

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Friday 11th October 2019 at 0900 hours

Present:	Diane Stygal (Chair - Education Advisor, Schools Intervention Service, CCC - DS), Emma Fuller (Lead English and Mathematics Advisor, Schools Intervention Service, CCC – EF), Emma Jones (CCC – EJ), Val Palmer (VP), Edris Tildesley (Associate Adviser for LA - ET)
Visitors:	For items 6-8 only - Kate Coates (Interim Headteacher – KC), Colette McNally (CMcN - Deputy)
Clerk:	Natalie Drewery (Camclerk - ND)

Discussion	Decisions Made / Actions Agreed
<p>1. Welcome DS welcomed all to the meeting.</p>	
<p>Declaration of direct or indirect pecuniary interest in any of the following items None declared.</p>	No further declarations were made; ET provided the Clerk with the annual declaration.
<p>2. Apologies for absence All IEB members were present, but apologies were received from Rosemarie Sadler (CCC Head of Service: Schools Intervention Service – RS) and Anne Fisher (CCC School Advisor – AF)</p>	Apologies accepted from RS and AF.
<p>3. Minutes of last IEB meeting: Minutes from the IEB meeting on 16th September 2019 were circulated prior to the meeting. Matters arising: Members discussed the content of the minutes in particular relating to data, noting the need for the minutes to be non-identifiable in terms of pupils / staff, as they are a public document, but also detailed enough to demonstrate a record of the IEB’s discussion.</p>	<p>The Clerk was asked to make a couple of edits to the minutes, which will be forwarded to the Chair, before posting on the website. Minutes of IEB meeting 16th September 2019 – APPROVED</p>
<p>4. Agreed Actions Update Updates were provided on actions: <u>IEB Meeting 16th September 2019:</u> Action 145: on agenda, within HT report (item 6) Action 146: actioned, report received. Action 147: actioned; parent survey will now go out before half term. Action 148: on-going Action 150: actioned. Action 151: actioned. Action 152: actioned. Action 153: IEB attendance at strategy meetings on agenda (10i). Action 154: actioned and on agenda (item 9i). Action 155: actioned. Action 156: actioned; on agenda (item 8iii) Action 157: on going item. Action 158: this item was actioned; DS provided an update that although no decision has been made, she has extended an invite</p>	

IEB Burwell Village College (Primary)

Signature / Initials of Chair of IEB:.....

Meeting of 11 October 2019

Date: 13 November 2019

<p>to the development planners in the locality to attend an IEB meeting / the school, to discuss. Action 159: actioned; clerk to forward training details to IEB members.</p>	
<p>5. Learning walk around the school This was the subject of a confidential minute.</p>	
<p>6. Head’s Report There was a confidential minute recorded. <i>KC and CMcN joined at 0930 hours.</i> i) Quality of Education: Members had received the report in advance of the meeting; KC talked through this: Data – there has been no change to numbers on roll. SEND Review – KC talked through the review, confirming that a Note of Visit from VP has been circulated. The key areas of the report, were discussed. The IEB talked through the concerns raised on the report, noting the refocus on SEND, the need for parental engagement and the development of the SENCo role, to ensure confidence in the role from staff and parents.</p>	<p>The IEB RECOMMENDED that the SLT review the SENCo role against the needs of the school and support the SENCo in how other school SENCos’ work.</p>
<p>ii) Leadership and Management: KC advised that parents appear pleased with the increased communications from the school; positive feedback has been received. The IEB acknowledged the weekly newsletters, which were informative. KC noted that Pupil Premium objectives have been shared, but this is still hard to account for, given the current finance reporting / data concerns, but is in progress. Staffing – this was the subject of a confidential minute. <i>(An adjournment to the meeting was called from 1050-1100 hours for a comfort break)</i> Safeguarding – DS noted there was nothing specific to report, however requested that IEB member visits always make a comment on safeguarding and provided examples. These should be recorded on the Note of Visit.</p>	
<p>iii) Personal Development: The IEB noted that several parents had recently emailed the clerk regarding the work of the IEB. This was the subject of a confidential minute.</p>	<p>Action 160: The IEB requested that the school notify parents how to raise a concern, that is, to follow the Complaints Procedure.</p>
<p>iv) Behaviour and Attitudes Safeguarding data – this was noted on the HT’s report; further data will be provided at the next meeting. Pupil Voice – School Council Report: The IEB warmly received the report of the school council and enjoyed reading the report of their</p>	

<p>first meeting. They considered that it was good to see the children being proactive and acknowledged that DS will send thanks to the school council on their behalf.</p> <p>Referencing the Pupil Survey, the IEB commented that they enjoyed reading the survey outcomes, and requested in future that 'Always and Mostly' columns be merged, a breakdown by class be provided, along with a % figure given. They expressed concern at the number of children responding to the question of feeling safe in school, but were mindful of how the question could have been presented to them in class and in fact this may have been the first time they have been asked such a question.</p> <p>KC responded that this was a starting point; staff have received feedback and the behaviour reward and sanction practice will be reviewed.</p>	
<p>7. School Improvement</p>	
<p>i. LA Intervention and Support (NOVs as attachment 7)</p> <p>Visits were detailed in the HT's report and Notes of Visits circulated.</p> <p>DS summarised that the reports demonstrate the progress being made in school over a short time frame. She considered the wellbeing of KC and CMcN and stressed the need for them to take time out and contact her should they need further support.</p>	
<p>ii. IEB member visit reports (attachments 7)</p> <p>A number of member visits were circulated prior to the meeting. These were noted and there were no questions arising from the reports.</p>	
<p>iii. IEB Communications to parents</p> <p>A letter to parents has been drafted, which will be circulated prior to half term. Members discussed the content and agreed on 5 information points to share with parents, as summarised under AOB item 10iii.</p>	
<p>iv. Communications to staff</p> <p>DS reminded members of the offer extended to the IEB to attend the strategy meetings. Dates to be confirmed later in the meeting.</p>	
<p>8. Resources to support learning</p>	
<p>i. Finance update</p> <p>KC confirmed that Ray Byford has been in school again, supporting the School Business Manager (SBM) with reviewing the finances. A number of points have been given to the SBM to action, following this, RB will review and the school can then rebuild the budget. The Finance Team have undertaken Orovia training. The SBM is working hard, over and above her contracted hours, to support financial management of the school. The budget will include the 2.75% teacher pay increase.</p> <p>The IEB extended thanks to the SBM for her hard work in managing this situation.</p>	

<p>to recruit a permanent Headteacher. Key messages were discussed:</p> <ul style="list-style-type: none"> • The IEB were pleased to acknowledge the achievements and pace of work, of the Interim Headteacher, and the notable impact this was having on day to day management, in particular regarding learning behaviours. • The IEB noted the improved positive learning environments created. • The IEB were pleased to see, following learning walks, how settled the children are in their new classes this term. • The IEB were encouraged by the broader curriculum activities being planned and were grateful to receive a positive report from the school council. • The IEB are pleased that the LA support this term has been well received by staff and extend their thanks the staff for their continued commitment to the school and its priorities. 	<p>Action 164: ET to send a draft letter to all members for comment; letter to be sent to parents before half term.</p>
<p>11. Future IEB meeting dates 13 November – 1330 hours 11 December 1300 hours (followed by Parents’ Forum at 1515 hours)</p>	
<p>Meeting closed at 1240 hours.</p>	

Actions list on next page

ACTIONS:

No.	Action	Owner	Timescale
Actions from 16th September 2019			
148	KC to review the Sports Funding document to ensure accuracy – <i>Update required from KC</i>	KC	11 October
157	All IEB to plan briefing to parents	ALL	11 December
Actions from 11th October 2019			
160	The IEB requested that the school notify parents how to raise a concern, that is, to follow the Complaints Procedure.	KC	13 November
161	All to read and provide comment, to approve the Stress Management policy	ALL	16 October
162	DS to review the Pay Policy re Pay Boards, and to circulate for members to adopt.	DS	ASAP
163	DS to provide draft recruitment pack for 28/10/19	DS	28 October
164	EF and EJ to inform KC which strategy meeting they can attend	EF, EJ	ASAP
165	ET to send a draft letter to all members for comment; letter to be sent to parents before half term.	ET, ALL	ASAP