

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Wednesday 13th November 2019 at 1330 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 5-7 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.
<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 11th October 2019 were circulated prior to the meeting. An amendment was made to item 8ii, to denote that a budget rebuild could commence- the clerk made the amendment and initialled the minutes. Confidential Minute from the IEB meeting on 11th October 2019 were circulated prior to the meeting. Matters arising: Reviewing the action items, VP confirmed that she and ET performed a brief walk through following the last meeting; no written report was necessary. The IEB were informed that class Dojo teacher comments/information has stopped; further the two staff members have met KC regarding going back into class. The following edits were made to the confidential minute and initialled by the clerk: 6ii change to ‘may’ not be possible 6iii name of parent deleted A Confidential Minute was recorded.</p>	<p>Minutes of IEB meeting 11th October 2019 – APPROVED</p> <p>Confidential Minute of IEB meeting 11th October 2019 – APPROVED</p>
<p>4. Agreed Actions Update Updates were provided on actions: Actions from 16th September 2019</p>	

<p>Action 148: KC to review the Sports Funding document to ensure accuracy – <i>Update required from KC</i></p> <p>Action 157: All IEB to plan briefing to parents – <i>in hand</i></p> <p><u>Actions from 11th October 2019</u></p> <p>Action 160: The IEB requested that the school notify parents how to raise a concern, that is, to follow the Complaints Procedure - <i>actioned</i></p> <p>Action 161: All to read and provide comment, to approve the Stress Management policy – <i>actioned and approved.</i></p> <p>Action 162: DS to review the Pay Policy re Pay Boards, and to circulate for members to adopt – <i>actioned and approved.</i></p> <p>Action 163: DS to provide draft recruitment pack for 28/10/19 - <i>actioned</i></p> <p>Action 164: EF and EJ to inform KC which strategy meeting they can attend – <i>outstanding, to liaise with KC.</i></p> <p>Action 165: ET to send a draft letter to all members for comment; letter to be sent to parents before half term - <i>actioned</i></p>	<p>Stress Management Policy – APPROVED</p> <p>Pay Policy - APPROVED</p>
<p>5. Head's Report</p> <p><i>KC and CMcN joined at 14.05 hours.</i></p> <p>i) Quality of Education:</p> <p>Members had received the report in advance of the meeting; KC talked through this:</p> <p>Referencing the My Concern training, KC advised it was important to highlight this, as the software is able to generate reports on safeguarding data.</p> <p>The IEB questioned how the data for KS1 is currently looking.</p> <p>KC confirmed that from January, there will be a focus for children working at greater depth. Interventions, where required, are already in place; consistency and quality of teaching will provide accelerated progress.</p> <p>KC briefed members on the Nurture Group which has been under review. She clarified the historical position and the need to refocus the group to be for specific children, removing the stigma of the group. Therefore, playground support has been implemented, with a smaller Nurture Group redefined, led by a TA.</p> <p>The IEB referenced a parental concern regarding lunchtime supervision and the Nurture group and questioned where this concern had arisen from.</p> <p>KC responded that there are plenty of staff outdoors to supervise; the concern arose due to the redefinition of the Nurture Group. It was noted that last year's Safeguarding Audit found no concerns regarding playground supervision.</p>	<p>EF will undertake a monitoring visit on 28th November to review standards & books, including pupil premium.</p> <p>Action 165: At the IEB's request, KC to undertake a Risk Assessment of playground supervision.</p>
<p>ii) Leadership and Management:</p> <p>KC provided an in-depth briefing, taking IEB members through the current and next term staffing structure, noting the resignations and appointments made. She summarised that whilst there are still appointments to be made to fill the gaps, the positive changes are having a stabilising effect.</p>	

<p>The IEB thanked KC for the detailed update, noting the overall situation and support in place, provides a consistent picture.</p> <p>KC extended her own thanks to CMcN for the extensive CPD programme afforded to staff, to enable them to see how other schools operate, to bring back ideas and have comparisons. Whilst during staff sickness it has been difficult to offer this time out, staff who have, feel the time has been beneficial. A whole school moderation with another school for Maths and English (writing focus), was seen as a useful activity.</p> <p>Safeguarding – DS highlighted the RAG rated grid circulated and invited comments.</p> <p>Referring to SEND / EHCP data, a member questioned why this group had low attendance, but highest authorised absence.</p> <p>KC explained this was largely for medical appointments.</p> <p>Noting disadvantaged pupils’ data, a member questioned why the unauthorised data was higher.</p> <p>KC suggested this could reflect the number of children within the group.</p> <p>The IEB requested that actual pupil numbers be provided as a comparison to the % numbers.</p> <p>Re persistent absence for disadvantaged pupils FSM, a member queried the high figure, what this equates to in pupil numbers and questioned how the school follow up on this.</p> <p>KC advised that the figure is above national average; she agreed to double check the figures and report back.</p> <p>Referring to the exclusion data, a member asked if this was the same child. KC confirmed that it was.</p>	<p>Action 166: KC to clarify data re disadvantaged pupils & persistent absence.</p>
<p>iii) Personal Development:</p> <p>The IEB noted the positive parental feedback received following the Year 5 assembly. Discussing feedback, the IEB recommended that positive comments are shared, either posting on classroom doors, within newsletters or on the website. Comment slips to be provided at parent consultations.</p> <p>A member questioned if Dojo and think sheets issued, were consistent across the classes.</p> <p>KC considered that it was not, when the breakdown was reviewed, it very much depends on the class teacher; rewards and sanctions varies between upper and lower school. Therefore staff have been asked to review this, in particular for reward and recognition.</p> <p>The IEB noted that the stopping of the use of class Dojo as a communication tool with parents has been accepted; most parents are now using the office as a starting point. The IEB acknowledged the various opportunities for communication going out from school, through good quality newsletters, website information for invites to participate and information on activities, and numerous letters being sent.</p>	

<p>The IEB noted the parent survey results, despite low returns, the responses were positive. Further copies will be distributed at parents' consultations and the school will remind staff and parents to complete Parents' View on the Ofsted website.</p> <p>Considering parent communications, the IEB advised KC that they had recommended that the school implement a parent communication protocol and strategy document.</p>	<p>Action 167: DS to send model parent communications protocol & strategy document to KC to review and personalise for the school.</p>
<p>iv) Behaviour and Attitudes</p> <p>Safeguarding data – the IEB were pleased to note that attendance is improving, and this is pro-actively being managed by the School Business Manager.</p> <p>Pupil Voice – the School Council minutes were noted.</p>	<p>ET to undertake Pupil Voice sessions; 4th December.</p>
<p>6. School Improvement</p>	
<p>i. Pupil Premium</p> <p>2019-20 Pupil Premium Strategy – the document was circulated and members' questions invited.</p> <p>Members thanked KC for the excellent & detailed document; it was noted this would now be posted on the school website.</p> <p>A member requested that pupil numbers be included on the document. It was noted that for the trips, whilst all children participate, pp children's places are funded and for music lessons, pp children have their lessons paid for.</p>	<p>VP to undertake a PP visit on 26th November.</p> <p>Action 168: DS to send the Pupil Premium Review for 2018-19 to VP</p>
<p>ii. 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>iii. IEB member visit reports (attachments 7)</p> <p>VP tabled a Note of Visit regarding SEND pupils and briefed members on the content of the visit and summarised her findings.</p>	
<p>iv. IEB Communications to parents</p> <p>A parents' forum will follow the next IEB meeting.</p> <p>VP and ET will attend parents' consultations on 19th & 21st November, on behalf of the IEB.</p>	
<p>v. Communications to staff</p> <p>The IEB will extend an invite to staff to meet with them at 16.30 hours on 11th December, following the parents' forum.</p>	
<p>7. Resources to support learning</p>	
<p>i. Finance update</p> <p>The School Business Manager is meeting with Ray Byford tomorrow to finalise the finance reporting system and cost centre allocation, following the move over to the new Orovia system. KC & EJ briefed the IEB on the historic issues and the steps the school were taking to resolve.</p> <p>The IEB recognised the difficulties encountered and extended</p>	<p>Action 169: EJ to visit to meet with SBM to provide a cash flow summary.</p>

<p>their thanks to the School Business Manager for her persistence and hard work.</p>	
<p>ii. Buildings / capital plans KC provided an update: A quote for new lockers has been received. The disabled toilet has been refurbished. Minor maintenance issues have been resolved.</p>	
<p>iii. PAN and Demographics DS advised that she had been provided with a form to compete on behalf of the school, but felt the IEB was in no position to complete, until long term and short term demographic plans are known for the locality. The IEB did not wish to agree something which could have a long term effect. As such, a member of the planning department has been advised of IEB meeting dates and an invite extended.</p>	
<p>iv. Policies (attachments 8) a. Complaints Procedure KC provided the revised Local Authority Model Complaints Procedure for approval, which confirmed that only written representation would be considered at Stage 3. Members discussed the implementation of a persistent complaints policy and recommended that KC use the DfE model policy, to bring to this IEB for approval. i. Policy Log – KC advised this will be circulated via the Clerk. <i>KC and CMcN left at 1710 hours</i></p>	<p>The IEB APPROVED the Complaints Procedure Action 170: KC to personalise a model DfE persistent complaints policy for IEB approval.</p>
<p>8. Confidential Item i. Headteacher Recruitment This was the subject of a confidential minute. ii. Ofsted Deferral Letter This was the subject of a confidential minute.</p>	
<p>9. Any Other Business i. This was the subject of a confidential minute.</p>	
<p>11. Future IEB meeting dates 11 December 1300 hours (followed by Parents' Forum at 1530 hours)</p>	
<p>Meeting closed at 17.20 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			
164	EF and EJ to inform KC which strategy meeting they can attend – <i>to liaise with KC – on going</i>	EF, EJ	ASAP
Actions from 13th November 2019			
165	At the IEB's request, KC to undertake a Risk Assessment of playground supervision.	KC	11 December
166	KC to clarify data re disadvantaged pupils & persistent absence.	KC	ASAP
167	DS to send model parent communications protocol & strategy document to KC to review and personalise for the school.	DS / KC	11 December
168	DS to send the Pupil Premium Review for 2018-19 to VP	DS	ASAP
169	EJ to visit to meet with SBM to provide a cash flow summary	EJ	ASAP
170	KC to personalise a model DfE persistent complaints policy for IEB approval.	KC	11 December
171	DS to liaise with the Primary Adviser re HTPM.	DS	ASAP