised that following the letter advising the board that they had been removed, resignations had been received from former governors. **Action:** Clerk to liaise with HC on the resignations received from former governors Attendance at meetings, including the Supporting Organisation Executive Headteacher and Acting Headteacher, was discussed and the board advised that was a decision for the IEB. This had been checked by the LA with the DfE. **Question**: The board asked for the role of RISE and the LA to be clarified and how they would work with the IEB. **Response**: The LA would offer support, SB was on the board and additional support was offered by HC. The LA had made the request for the IEB and been the appointing body. RISE had appointed a supporting organisation for 2 years. It was further explained that Foundation Schools were Maintained Schools, but the Governing Body of a Foundation School were the employer and the Trust was the owner of the land and assets. The LA maintained a role in school improvement. For school improvement, schools had their own pots. HC was available free to all schools and each school could decide the level of involvement and support they would offer boards. If the LA had concerns then HC would attend more meetings. RISE would provide the school improvement function now, not the LA, although the LA would join evaluation visits determined by RISE. The link RISE advisor had completed their initial visit. Lines of accountability were clarified for the board. ● The IEB was accountable to the LA ● RISE were involved in monitoring the school (of which Governance was a part) The RISE programme lasted 2 years, after which, if the school did not meet 'expected' in all areas in the next Ofsted inspection, there must be a consideration as to whether the school would academise. The school had received the analysis from RISE and the Executive HT from the Supporting Organisation had invited DB and the IEB members in to view the school on 03/03/2026 at 9:15am. It had been felt important for the IEB to meet as a group before determining how to move forwards. There was unanimous agreement that the Acting HT and Executive HT of the Supporting Organisation would attend future meetings.	
A		**Clerk**
	2. DECLARATION OF INTERESTS	
	The following declarations were made for the register: ● D Boddington ○ Learning Federation Board Member ● D Eager ○ Learning Federation Board Member ● S Bingley	

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- Education Standards Team (SCC)
- Governor Wellstead Primary School
- Trustee at University of Winchester School of Education

- A Langran
  - Chair of Springwell School Governing Body
  - Trustee at HISP
  - IEB Member (Medina College)
- K Mellor
  - Headteacher, Newlands Primary School
  - Chair of Bridge Education Trust (Southampton)
  - Governor Redbridge Community School

There were no declarations of interest in this agenda.

3. TERMS OF REFERENCE

The draft Terms of Reference (TOR) had been shared with board members ahead of the meeting.

The board was advised that under item TOR 2.1 the term should read 1 year and was amended in the meeting. There was an expectation that the IEB may merge with governors from the former governing body or new appointees, from March 2027, and this IEB would work to determine what that would look like.

Question: What was the issue with school governance that needed this change? What did success for this IEB look like?
Response: The IEB has to function as a governing body and the letter that was sent to the former governing body could be shared. There were 3 key issues:

1. Finance - the deficit had grown significantly and now stood at approximately £500k. Success would be a strong deficit recovery plan. The budget needed to be brought under control and managed and this was why finance expertise was brought to this board.
2. Standards across the school - The combined reading, writing and maths scores at the end of KS2 were very low, approximately 25% pupils achieved expected. Education expertise was brought to this board. The school needed clear assessment systems. The Acting HT and Executive HT of the supporting organisation had met and initial conversations on this had gone well.
3. Recruitment process - *see Confidential Part 2 minutes A.*

Question: What exactly was this IEB trying to do?
Response: One of the reasons behind the decision of applying for the IEB now was the need for support and challenge. The LA were clear on the willingness of the previous governing body but specific knowledge and experience was needed. The school needed rapid improvement.

See Confidential Part 2 Minutes B

The board continued to review the TOR document in detail and the following was noted.
<u>Section 2</u>

- The IEB could ask people to attend their meetings.
- The IEB could request the LA to find additional members or to bring additional skills to the board.
- The board was free to determine how they met.
- The LA Director of Education, was the decision maker if the IEB felt that they needed to make changes to the TOR.

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	• Unless being discussed, the HT can be invited to board meetings.	
A	• **Action:** The LA and board to work with the shadow governing body to be operational by March 2027 (item 2.9 of the TOR) The board discussed item 2.9 and felt it depended on the willingness to take part and the skills developed by the shadow GB members. The timeline was discussed and the item amended to include that it would be subject to review in 2026 and this could be adjusted.	**LA/ IEB**
	<u>Section 3</u> • This outlined the main duties of the board which would act as the governing body but didn't need to constitute as a governing body. • The board needed to agree financial limits for the HT and when items should be referred to the IEB. • The previous SBM left and the school had been receiving support from the Trust. There had been conversations within the GB about the staffing structures needed. The meeting noted that the Business Manager of the Learning Federation, the supporting organisation, was listed as SBM on the school website. The LA asked the IEB to check the situation, what appointments had been made and what processes followed.	
B	**Action:** The IEB to review staffing structure and administrative team appointments.	**IEB**
	• The supporting organisation was to support for 2 years but the IEB had a responsibility to ensure that the school had things in place for the longer term and was able to support itself. • The IEB had a role in considering if academisation was required. • The board was mindful that with the board running until March 2027, the only outcomes to be assessed on were from Year 6 SATs in May 2026 and the IEB would only have had 3 months in place at that point. The board would have to look for other robust evidence of progress and see support for assessments working with the RISE supporting organisation. • The current deployment of the SLT was explained. • An urgent decision was required on the HT recruitment process. <u>Section 4</u> • The Acting HT could be asked to provide information in the same way as a HT. <u>Section 5</u> • The IEB code of conduct was summarised for the board. <u>Section 6</u> • This section covered procedural items. • The board could determine what were confidential minutes. • Points 6.8/6.9 discussed half termly updates for the LA and the use of a newsletter to update parents. • Accuracy of the information in the Daily Echo was raised and the board were advised that all communications with the press were to be directed to the LA Communications team. <u>Section 7</u> • Item 7.1 was updated to reflect a review in December 2026. **DECISION:** Board members APPROVED the Terms of Reference for the IEB	
C	**Action:** LA to have the document signed and sent to the board as a pdf.	**AP**
	4. PRIORITIES FOR THE IEB	
	The outgoing GB had board and committee agendas, as well as an annual plan which the clerk would use to advise the board of what was due before the end of March. <u>Staffing</u> See Confidential Part 2 Minutes C	

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A	It was agreed that staff morale was a significant issue and it was important to reassure them that the IEB were trying to do what was best for the school in ensuring staff and pupils got what they needed. However this reassurance should not over promise as there may be difficult decisions to be taken about possible staffing structures. **Action:** The board to arrange a meeting with staff as soon as the school could organise it. <u>Finance</u> There were finance deadlines to be met and because of the deficit there were interim dates. The LA were aware of the situation and could work with the finance team, but year end, budgeting and statutory dates had to be met. SFVS deadline was March 31st. 2026-27 budget deadline was at the end of May. The SFVS submission may generate actions that needed to be addressed.	**IEB**
	5. MEETING SCHEDULE	
A	It was felt that the board needed to meet again urgently and this needed to include members of the executive team. Next meeting: Monday 9th March at 7:30am Agenda to include all outstanding or urgent items required by the end of the month. The board asked for the SBM, the Support Organisation HT and Acting HT to attend. Apologies provided by DE. Board members were given information about the School Street restrictions in operation. **Action:** The clerk to provide number plate information to the school for access and set up system access/email addresses for the board.	**Clerk**
	There being no other business the meeting closed at 9:29am	

Future IEB Meeting Dates 2025-26	
	Monday 9th March 2026 at 7:30am

Signed..  ..

Date 09/03/2026