

## IEB for Burwell Village College (Primary)

### Minutes of IEB Meeting on Tuesday 12<sup>th</sup> February 2019 at 10am

<b>Present:</b>	Dr Chris Marshall (Chair – CM), Diane Stygal (Education Advisor, Schools Intervention Service, CCC - DS), Emma Fuller (Lead English and Mathematics Advisor, Schools Intervention Service, CCC – EF – until 12.45pm), Emma Jones (LGSS Finance - EJ), Edris Tildesley (Associate Adviser for LA - ET)
<b>Visitors:</b>	Rosemarie Sadler (Head of Service: Schools Intervention Service – RS - until 12.45pm), Nicholas Smith (Headteacher – NS), Rowena Watts (Deputy Headteacher– RW), Anne Fisher (Primary Advisor to the school, CCC – AF – until 12.15pm)
<b>Clerk:</b>	Amy Lorimer (Camclerk)

<b>Discussion</b>	<b>Decisions Made / Actions Agreed</b>
<p><b>1. Welcome and introductions</b></p> <p>CM welcomed all to the IEB meeting and noted that there will be an IEB parent forum at 6pm tonight.</p>	
<p><b>2. Apologies for absence</b></p> <p>None.</p>	
<p><b>3. Declaration of direct or indirect pecuniary interest in any of the following items</b></p> <p>No interests were declared.</p>	
<p><b>4. Minutes of last IEB meeting 15<sup>th</sup> January 2019</b></p> <p>Draft minutes from 15<sup>th</sup> January 2019 were circulated prior to the meeting.</p>	Minutes of IEB meeting 15 <sup>th</sup> January 2019 - <b>APPROVED</b>
<p><b>5. Agreed Actions Update</b></p> <p>Updates were provided on actions from the last meeting as follows:</p> <p><b>Action 032</b> – The IEB discussed the current status of the website. NS stated that much has been updated. The IEB noted that the statutory requirement for Pupil Premium Grant (PPG) information is not being met and asked how quickly the PPG information would be uploaded – NS answered, as soon as it has been agreed by the IEB. (There was a discussion around the PPG documentation which is minuted under agenda item 6ii.)</p> <p>The IEB also noted that the IEB portion of the school website is unclear and RS stated that the Regional Senior HMI, Tim Bristow, had commented on this in a recent meeting.</p> <p><b>Action 036</b> – IEB safeguarding data was circulated prior to this meeting. A discussion of this data followed. DS</p>	<p><b>Action 032REV:</b> NS to ensure PPG data is uploaded to website and to ensure IEB portion of website is clarified.</p>

highlighted various issues including:

- Authorised absence appears high for SEND pupils
- Authorised absence appears high for LAC pupils (NS noted there is one LAC pupil in the school, but was unable to explain the authorised absence).
- Differences in persistent absenteeism between different key stages.
- First aid log data needs to be provided as percentage data rather than total numbers

**Action 38** – Completed.

**Action 40** –RW Tabled a draft Assessment and Marking Policy summary flowchart – to be discussed under agenda item 7iv. Completed.

**Action 44** – Parental engagement data had been circulated by email – to be discussed under agenda item 6vii. RW is collating additional information from Busy Bees cafes which will be circulated for a later IEB meeting – initial feedback was very positive. Completed.

**Action 45** – Ongoing - DS agreed to draft an IEB update/newsletter following this IEB meeting and tonight's Parents' Forum.

**Action 46** – RW has confirmed with EPM that the Teacher Appraisal policy on their website is current (based upon 2012 DfE guidance). RS stated she had also followed up with EPM who indicated they do not plan to issue new policies. AF noted that some LA-maintained schools do use a different HR provider, who might have an alternative model policy; CM noted extensive union involvement in agreeing the model policy currently in use by EPM. The IEB noted with surprise that EPM will not be updating the policy but agreed to close this action.

**Action 47** – EJ confirmed that cost implications for maintenance of the carpark have been raised with Jenny Neale (School Finance Officer). The IEB noted that the damaged carpark surface was identified as a health and safety risk during a health and safety visit by DS and Chris Meddle in autumn 2018 – DS suggested that remedial works are not urgent but a risk assessment is required until the carpark is repaired. EJ confirmed that quotes are being sought for repair. Closed.

**Action 48** – Ongoing - NS stated that the school behaviour policy is being updated and asked for direction to the LA model policy for behaviour and physical intervention. LA staff present suggested that there is no model behaviour policy – but that the school policy should follow the STEPs approach used in school.

**Action 49** - NS confirmed that interventions are taking place during playtimes and assemblies in many year groups. Some KS1 interventions take place during assemblies and during afternoon play times. NS noted that these interventions do not involve the same children each

**The IEB agreed targets need to be set for some of these safeguarding metrics. (This will be included in the Disadvantaged Review).**

**Action 059: DS to look at paper trail around authorised absence for LAC pupil, and attend meetings/involve other agencies as appropriate.**

**Action 060 – NS to ensure a health and safety risk assessment is completed for the damaged car park surface near the library, to remain in place until remedial works completed.**

**Action 061 - Revised behaviour policy to be brought to March 2019 IEB meeting.**

<p>day.</p> <p>The IEB queried why it was necessary for pupils to miss assembly (attendance at assembly is a statutory requirement) and miss play times in order to receive interventions – suggesting instead that interventions should occur during class time and via targeted lesson planning. The IEB noted there has been a parental complaint about the timing of interventions. NS responded that teachers do target support in lessons but the interventions were to provide additional support. NS discussed the various factors in the decision to run interventions during assembly and break time, including the spread and deployment of individual TAs, the specific children concerned, social and emotional health needs of some pupils, and overall financial constraints.</p> <p>The IEB noted that the Year 3 / 4 Phase leader has stated TAs are not available to run interventions during class time, as they are fully deployed managing behaviour.</p> <p><b>Action 050</b> – Head’s Report includes expectations and targets against end of year key stage criteria with SEND and Pupil Premium highlighted. Draft PPG document circulated – discussed under agenda item 6ii. Closed.</p> <p><b>Action 051</b> - Completed.</p> <p><b>Action 052</b> – Completed.</p> <p><b>Action 053</b> – Completed.</p> <p><b>Action 054</b> – RW tabled the minutes from the staff wellbeing team meeting – discussed under agenda item 6xiii. Completed.</p> <p><b>Action 055</b> – Completed.</p> <p><b>Action 056</b> – Ongoing – website discussed above.</p> <p><b>Action 057</b> – Ongoing - To provide a figure for the 2018/19 budget at the next meeting.</p> <p><b>Action 058</b> – Completed.</p>	<p>The IEB agreed that there is a concern around behaviour management. The IEB remains concerned that interventions are being run during assembly and play times.</p> <p><b>Action 062 – DS and AF to conduct a behaviour study in Year 3 / 4 after half term, looking at barriers to learning.</b></p>
<p><b>6. School Improvement</b></p>	
<p><b>6i. Headteacher’s Report</b></p> <p>A Headteacher’s report was circulated prior to the meeting, and the IEB asked for a copy of the Phase Leaders plan. RW briefly left the room to photocopy and table the Phase Leaders plan.</p> <p><u>Key Priority 1 – Consistency in quality of Teaching and Learning</u></p> <p>The IEB queried the statement within the Head’s report that 86% of teaching is reported as good or better – asking, how is quality of teaching triangulated? The IEB noted that this assessment of teaching does not match what has been observed during various IEB monitoring visits.</p>	<p>The IEB thanked the Headteacher for the report and noted the state of progress under all four key priorities – however, <b>the IEB is concerned over apparent anomalies between statements within the Head’s Report and evidence that the IEB has obtained from a range of monitoring activities. The IEB agreed that a follow-up school review is needed.</b></p>

AF suggested that there is a need to evaluate how the SLT are 'brokering' the various streams of input and advice from advisors, to ensure clarity for teaching staff. AF suggested individual written records for each teacher to document SLT feedback. The IEB noted the contents of ET's monitoring visit report regarding Performance Management. In particular the IEB noted that TAs would benefit from more specific feedback.

#### Phase Leaders' Plan

AF asked how the Phase Leaders' plan feeds into the SDP? NS explained that the SLT is meeting more regularly with Phase Leaders to review progress. There was a discussion around how the plan is used by Phase Leaders, how actions are carried through and how these documents fit together. RW and NS explained their plans to develop the use of this plan to develop review cycles and focus on evaluation of impact. In response to an IEB query, NS confirmed that the KS1 Lead is being supported via paired observations.

The IEB noted that EYFS is not included within the Phase Leaders Plan – RW explained that the EYFS phase lead has been on sick leave.

The IEB noted that some Phase Leaders have included behaviour within their portion of the Plan but others have not – this seems to be an inconsistency around Key Priority 4 (pupil engagement). In particular, the Year 3 / 4 Phase Lead does not mention behaviour and yet behaviour in those year groups is often referred to in other documents.

#### **Teaching and Learning Review planned for all day Tuesday 5<sup>th</sup> March 2019 –**

- AF and DS to look at Year 3 /4 behaviour issues – to focus on improvements in teaching, and impact on children's learning.
- All review team members to carry out lesson observations
- All to look at progress monitoring for individual teachers (with RW and NS)
- Phase leaders to be released to do learning walks with AF / IEB members

RW to arrange release time for phase leaders and then propose a timetable to the IEB and AF.

#### **Action 063: RW to email to Clerk all tabled documents.**

The IEB agreed to look further at SLT monitoring and feedback to teachers.

#### **Action 064 – CM visit to focus on SLT monitoring and feedback to teachers, with input from EF.**

The IEB were pleased to see that Phase Leaders are monitoring and taking action – the SLT needs to ensure that the focus remains tight to ensure impact, and to ensure that judgements are triangulated.

The IEB agreed that the Phase Leaders plan needs to feed into the SDP and evidence impact; also there needs to be a focus on checking for embedding of changes and impact upon children's learning.

The IEB agreed that the Phase Leaders' Plan needs to be more consistent in its use of the four key priorities. Behaviour should be addressed as a part of Key Priority 4.

RW noted that subject leader action plans are now being finalised.

Heads Report Appendix A

The IEB noted that the available data does not support the assessments of teaching as 'good' presented in Appendix A.

Key Priority 2 - Assessment

The IEB discussed changes to the assessment system and agreed that Appendix B to the Head's Report was a much clearer data presentation than the previous system.

The IEB noted that this time, the spreadsheet was populated by the Headteacher – completely understandable given the timeframes. NS explained that some teachers are inputting data this week (for Year 2 and Year 6), and the remainder will be doing updates at Easter. NS stated that the plan is that teachers will populate the spreadsheet next time and do a commentary before meeting with NS. NS reported that teachers were previously finding it hard to make end-of-year predictions, but are finding it easier with this new system.

EF stated that during her monitoring visit in January 2019, she noted serious issues around the quality of assessments in Years 3/4, and asked whether the data presented in Appendix B reflects revised assessments since that visit? NS stated that it does not, but Year 3 / 4 assessments are being worked on. EF emphasised that a forensic level of reassessment was required. RW reported that the Year 3/ 4 leader has led a staff meeting using EF's suggested moderation materials and is using standards files as recommended by EF. The next Year 3/ 4 assessments are on 26<sup>th</sup> March - data will be brought to the April IEB.

The IEB noted that for the Year 6 cohort, both writing and maths data are concerning, and that the combined prediction is slightly below the 2018 national average, but would represent an improvement on this school's 2018 results.

The IEB noted that there appear to be different commentaries running – for example, during her 15<sup>th</sup> January 2019 monitoring visit EF was told that the greater depth target for writing in Year 6 was 15% - but in Appendix B this target is presented as 9%. EF noted that there are some very good writers in Year 6, and if they used punctuation correctly they would be assessed as reaching greater depth – however, as seen during her visit, they would be assessed as only working towards age-related expectations.

**Heads Report Appendix A to be reviewed in detail during Teaching and Learning Review.**

Spring 1 assessment data for Years 2 and 6 will be circulated to the IEB when available, and will be discussed at the March IEB meeting.

The IEB noted that the data in Appendix B relating to Year 3 /4 has not been revised to reflect concerns around assessment.

The IEB noted that a whole-school issue around writing is evident from the data.

**11.30-11.45 Comfort break**

Referring back to Appendix B of the Head's Report the IEB noted discrepancies between targets/predictions in greater depth writing and maths between Appendix B and the LA Support Plan. There was a discussion around how these targets were generated but the IEB stated a concern about a lack of consistency – asking which targets the Phase Leader is working towards, and to which targets is she being held to account?

RS asked for progress data to be included within Appendix B, and NS asked how to present progress data within this model? The IEB discussed options for evaluating progress.

Data was discussed for each year group. Year 1 phonics predictions were discussed and RW confirmed that these are based on a screening check. In reviewing Year 2 data the IEB noted positive evidence of greater depth and agreed that EF will look at Year 2 greater depth writing in a visit.

DS provided a verbal update regarding three recent meetings with the SENDCO. DS reported that trawl meetings have been implemented and have had positive feedback – and have resulted in some additions to the school's SEND register. DS attended a progress review for one child who had made two years' reading progress over one school year – there are some clear case studies to prove positive impact from SEND work in school. DS will attend another SEND review in school this week.

### Key Priority 3 – Accelerate progress in writing

The IEB queried the strong and positive statements within this portion of the Head's Report. The IEB noted again that some of the comments within the Head's report need to be tested, and noted the interest of the Senior Regional HMI.

For example, NS and RW were asked how they had made the statement "Teachers are gaining strong clarity about end of year expectations and key stage outcomes in writing..."? RW referred to a moderation meeting, stating that all Year 2 staff had accurately assessed the exemplification materials. EF read out an email from the Year 2 lead which suggested that staff did know that the exemplifications were Year 2 work, but were not able to assess them correctly as working towards / at age related / greater depth. RW stated she had thought that most did assess them successfully. The IEB was clear that this statement would be more accurate if it stated "Some teachers...".

As another example, the IEB noted the statement in the Head's Report that "Pupils are making good progress with their writing, some accelerated", noting that this statement does not match the available data.

**AF requested that future Appendix B data include anonymised conversion grids to show progress – initially for end of Year 2 to end of Year 6, and for end of EYFS to end of Year 2. The IEB was clear that conversion grids will be required for each year group (including phonics) by the summer, but these are not necessarily required for the March IEB meeting.**

**The IEB noted that predictions for SEND and disadvantaged students are very concerning.**

**The IEB was clear that NS must be absolutely confident of each statement within the Head's Report.**

<p>AF queried whether the statements in the Head report are reflected in the SDP and the SEF?</p> <p><u>Key Priority 4 – Pupil engagement</u></p> <p>The IEB noted some very clear successes in this area, and noted that the Dojo system does give clear evidence.</p> <p>The IEB noted some great events in school and particularly commented on the Young Voices trip to London. The IEB noted that there was great communication to parents around this trip (which was on a snowy day).</p> <p>The IEB asked whether the events listed in the first bullet of the events section would feed into the parental engagement data collated by RW?</p>	<p><b>Action 065 - SEF to be evaluated next half term.</b></p> <p><b>Pupil engagement to be evaluated during Teaching and Learning Review – time with phase leaders.</b></p> <p><b>Action 066: NS to pass on thanks of IEB to all staff involved with Young Voices trip.</b></p> <p><b>Action 067: RW to update parental engagement data spreadsheet.</b></p>
<p><b>12.15pm AF left the meeting.</b></p>	
<p><u>Heads Report Appendix C – Growth issues and class structure</u></p> <p>A brief email update from EJ regarding school finance had been circulated prior to the meeting. EJ reported that she met with Jenny Neale this morning and there is no significant change to the financial data. Jenny had suggested that there were some big financial commitments from last year only just now becoming apparent. The IEB asked NS when these issues were discovered? He replied that he did not know. The IEB noted that if financial concerns had been raised earlier, action could have been taken.</p> <p>The IEB asked for clarification as to why financial issues have not been identified earlier. NS suggested areas including :</p> <ul style="list-style-type: none"> <li>• Jenny is well supported by Ray Byford (CCC Finance) and the ICT Service, but she was new to school finance at the start of the school year.</li> <li>• Questions to Ray Byford have not been answered (this was immediately refuted by RS).</li> <li>• Rates are an issue between years (these are recharged at cost but not necessarily within the same financial year as they are paid).</li> <li>• Agency fees have been higher than budgeted</li> <li>• New assessment materials were not included within the budget.</li> <li>• Contract cleaning has been over budget.</li> <li>• Staff pay increments have been over budget.</li> </ul> <p>EJ countered noting that:</p> <ul style="list-style-type: none"> <li>• Some issues around the growth of the school, such as increased costs for heating, lighting and water, were budgeted to be covered out of the carry forward from last year.</li> </ul>	<p>As a matter of urgency, the IEB needs to meet to review finances in detail and to set a sustainable budget for the next year. This requires evaluation of class structures. <b>Finance meeting: Monday 4<sup>th</sup> March 1pm.</b></p> <p>In advance of that meeting the IEB require:</p> <ul style="list-style-type: none"> <li>• Financial benchmarking, including % staffing costs compared to other schools</li> <li>• Areas of overspend detailed</li> </ul>

<ul style="list-style-type: none"> <li>• The new CCC finance software Orovia has been an issue in many schools.</li> <li>• Each of the above issues was known about individually, but it was only last week that the information had been pulled together and the financial impact become apparent.</li> <li>• A lack of coordination between key stage leads in buying large ticket items such as furniture; there appears to be little or no control of phase leaders spending (NS disagreed with this statement).</li> <li>• The training budget line is overspent by £4000 and there are more invoices to come. (RW noted that this budget line includes SLT release time).</li> <li>• Jenny monitors budget spend but is not involved in all relevant discussions and decisions.</li> </ul> <p>Jenny is meeting Ray Byford in March to build the school budget for 2019-2020.</p> <p>In discussing potential class structures for 2019-2020, NS informed the IEB that the expected number coming into EYFS in September 2019 is now 68 pupils. It is not yet clear whether the school will receive growth funding. NS noted the deadline for the school to submit proposed class structures is 3<sup>rd</sup> March 2019.</p>	<p>In future, the IEB require quarterly updates that show expenditure against budget lines.</p> <p>The IEB noted extreme concern about class structures in EYFS/Key Stage 1 if growth funding is not received.</p> <p><b>Action 068: EJ to liaise with Place Planning and Organisation team regarding dates for confirmation of growth funding.</b></p>
<p><b>6ii. Pupil Premium – review of expenditure against outcomes (Draft PPG Strategy for 2018-19</b></p> <p>RS and AF noted that the draft PPG strategy did not include reference to greater depth, Year 2 phonics, or EYFS.</p> <p>DS noted that the school does not appear to monitor specific PPG students or examine the individual – level impact of PPG spend. NS stated that provision mapping identifies interventions for each child, but the expenditure is not calculated per child. The IEB emphasised that the school must be able to measure impact. The IEB noted that RW has been Pupil Premium Champion since September 2018.</p> <p>RW explained that the template used for this draft strategy was for Springfield School in Ipswich, which has won awards for its PP Strategy.</p>	<p><b>DS to conduct PPG document review with RW on 25<sup>th</sup> February 2019.</b></p> <p><b>DS to conduct a Disadvantaged Review on 8<sup>th</sup> March 2019.</b></p> <p><b>Action 069: DS to send RW a document to populate to allow a robust discussion at the Disadvantaged Review.</b></p>
<p><b>12.45pm RS and EF left the meeting.</b></p>	
<p>DS provided verbal feedback on the draft PPG strategy noting that there are too many desired outcomes – the document needs clear priorities, and targets need to be quantified.</p> <p>The IEB stated a concern that PPG funds are being used to support senior leader and teacher salaries to cover their usual duties – such as SLT learning walks, class teachers target meetings, daily reading. Where the funds are spent on TA hours the document needs to be very clear about</p>	<p>The IEB noted that, if the draft PPG strategy reflects how PPG funds have been spent in the past, the data suggest that it has not had sufficient impact.</p>

<p>roles and impact.</p> <p>NS stated that TAs are targeting support to PP students – DS replied that if that is the case we need to consider individual job descriptions to ensure this is defensible.</p> <p>The IEB expressed a concern that the draft PPG strategy does not seem to target greater depth students.</p> <p>Provision mapping was discussed and DS noted that AF had already, since she left this meeting, emailed to RW a draft pupil-specific plan that could be used in this context.</p> <p>The Busy Bee cafes were discussed and NS confirmed that the PPG population attending is being monitored, and these families are encouraged to attend by class teachers.</p>	<p>The IEB was clear that the PPG funds must not be spent on general staff salaries, including SLT salaries.</p>
<p><b>6iii. Updated TOP</b></p> <p>The TOP had been circulated to the IEB. The IEB agreed that the background to the evaluations within this document had already been discussed.</p> <p>The IEB asked for details on the positive feedback referred to in Section 4 regarding Consequence Club. RW replied that this was verbal feedback and she could not give specific details.</p>	<p><b>The IEB asked NS and RW to ensure that the TOP ensures embedding of changes.</b></p>
<p><b>6iv. LA Interventions and Support</b></p> <p>Notes of Visit from LA Advisor Tom Oakley, as well as the LA Intervention and Support Plan, had been circulated prior to the meeting.</p> <p>The IEB asked about monitoring of Year 5 maths, which was recommended in one of these NOVs. RW stated that this will be implemented soon, noting that the NOV is from a visit on 23<sup>rd</sup> January. RW emphasised some of the positive points from this NOV.</p> <p>The IEB noted a couple of points from TO's NOV from 24<sup>th</sup> January:</p> <ul style="list-style-type: none"> <li>• The KS1 lead had not had the opportunity to work with the KS2 lead at that point – NS noted that the KS1 lead was new to her post at the start of February and that was the reason the school asked TO to work with her on 24<sup>th</sup> January.</li> <li>• Pupil conferencing was recommended to be implemented within a few weeks – the IEB asked if it had been done? NS stated that he did not think the team had had time.</li> </ul> <p>The IEB queried the extent to which the SLT is holding the various recommendations from advisors into one spreadsheet and feeding these into discussions with subject leads. The IEB also asked NS for any feedback on the LA visits.</p>	
<p><b>1.15pm brief comfort break</b></p>	

<p><b>6v. Safeguarding</b></p> <p>Safeguarding data was discussed under Matters Arising above.</p>	
<p><b>6vi. Members’ monitoring visit reports</b></p> <p>There was discussion around performance management, as ET noted an inconsistency between what she had thought was happening and reported in her visit report, and what was reported in DS’s report of her meeting with KS2 Phase leaders. RW clarified that some performance management meetings had to be postponed due to illness, but all have now been completed.</p> <p>The IEB discussed the extent to which mentoring visits need to be reported upon, in contrast to monitoring visits. Planning of various link year group IEB member visits was discussed.</p>	<p>The IEB noted the circulated reports.</p> <p>RW thanked IEB members for their visits, noting that the SENDCO in particular was appreciative of the support.</p>
<p><b>6vii. Communications to parents and staff</b></p> <p>Date and time for next IEB Parent Forum was discussed. DS agreed to draft an IEB newsletter for Feb 2019 following this meeting and tonight’s Parent Forum.</p> <p>Parent surveys were discussed, and the electronic ‘Smart’ surveys agreed as a preferred method.</p> <p>Parent drop-in sessions – these are no longer required.</p> <p>A spreadsheet analysing parental engagement with the school had been circulated prior to the meeting. The IEB was concerned to note low engagement with some events such as reading workshops (16% attendance) and discussed potential reasons for low attendance. RW emphasised that the Busy Bees café approach has been introduced as a different way to encourage parental engagement.</p> <p>The IEB asked for attendance figures for parent consultations. RW suggested that these are normally very high, close to 100%. NS confirmed that the school does focus on attendance by PPG and SEND families.</p>	<p><b>IEB Parent Forum: Tuesday 2<sup>nd</sup> April, 2.30pm</b></p> <p><b>This will require a break in the IEB meeting on that date.</b></p> <p><b>Action 070: DS and ET will draft an IEB Parent survey – draft to be ready for next IEB meeting, so that survey can be concluded and results compiled prior to the next Parent Forum.</b></p> <p><b>Action 071: RW to provide attendance rates for next round of parent consultations.</b></p>
<p><b>6vii. Communications to Staff</b></p> <p><u>Staff wellbeing questionnaire</u></p> <p>Minutes of the staff Pastoral Care meeting were tabled at the start of agenda item 6. The IEB was informed that RW and NS were not present at the meeting – it was led by the staff wellbeing team. The IEB were disappointed to read that information packs were not available for the meeting.</p> <p>The IEB noted that staff wellbeing was not fully discussed in the minutes, noting that the meeting covered both pupil and staff wellbeing.</p> <p>NS explained the work of the wellbeing team with regards to staff wellbeing, differentiating between activities that build camaraderie (such as staff choir, work around lunchtimes), and addressing systemic issues such as</p>	<p><b>The IEB asked NS to pass their thanks to the wellbeing team for their work.</b></p>

<p>marking and planning. NS suggested a need to differentiate between school-specific issues and profession-wide issues. NS noted that the SLT needs to do more to address systemic issues. RS asked whether the school had implemented the DfE guidance document on Reducing Teacher Workload – NS replied that this document is on his desk.</p> <p>The IEB queried the extent of staff engagement with camaraderie-building activities such as choir, querying whether some staff see these activities as an additional pressure? RW responded with reference to training received by the wellbeing lead last year.</p> <p>RW stated that the SLT work hard at making people feel valued, and gave an example of work to improve relationships and build teams with mid-day supervisors a few years ago.</p> <p>DS informed the IEB that Chris Meddle has recently developed new training materials on staff wellbeing, and suggested that the training be run in school.</p> <p>ET noted that during her recent monitoring visit she met with the staff wellbeing lead, who was very enthusiastic. She noted that before performance management meetings, staff complete a self-assessment, and asked whether this data could be used to generate a baseline for staff wellbeing? NS explained the rationale for the self assessment in performance management.</p> <p>The IEB noted that respondents to the staff wellbeing survey answered questions differently, some referring to issues at home as well as school – this is reflected in the Pastoral Care meeting minutes.</p> <p>The IEB queried whether team dynamics need to be looked at, noting that this is a large staff team. The IEB emphasised the importance of team building at the start of the school year. RW noted that the moderation process will also help with team building. NS and RW were clear that in their opinion, staff camaraderie is good, staff are positive, and team dynamics are very strong.</p>	<p><b>Action 072 – DS to liaise with NS to arrange staff wellbeing presentation from Chris Meddle.</b></p> <p>The IEB agreed staff wellbeing questions need real clarity to ensure staff answer in relation to school/work only.</p> <p><b>Action 073 – DS to investigate methods to evaluate staff wellbeing.</b></p>
<p><b>6ix. Pupil Voice</b></p> <p>The IEB discussed the constitution of the School Council. NS explained that he was invited to a School Council meeting last week and it was fantastic, with lots of ideas ranging from charity activities to playground improvements.</p>	<p><b>Action 074: EJ to attend next School Council meeting.</b></p>
<p><b>6x. Website Audit</b></p> <p>Discussed under Matters Arising.</p>	
<p><b>7. Resources to support learning</b></p>	
<p><b>i. Finance Update</b></p> <p>This was discussed under Section 6i – Head’s Report Appendix C.</p>	<p><b>Urgent action 075: Clerk to review terms of reference for previous Board of Governors,</b></p>

	<p>and draft IEB memorandum of understanding around finance authorisation levels. Email to EJ ASAP.</p>
<p><b>ii) Staffing</b></p> <p><u>SENDCO</u> There is a confidential minute (1).</p> <p><u>Camclerks SLA</u> The IEB discussed whether to enter into an SLA for provision of Camclerk services from 1 April 2019 to 31 August 2019. NS noted that the Camclerks service is more expensive than the previous clerking provision in place. The IEB discussed the specific needs around IEB clerking.</p>	<p><b>Camclerks SLA agreed for 1 April 2019 – 31 August 2019.</b></p>
<p><b>iii) Buildings</b></p> <p>The car park near the library was discussed under Matters Arising.</p> <p>The IEB asked about and was updated regarding the astro.</p>	
<p><b>iv) School policies –</b></p> <p><u>Policy Log</u> At the previous IEB meeting, NS had suggested that the Policy Log may be out of date, as there were no overdue policies. However, today NS stated that all overdue or due policies have either been provided for this IEB meeting or are with staff for updates.</p> <p>IEB members commented unfavourably upon the format of the policy log.</p> <p><u>Assessment and Marking Policy summary flowchart</u> This was tabled by RW at the meeting, and noted to be an Appendix to the policy. The flowchart was agreed to be helpful, and was discussed in detail - particularly around targeting disadvantaged pupils. Minor edits were agreed.</p> <p><u>Attendance (Pupil) Policy</u> The IEB asked that a revision date be inserted into this document.</p> <p><u>SEND Policy</u> Minor corrections were noted where this draft policy referred to the Parent Partnership Service (no longer in operation).</p> <p>Medical conditions are covered by a separate policy so this section should be removed.</p> <p>Edits were agreed to the section relating to monitoring and evaluation of SEND, to remove reference to capability.</p> <p>The hyperlink on Page 6 does not work.</p> <p>The Complaints section should be removed as there is a</p>	<p><b>Action 076: Clerk to revise format of Policy Log.</b></p> <p><b>The following policies were approved:</b></p> <ul style="list-style-type: none"> <li>• PE Policy</li> <li>• Athletics Risk Assessment;</li> <li>• Dance Risk Assessment;</li> <li>• Games Risk Assessment;</li> <li>• Gym Risk Assessment</li> </ul> <p><b>The following policies were approved subject to minor edits:</b></p> <ul style="list-style-type: none"> <li>• Attendance (Pupil) Policy</li> <li>• SEND Policy</li> <li>• Charging &amp; Remissions Policy</li> <li>• Lettings Policy – Regular &amp; Single Users</li> <li>• Lettings Policy – Social &amp; Commercial Users</li> <li>• Trade Union Membership and Recognition Policy</li> </ul>

<p>separate Complaints Policy.</p> <p><u>Charging &amp; Remissions Policy</u></p> <p>The IEB noted that the section of this draft policy regarding charging for reports was left highlighted. Text was agreed allowing discretion of the school and the IEB/governing body.</p> <p>Charges for swimming were discussed and rationalised. The swimming section needs to be re-written to reflect current practice, as Burwell pool is closed and students are currently transported to Bottisham or Newmarket for swimming lessons.</p> <p><u>Lettings Policy – Regular &amp; Single Users; Lettings Policy – Social &amp; Commercial Users</u></p> <p>With reference to both of these policies, the IEB requested that reference be made to users risk assessments, adherence to the schools policy on Equal opportunities, and a requirement that where lettings involve the school's children, that the lessee's Child Protection Policy be shared with the school. The IEB emphasises that such lessees must be aware of child protection escalation procedures within the school.</p> <p>Current lettings and lettings charges were discussed and NS explained that charges were recently reviewed in comparison to other venues in Burwell.</p> <p>The IEB requested that lettings documents be clearly dated, as they refer to year-on-year percentage rises in letting charges.</p> <p><u>Trade Union Membership and Recognition Policy</u></p> <p>The IEB requested a correction – the LA is the employer in this school, not the governing body.</p> <p><u>PE Policy</u></p> <p>The IEB noted that this policy is comprehensive. The IEB queried assessment as referred to in the policy and NS stated that this will be in place by the end of the year.</p> <p><u>Athletics Risk Assessment; Dance Risk Assessment; Games Risk Assessment; Gym Risk Assessment</u></p> <p>These risk assessments were agreed.</p>	
<p><b>v) Academisation</b> (standing item)</p>	<p>The IEB has no immediate plans for the school to join an academy, focussing instead on rapid school improvement.</p>
<p><b>5.00pm NS and RW left the meeting</b></p>	
<p><b>8. Any Other Business</b></p> <p>There is a confidential minute (2).</p>	

### 9. Dates of future meetings

IEB Finance meeting – 1pm Monday 4<sup>th</sup> March, in school

*Teaching and Learning Review – Tuesday 5<sup>th</sup> March*

*Disadvantaged Review – Friday 8<sup>th</sup> March*

IEB meeting – 1pm Tuesday 12<sup>th</sup> March, in school

IEB meeting – 1pm Tuesday 2<sup>nd</sup> April, in school – with a Parents’ Forum at 2.30pm

### SUMMARY

The IEB identified the following six key points from this meeting:

- The IEB notes that improvements to the school’s assessment systems are beginning to have an impact, although it is early days in this process.
- The IEB suggested that a number of statements within the Head’s report are not backed up by data and do not line up with observations made during IEB monitoring visits. A Teaching and Learning Review is scheduled for 5th March.
- The draft PPG Strategy is missing required targets and suggests that PPG funds may not be being spent appropriately.
- Predicted outcomes for SEND and PP students are very concerning. A Disadvantaged Review is scheduled for 5th March.
- There are urgent financial concerns and a dedicated IEB meeting has been scheduled for March 4th to address these. Class structures need urgent review for next year.
- The IEB remains concerned for staff wellbeing, noting the need to address systemic issues.

Meeting closed at 3.30pm.

### ACTIONS:

No.	Action	Owner	Timescale
032 REV	NS to ensure PPG data is uploaded to website and to ensure IEB portion of website is clarified.	Head	Next IEB meeting
036	Interrogate safeguarding data on behalf of IEB – Spring 1 data.	DS	March 2019
048	NS to check review dates on the positive behaviour policy and update it to include that staff have received STEPS training.	NS	February 2019
059	DS to look at paper trail around authorised absence for LAC pupil, and attend meetings/involve other agencies as appropriate.	DS	
060	NS to ensure a health and safety risk assessment is completed for the damaged car park surface near the library, to remain in place until remedial works completed.	Head	
061	Revised behaviour policy to be brought to March 2019 IEB meeting.	Head	
062	DS and AF to conduct a behaviour study in Year 3 / 4 after half term, looking at barriers to learning.	DS / AF	

063	RW to email to Clerk all tabled documents.	RW	This week
064	CM visit to focus on SLT monitoring and feedback to teachers, with input from EF.	CM	March 2019
065	SEF to be evaluated next half term.	Head/all	April 2019
066	NS to pass on thanks of IEB to all staff involved with Young Voices trip.	Head	This week
067	RW to update parental engagement data spreadsheet.	RW	March 2019
068	EJ to liaise with Place Planning and Organisation team regarding dates for confirmation of growth funding.	EJ	February 2019
069	DS to send RW a document to populate to allow a robust discussion at the Disadvantaged Review.	DS	February 2019
070	DS and ET will draft an IEB Parent survey – draft to be ready for next IEB meeting, so that survey can be concluded and results compiled prior to the next Parent Forum.	DS/ET	Next IEB meeting
071	RW to provide attendance rates for next round of parent consultations.	RW	Next IEB meeting
072	DS to liaise with NS to arrange staff wellbeing presentation from Chris Meddle.	DS	February 2019
073	DS to investigate methods to evaluate staff wellbeing.	DS	April 2019
074	EJ to attend next School Council meeting.	EJ	March 2019
075	Clerk to review terms of reference for previous Board of Governors, and draft IEB memorandum of understanding around finance authorisation levels. Email to EJ ASAP.	Clerk	February 2019
076	Clerk to revise format of Policy Log	Clerk	Next IEB meeting
077 CONF	See confidential minutes Part 1	NS	Next IEB meeting
078 CONF	See confidential minutes Part 2	CM	This week