We Nurture. We Thrive. We Achieve.

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

HELD IN PERSON, TUESDAY 2nd June 2026 AT 7:30AM

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	✓		
Sophia Ship (SS/HT)	Acting Headteacher	✓		
Gerida Montague MBE (GM)	Executive Headteacher, Learning Federation of Schools	✓		
Ian Prince (IP)	Co-Executive Headteacher, Learning Federation of Schools	✓		
Quorum - 3 Board Members				

Summary of actions arising at this meeting

Item	Action	Allocated
5a	SB to find out which of the previous governors were interested in being reappointed and investigate plans for training.	SB
5b	Board to discuss the most effective process for the transition from IEB to GB with the RISE Advisor on 7th July.	Board
6	The Acting HT to share the annual number of fines issued for absence.	SS
7a	Confirm substantive headteacher requirements for Ofsted	SB
7b	The appointment of the substantive headteacher to be a standing item from September.	Clerk

	1. WELCOME, APOLOGIES & ABSENCES	Action
	The meeting opened at 7:32am. DE had sent apologies and they were accepted.	
	2. DECLARATION OF INTERESTS	
	There were no declarations of interest in this agenda or changes to the Register of Business Interests.	
	3. ITEMS OF URGENT BUSINESS	
	No items were presented.	
	4. MINUTES OF PREVIOUS MEETINGS	

Signed ..

Date 13/07/2026

	The minutes from the previous IEB meeting on 05/05/2026 were agreed as true and accurate records. Following the meeting, the Chair's electronic signature was added to the minutes which were then filed. The Chair thanked the clerk for their work and support.	
	5. MATTERS ARISING & ACTIONS	
	Matter arising from the previous meeting were discussed and the following noted: ● AL and DB had received the SATs checklist from KM. Monitoring and reporting was completed. Everything was observed as being completed correctly. The LA had monitored on Thursday. ● The Complaints Policy had been corrected and published. ● DB had written to the Director of Education and received a reply advising that they had met with the governors who were given the option to apply to be governors following the IEB and undertake training. Several governors had resigned. Feedback had been received via an ex-parent governor that the community wanted an update, so the Director of Education wrote to parents. The Chair advised that the IEB would also write to parents with an update. The board discussed how governors might access training and be appointed. The school/IEB should set the criteria for joining and the process to include a meeting with the Chair, and application and skills audit.	
a	**Action:** SB to find out which of the previous governors were interested in being reappointed and investigate plans for training. IEB members were originally told that the IEB would be for 2 years but this was adjusted by the DFE to 1 year. The IEB members felt that they would need to be sure that there was enough progress against the RISE plan to support the new Governing Body coming in. The IEB would be shadowed by the new Governing Body. The meeting discussed whether a meeting with the Director of Education was required to further understand the reinstatement process. Responsibility for the Governing Body appointments was discussed. The Trust would appoint 2 governors. The LA were responsible for the other appointments.	**SB**
b	**Action:** Board to discuss the most effective process for the transition from IEB to GB with the RISE Advisor on 7th July. To extend the IEB the LA would have to apply to the DFE. KM gave their apologies for the next meeting on 7th July. ● KM completed the Workplace Harassment training.	**Board**
	6. HEADTEACHER'S REPORT	
	The HT provided a verbal report. <u>Attendance</u> ● Attendance was up (92.45%) but slightly lower than this point last year (92.9%). This was due to reduced numbers on roll and a large number (74) off due to sickness which had to be reported to Public Health England. ● Attendance was now being tracked differently looking at what attendance was achievable given the number of days left of the term. This was being focussed on Persistently Absent pupils (PA) with below 90% attendance, those below 93% and 96%. Letters were being given out weekly with attendance information to those groups. A reduction in the number of days missed by borderline PA (90-93%) had been seen. PA had seen the least improvement. ● Weakest areas for attendance were Year 6 and non-EAL.	

Signed ..

Date 13/07/2026

- Concerns over the number of unauthorised absences without reasons were being addressed by getting reasons.

Question: How many fines had been issued?
Response: None this term.
Action: The Acting HT to share the annual number of fines issued with the board. **SS**

- The board was advised that attendance did tend to improve when fines were issued and that leaders had the option to rescind fines in cases of abject poverty. Children had a legal right to an education and parents had a responsibility to get children into school. Schools needed to be firm to ensure children got that access to education.

Question: Were reward systems for attendance in place?
Response: Certificates were given out in celebration assemblies for individual and class attendance. 100% attendance was named in the newsletter.
It was acknowledged that this could cause issues for classes where there was someone with poor attendance.
Question: What incentive was there for Year 6 to come in following SATs?
Response: It was expected that work for transition to secondary may help. One pupil who had been persistently absent was now back full time. Further information about support for another PA pupil was shared.
Question: Is there work being done in the Trust for attendance?
Response: Measures that had been taken at other schools including the use of a minibus was discussed. This was an expensive option and potentially impacted the provision to other pupils.
The use of DFE funding for this rather than universal free breakfast clubs was raised.The LA did not have the funds to support this.
Question: The change to the data analysis was explained - was anything changing proactively or was it reactive?
Response: The school had always met with parents but was now looking at a proactive approach across the whole school. This would include developing teachers to be proactive and act when children were off. This new approach would be more impactful from September. Positive language was being used with the groups targeted to improve attendance, showing that their attendance can improve.This was changing culture and being proactive in making children want to attend. Greater impact would be seen if this was driven by all staff rather than just leadership.

- The RISE Improvement Plan section for attendance was shared:
  - Implement daily first-day response procedures for all unexplained absences before 9:30am.
  - Attendance team to conduct weekly attendance analysis identifying: persistent absence (below 90%), severely persistent absence (below 50%), vulnerable groups (SEND, FSM, safeguarding).
  - Introduce half-termly attendance review meetings with SLT.
  - Produce class and year group attendance dashboards to track trends.

  The processes were being applied in the office consistently and staff changes were also taking place. Overall, all the RISE measures were now in place and attendance was slowly increasing.
- The school bought into the LA SLA for Education Support Officers but staffing issues this year had meant that additional hours had not been available to be booked. This had an impact on attendance. A new ESO had now been allocated.
- There was opportunity for improvement from September with significant numbers of new staff to adopt the new practice.
- There had been no suspensions or exclusions in EYFS or KS1. One exclusion in Year 3.

<u>Staffing</u>
See Confidential Part 2 Minutes A

Signed ..
Date 13/07/2026

	The board was assured that the school would be fully staffed in September. Board member plans for the rest of the term were discussed. It was recommended that they go through the RISE Plan to see the foundations of the systems in place. Where the school had buy-in from staff the changes had been rapid. Where teaching staff were leaving at the end of the summer term, the school continued to invest in staff and pupils, prioritising support to address learning gaps and ensuring pupils were well prepared for the next academic year. PD Days were still ongoing. RAG rating the RISE Plan was discussed and members asked that they receive the rationale for the RAG ratings and to understand why some were progressing and some were not.	
	7. HR, STAFFING & SUBSTANTIVE HEADTEACHER APPOINTMENT PLANNING	
	SS, GM and IP left the meeting. See Confidential Part 2 Minutes - B SS, GM and IP rejoined the meeting The confidential discussion was summarised: ● The IEB was not ready to start the process now, but planned to have a substantive headteacher in place from September 2027. ● How this would look to Ofsted was raised and this was to be checked by SB ● It was felt that such an important decision should not be rushed. There was a significant amount of change taking place in the school and concerns over the quality of candidates. The board wanted more evidence of progress first. ● A letter would be sent to parents to explain this decision, plus give more information about the board and the plans for next year - to include stable staff, pupil progress and a new HT at the end of the year. ● The current Acting HT had the full support of the board for how they were leading and working with the RISE Plan in challenging circumstances. ● This decision was not a reflection on the purpose of the appointment, but on the systems currently in place and the impact a new headteacher could have. The board would communicate to the staff their confidence in what was currently in place.	
	8. POLICIES	
	All policies were held over to the July meeting.	
	9. BOARD MONITORING	
	This meeting was to be immediately followed by the review and monitoring of the RISE Improvement Plan	
	10. AOB	
	There being no other business the meeting closed at 9:24am	

Future IEB Meeting Dates 2025-26	
	Tuesday 7th July 2026 at 7:30am, in person at Shirley Warren Primary & Nursery School.

Signed ..

Date 13/07/2026