

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Friday 16th November 2018 at 12.30pm

Present:	Dr Chris Marshall (Chair – CM), Diane Stygal (Education Advisor, Schools Intervention Service, CCC - DS), Emma Fuller (Mathematics Advisor, Schools Intervention Service, CCC - EF), Emma Jones (LGSS Finance - EJ)
Visitors:	Nicholas Smith, Headteacher Burwell Village College (Primary), Rowena Watts, Deputy Head Rosemarie Sadler (Head of Schools Intervention Service, CCC – RS); Anne Fisher (Primary Advisor to the school, CCC – AF, until 1.30pm)
Clerk:	Amy Lorimer (Camclerk)

Discussion	Decisions Made / Actions Agreed
<p>1. Welcome and introductions</p> <p>CM welcomed all to this IEB meeting. A preceding LAIG scheduled for 11am had been cancelled; the minutes of the previous LAIG (September 2018) and action points from that LAIG were reviewed at the start of this meeting.</p>	Clerk to pass notes on LAIG minutes and actions to LAIG clerk.
<p>2. Apologies for absence</p> <p>JL sent apologies.</p>	Apology accepted – Jonathon Lewis.
<p>3. Declaration of direct or indirect pecuniary interest in any of the following items</p> <p>None declared by IEB members.</p>	
<p>4. Minutes of last IEB meeting 18th October 2018</p> <p>Draft minutes and draft confidential minutes from 18th October 2018 had been circulated prior to the meeting.</p>	Minutes of IEB meeting 18 th October 2018 to be revised and brought to next IEB meeting for approval.
<p>5. Agreed Actions Update</p> <p>Updates were provided on actions from the last meeting as follows:</p> <p>Action 013 – CM reported that this matter is concluded.</p> <p>Action 017 – Ongoing. NS reported that it appears no letter was sent to parents by the former Chair of Governors regarding academisation. Close.</p> <p>Action 021 – Included within Head’s report. Close.</p> <p>Action 026 – Completed.</p>	<p>The IEB noted their thanks to the former Clerk to Governors for her patience and professionalism.</p> <p>Action 031: CM to write letter of thanks to former Clerk to Governors.</p>

<p>Action 027 – DS reported that a parent drop-in and staff drop-in are both scheduled for Thursday 22nd November. Close.</p> <p>Action 028 – Ongoing.</p> <p>Action 029 – Some historic notes of visit (NOVs) were received but last week’s NOVs were not circulated. Clerk to liaise with LA to ensure all NOVs are circulated to IEB members. Ongoing.</p> <p>Action 030 – Ongoing.</p>	
<p>6. School Improvement</p>	
<p>6vii. Teaching and Learning Review plus PP Review 12.10.18</p> <p>RS emphasised that the recent LA Teaching and Learning review (T&L Review, 12th October 2018) should be the main focus for school improvement.</p> <p>AF gave a verbal overview of the outcomes from the T&L Review, noting that there were pockets of good practice within the school – and that the school needs to build on those and ensure consistency.</p> <p>The IEB discussed the specific action points from the T&L Review in detail, with AF explaining various issues.</p> <p>There was a discussion around the work of the SENDCO with regard to administration for EHCPs, and also partial line management of some TAs. DS offered to liaise with the Headteacher regarding possible ways to improve current SENDCO operations.</p> <p><u>Further discussion of priorities identified from the Teaching and Learning Review:</u></p> <p><u>Priority 1- Eradication of Variability:</u> Monitoring for each of the four themes was discussed, with the Headteacher explaining how learning walks and book scrutiny are used by the SLT. The Head also noted that the non-negotiables are included within the teacher performance management (not as objectives, but as requirements).</p> <p>The IEB was pleased to hear that Phase Leaders are involved in monitoring non-negotiables.</p> <p><u>Priority 2 – Assessment:</u> CM noted that the multi-layered assessment systems currently in place (including Classroom Monitor and standardised testing) require different elements to be joined up to facilitate pupil tracking.</p>	<p>From the Teaching and Learning Review (12th October 2018) the IEB identified the following priorities for school leadership:</p> <ol style="list-style-type: none"> 1) Ensure eradication of variability – remove inconsistencies in teaching – ensure non-negotiables are adhered to. 2) Assessment (with a focus upon writing) 3) Update school website to include current policies and reflect 2018 OFSTED outcomes. <p>Priority 1 has four themes:</p> <ol style="list-style-type: none"> a) Learning environments – including presentation of handwriting, b) Work in books – especially opportunities for extended writing, and marking/feedback c) Behaviour, and compliant rather than active attitudes to learning. d) Overall pace of some teaching sessions. <p>The IEB identified that additional priorities to look at next term would include Pupil Premium, SENDCO provision and TA deployment.</p>

<p>Clarity is required in assessment for all year groups.</p> <p>The IEB noted particular issues in Year 6 with inconsistent progress and limited tracking through Key Stage 2. The IEB discussed the extent to which teaching staff understand the meaning of ‘progress’ and ‘attainment’, and the Headteacher explained the exercises used to embed this understanding on training days at the start of each academic year. The IEB discussed how staff could be enabled to see what progress would look like in books, and agreed that one-to-one book scrutiny work would be effective.</p> <p>The use of No More Marking (NMM) for Key Stage 2 was discussed, and in particular the use of the exemplars provided (which do not all meet statutory requirements). The IEB queried the use of NMM given concerns that the teaching staff do not fully understand the assessment criteria. RW explained the use of comparisons. A robust discussion followed regarding the value of data generated by NMM, which the SLT state generates pedagogical discussions and can be used to effectively plan teaching and learning.</p> <p>The Powerful Words project was also discussed – the Literacy Lead is currently undergoing training for this. RW emphasised the real value of this project to vulnerable pupils.</p> <p>The IEB discussed various options for staff training and the use of external training providers in school. In response to a query from RW, EF detailed potential sources of exemplars including NAHT and Pobble. EF confirmed that the LA English and Maths advisors could help support staff meetings to look at assessment and exemplars, and offered her own help as well.</p> <p>The IEB asked what is being done for the next teacher training days, and the Head explained that in January teachers will receive STEPS training and some midday supervisors will receive first aid training. In April training is provisionally booked from Jane Considine. DS and EF offered to instead run an in-house training session on assessment.</p> <p><u>Priority 3 – Website:</u></p> <p>AF noted that the school’s webpage currently refers to the outcomes of the 2013 OFSTED inspection – this is misleading to the public and must be corrected. DS noted that the website is lacking the current safeguarding policy and behaviour policy. The IEB agreed that this work is urgent and discussed who within the school would complete the work. It was agreed that NS will draft text for the website and Karen Taylor will be tasked with updating the website.</p>	<p>The IEB encouraged the use of statutory frameworks and pre-key-stage standards, when using NMM.</p> <p>The IEB encouraged the SLT to facilitate Lost Words project training for the Literacy Lead, but to delay implementation of the project in school to allow the Literacy Lead time to determine how it would best fit into this school.</p> <p>The IEB encouraged the SLT to consider training time being used for collaboration within the school, rather than training by external providers. The IEB considers it important to give staff time to have quality conversations, and to see what is being taught in neighbouring year groups in order to clarify and develop good practice.</p> <p>Action 032: NS to ensure school website is updated by next IEB meeting.</p>
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<p><u>Future priority – Pupil Premium</u></p> <p>DS noted that there are areas that require work around Pupil premium, including ensuring that staff know who their vulnerable pupils are, when and how staff can discuss Pupil Premium children and interventions, and the quality of TA support.</p> <p><u>Termly Operation Plans</u></p> <p>The IEB discussed the recent and current School Development Plans and agreed that a more concise and targeted approach is needed. AF agreed to work with the SLT to develop two terms of Termly Operational Plan (TOP) and a strategic overview.</p>	<p>Action 033: AF to work with SLT to develop TOPs.</p>
<p>1.30pm AF left the meeting.</p>	
<p>6i. Headteacher’s Report</p> <p>A Headteacher’s report had been circulated prior to the meeting, and questions were invited. RS thanked NS for a very detailed Head’s report.</p> <p><u>Liaison between IEB and staff teams</u></p> <p>Following the positive impact of CM’s visits with the Year 5/6 team, the Head’s report suggested that IEB members meet with the EYFS team, the Year 1/2 team and the Year 3/4 team. The Head’s report also suggested that IEB members meet with Phase leaders – NS confirmed that meeting with the teams will naturally include Phase leaders.</p> <p><u>Link Heads Report to T&L Review</u></p> <p>The IEB noted that the Head’s report does not always match the outcomes of the T&L Review. CM provided a specific example regarding the reporting for teaching staff.</p> <p><u>Consequence Club / Dojos</u></p> <p>The IEB queried the part of the Head’s report suggesting that a review of the Consequence Club and dojos would take place next term. The IEB noted parental concerns around both and suggested that there are issues with parent communication. This would be an opportunity for the school to demonstrate that it is listening to parents and responding to feedback.</p> <p>The Head noted the very low proportion of negative dojos awarded compared to positive dojos – however, an IEB member noted that there was parental concern about the use of threats around negative dojos, not only about awarding them. There is a need to ensure consistency between classes in how dojos are awarded.</p> <p>There was a discussion around the evolution of the Consequence Club (previously known as the Lunchtime Club).</p>	<p>Action 034: EF to meet with EYFS team</p> <p>Action 035: DS to meet with Year 3/4 team next Thursday.</p> <p>(IEB meeting with Year1 /2 to be completed next term)</p> <p>The IEB asked the SLT to review Consequence Club and the use of dojos before the end of this term. NS agreed to do this and to feed back to parents quickly.</p> <p>The IEB encouraged the use of positives and tying into the STEPS approach, rather than use of the Consequence Club as a form of detention.</p>

<p><u>Autumn 1 SDP - Review</u></p> <p>The SDP for the first half of the autumn term was updated and RAG-rated to review progress against objectives.</p> <p>The previous IEB meeting (18th October 2018) had noted that the Autumn 1 SDP contained multiple foci and overlapping areas – and identified there is a clear need for prioritisation.</p> <p><u>Autumn 2 SDP – New document</u></p> <p>NS explained that the SDP for the second half of the autumn term does not include completed items from Autumn 1. It is also simplified.</p> <p>The IEB noted that the objectives within the SDP remain the OFSTED objectives, although in some cases broadened out to incorporate outputs of the T&L Review. The IEB acknowledged it is hard to combine into one SDP both the OFSTED required actions and the emerging priorities in school.</p>	<p>The IEB asked the SLT to focus on developing TOPs with AF, and return to this ‘big picture’ SDP next term – as items are completed on TOPs, move items up from the SDP into the TOP. AF will draw on this SDP in developing the TOPs.</p>
<p>6iv. Safeguarding</p> <p>A Safeguarding Review had been completed by DS and the report circulated. DS gave a verbal overview, explaining that it was a positive review with health and safety portions graded outstanding.</p> <p>Some yellow areas are related to this IEB, for example in regard to use of safeguarding data.</p> <p>Red items are related to the wider safeguarding culture, and in part reflect the parent views expressed to the IEB.</p>	<p>Action 036: DS to interrogate safeguarding data on behalf of IEB.</p>
<p>6v. LA Intervention and support / LA Plan</p> <p>RS confirmed that AF is conducting monthly visits to the school (her most recent was to conduct the T&L Review). English and maths advisors are each in school for two days this term, and the school has bought into the LA Rapid Improvement Package which provides an extra two days of support over the academic year.</p> <p>RS enquired of the Head and Deputy how they were finding the English and maths support – they responded that the advisors were generally supportive, and helped identify specific areas to work on.</p> <p>RS asked the Head and Deputy, is there any more LA support that you need? Nothing was identified and RW noted that EF’s support was also very useful particularly with regard to moderation.</p>	
<p>6vi. Members’ monitoring visit reports</p> <p>Two visit reports had been circulated prior to the meeting: EF visit 17th October 2018 and CM visit 8th November. There were no questions from the IEB about these reports.</p> <p>CM noted that his visit to Year 6 gave many causes for celebration. He was impressed with the quality of teaching</p>	

<p>and learning, and the pupil input was very positive. CM explained that as well as his NOV, he also provided written notes for school staff after his visit.</p> <p>EF noted that during her time in school she has found that several members of staff do not know each other – this is a safeguarding concern if staff do not recognise each other so cannot identify staff from non-staff.</p>	<p>The IEB asked NS to feed back to staff the strong positives from CM’s visit to Year 6.</p> <p>Action 036: Clerk to circulate CM’s detailed notes from 8/11/2018 visit.</p>
<p>6vii. Teaching and Learning Review plus PP Review 12.10.18</p> <p>Discussed above, at the start of Item 6.</p>	
<p>6viii. Communications to parents and staff</p> <p><u>Parents</u></p> <p>Parent drop in scheduled for 22nd November. Parent Forum scheduled for 14th December.</p> <p>The IEB noted that one parent complaint currently under investigation is complex and may have involved the LA. DS is liaising with the LA.</p> <p><u>Staff</u></p> <p>Staff drop in scheduled for 22nd November.</p> <p>DS has agreed to meet with the SENDCO once per month; RW reported that these visits were very helpful to the SENDCO.</p> <p><u>School’s Staff Wellbeing Survey</u></p> <p>The results from this survey are currently being compiled.</p>	
<p>6ix. Pupil Voice</p> <p><u>School’s Pupil Wellbeing Survey</u></p> <p>The results from this survey are currently being compiled.</p>	
<p>6x. Website Audit</p> <p>DS completed a website audit in November 2018 and a copy of the audit report had been circulated prior to this meeting. In addition to the website issues noted in Item 6vii above, DS noted that evidencing the curriculum on the website will require a large amount of work.</p>	
<p>7. Resources to support learning</p> <p>i) Finance</p> <p>A finance briefing note from EJ had been circulated prior to this meeting. EJ provided a verbal overview emphasising that there is a high level of uncertainty regarding current spend – this will hopefully be reduced once an FMS BCR is available. There are however no significant variances of concern. (Unanticipated charges from the school caterer remain under investigation.)</p> <p>EJ reminded the IEB that balancing this year’s budget has required the use of half of the school’s financial reserves. The IEB agreed that there is a need to be very proactive</p>	<p>EJ review of school finance policies remains outstanding.</p>

<p>about budget preparation for next year.</p> <p>EJ plans to meet with school finance staff and provide a further update at the next IEB meeting.</p> <p>The IEB noted that several contracts are up for renewal soon which will require a procurement process.</p>	
<p>ii) Staffing</p> <p>Some staffing items were covered within the Head's written report. There were no further staffing items brought to the IEB for consideration.</p>	
<p>iii) Buildings</p> <p>The IEB asked whether the fence panel identified as a concern during DS' health and safety walk, had been put up? The Head confirmed this has been completed.</p>	
<p>iv) School policies:</p> <p><u>Policy log and policy management</u></p> <p>An updated policy log had been circulated.</p> <p>The IEB noted that the previous Clerk to Governors had managed policies within school, uploading to the every software system and maintaining hard copy policy files in the school office.</p> <p>The following policies were circulated prior to the meeting and were discussed as noted below:</p> <p><u>Curriculum & Learning Policy</u></p> <p>The IEB noted that this policy is very detailed and thorough.</p> <p><u>Assessment and Marking Policy</u></p> <p>The IEB noted that this is a very full document and might be difficult for a new member of staff to digest. The Head explained that he is working on a summary flow chart to accompany this policy.</p> <p><u>Appraisal and Capability Policy</u></p> <p>The IEB noted that this is based upon the most recent model policy available from EPM, which is dated 2012.</p>	<p>The IEB asked that the school manage policies internally. The IEB Clerk will maintain the policy log.</p> <p>The following policies were APPROVED:</p> <p>Curriculum & Learning Policy</p> <p>Assessment and Marking Policy</p> <p>Appraisal and Capability Policy</p> <p>The IEB asked to see the Assessment and Marking Policy summary flowchart once available.</p>
<p>v) Academisation (standing item)</p> <p>Nothing further to discuss.</p>	<p>The IEB has no immediate plans for the school to join an academy, focussing instead on rapid school improvement.</p>
<p>8. Any other business</p> <p><u>Terms of reference for Joint Appeals Panels</u></p> <p>Model terms of reference for joint appeals panels had been circulated prior to this meeting. The Clerk explained that the Horizons IEB (in Cambridgeshire) has agreed to</p>	<p>The IEB agreed to joint terms of reference for appeals panels between this IEB and the Horizons IEB.</p>

<p>these terms of reference for joint appeals panels between that IEB and this IEB.</p> <p><u>Clerking in December/January</u></p> <p>The Clerk explained that she will be on sick leave from 13th December until at least early January. Locum clerking cover has been arranged for the IEB meeting of 14th December 2018, from Katie Dodsley-Cook. Katie is an experienced Camclerk who has experience clerking IEBs.</p> <p>There is a parent forum scheduled for 14th December; it was agreed that Katie will not attend that forum, only clerk the subsequent IEB meeting.</p>	
<p>SUMMARY</p> <p>The IEB identified the most important action points for the SLT from this meeting:</p> <ol style="list-style-type: none">1) Website update2) Work with AF to create TOPs3) Monitoring non-negotiables and taking appropriate action4) Focus on finance to allow proactive budget preparation5) Review Consequence Club and dojos. <p>The IEB identified five key points to feed back to staff:</p> <ol style="list-style-type: none">1) Recognition for Mr Bish for his efforts to secure an outstanding health and safety rating on the recent Safeguarding Review – and also for Karen Taylor for some good elements in Safeguarding.2) A positive IEB member visit to Year 6 noting strong teaching and learning3) Continuing strong practise in EYFS4) Assessment needs work to ensure that progress is tracked effectively5) Non-negotiables must be implemented consistently across the school	
<p>9. Dates of future meetings</p> <p>IEB meeting – 11am Friday 14th December, in school</p> <p>IEB meeting – 1pm Tuesday 15th January, in school</p> <p>IEB meeting – 10am Tuesday 12th February, in school – with a parent drop-in from 8.30am</p> <p>IEB meeting – 1pm Tuesday 12th March, in school</p> <p>IEB meeting – 1pm Tuesday 2nd April, in school</p>	
<p>Meeting closed at 3.30pm.</p>	

Actions list on next page

ACTIONS:

No.	Action	Owner	Timescale
029	Clerk to liaise with RS to ensure NOV's are circulated to IEB members	Clerk	October 2018
030	School to investigate ownership/ maintenance responsibilities for car park area near library	Head	November 2018
031	Write letter of thanks to former Clerk to Governors	CM	November 2018
032	Ensure school website is updated by next IEB meeting.	Head	Next IEB meeting
033	AF to work with SLT to develop TOPs	AF	Next IEB meeting
034	EF to meet with EYFS team	EF	End of autumn term 2018
035	Meet with Year 3/4 team next Thursday	DS	November 2018
036	Interrogate safeguarding data on behalf of IEB	DS	End of autumn term 2018