

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Wednesday 11th December 2019 at 1300 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:	None
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 13th November 2019 were circulated prior to the meeting. Matters arising: VP advised that due to personal circumstances, she was unable to attend the parents’ consultations. Confidential Minute from the IEB meeting on 13th November 2019 were circulated prior to the meeting; amendments were suggested and the Clerk agreed to update these accordingly.</p>	<p>Minutes of IEB meeting 13th November 2019 – APPROVED</p> <p>Confidential Minute of IEB meeting 13th November 2019 – APPROVED</p>
<p>4. Agreed Actions Update Updates were provided on actions: <u>Actions from 16th September 2019</u> Action 148: KC to review the Sports Funding document to ensure accuracy – Update required: VP added that this had been updated on the website, but requires further review – to action by Headteacher Action 157: All IEB to plan briefing to parents – Parents’ Forum will follow this meeting <u>Actions from 11th October 2019</u> Action 164: EF and EJ to inform KC which strategy meeting they can attend – to liaise with KC – on going: actioned, but it was noted the meetings had been postponed. <u>Actions from 13th November 2019</u> Action 165: At the IEB’s request, KC to undertake a Risk Assessment of playground supervision. Action 166: KC to clarify data re disadvantaged pupils & persistent</p>	<p>Action 148: HT to action review of Sports Funding document.</p> <p>Action 165: Playground Supervision Risk Assessment to be conducted by HT.</p>

IEB Burwell Village College (Primary)

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

Meeting of 11 December 2019

Date: 29 January 2020

<p>absence: this was reviewed with VP in detail. Action 167: DS to send model parent communications protocol & strategy document to KC to review and personalise for the school: actioned by DS Action 168: DS to send the Pupil Premium Review for 2018-19 to VP – roll forward. Action 169: EJ to visit to meet with SBM to provide a cash flow summary – actioned. Action 170: KC to personalise a model DfE persistent complaints policy for IEB approval – roll forward. Action 171: DS to liaise with the Primary Adviser re HTPM – actioned.</p>	<p>Action 167: HT to review and personalise parent communication protocol & strategy Action 168: DS to provide in paper format for VP Action 170: Persistent Complaints Policy to be brought to IEB for approval.</p>
<p>5. Head’s Report</p> <p>Members had received the report from the Headteacher in advance of the meeting and noted its content. This was the subject of a confidential minute.</p> <p>i) Quality of Education: Headteacher’s report was noted. A member noted a discrepancy in the SEND data; the SENCo has recorded 40 on the register, KC has 50.</p>	<p>Action 172: HT to clarify the SEND data for pupil numbers.</p>
<p>ii) Leadership and Management:</p> <p>DS advised that recruitment has been completed; all positions have been filled for January.</p>	
<p>iii) Personal Development:</p> <p>Considering parent communications, the IEB talked through the Parents’ Forum presentation. The IEB expressed concern at the expectations of parents to meet with SLT at their convenience. The volume of emails being received by the school and Headteacher is notable and requires a communications protocol establishing.</p>	<p>ET and VP AGREED to be present at school events on behalf of the IEB. See action 167 above.</p>
<p>iv) Behaviour and Attitudes</p> <p>Safeguarding data – as per Headteacher’s report. Pupil Voice – the School Council minutes were noted.</p>	
<p>6. School Improvement</p>	
<p>i. Pupil Premium</p> <p>A visit report was noted from VP.</p>	
<p>ii. LA Intervention and Support (NOVs as attachment 7)</p> <p>The IEB noted receipt of the KIT visit report, however expressed concern that this was incomplete. Visits were detailed in the HT’s report and Notes of Visits circulated.</p>	
<p>iii. IEB member visit reports (attachments 7)</p> <p>Visit reports were circulated from VP (PP) and ET (pupil voice)</p>	

<p>iv. IEB Communications to parents</p> <p>A parents' forum will follow this meeting.</p>	
<p>v. Communications to staff</p> <p>The IEB will meet with staff at 16.30 hours, following the parents' forum.</p>	
<p>7. Resources to support learning</p>	
<p>i. Finance update</p> <p>EJ advised that following a meeting with KC, finance was on track. She confirmed that April's budget was set and the classes re-structured to be sustainable from September 2019. The School Business Manager has worked hard to ensure the historical issues, which arose through the changeover of finance management system, are rectified. The school can be confident in its finances and should finish the year at around breakeven. This information will be shared at the Parents' Forum.</p> <p>The IEB welcomed this update and expressed their thanks to the School Business Manager for her persistence in finalising this.</p>	
<p>ii. Buildings / capital plans</p> <p>.As noted in the Headteacher's report.</p>	
<p>iii. Policies</p> <p>There were no policies tabled for review.</p>	
<p>8. Confidential Item</p> <p>i. Headteacher Recruitment</p> <p>This was the subject of a confidential minute.</p>	
<p>9. Any Other Business</p> <p>i. This was the subject of a confidential minute.</p>	
<p>11. Future IEB meeting dates</p> <p>29th January 2020 – 13.30 hours 28th February 2020 – 09.15 hours 30th March 2020 – 09.15 hours for Parents' Forum; IEB meeting thereafter.</p>	
<p>Meeting closed at 15.10 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>Updated, but requires further review – to action by Headteacher</i>	HT	29.01.20
Actions from 13th November 2019			
165	At the IEB's request, KC to undertake a Risk Assessment of playground supervision. <i>Playground Supervision Risk Assessment to be conducted by HT</i>	HT	29.01.20
167	DS to send model parent communications protocol & strategy document to KC to review and personalise for the school - <i>HT to review and personalise parent communication protocol & strategy</i>	HT	29.01.20
168	DS to send the Pupil Premium Review for 2018-19 to VP – <i>paper format required</i>	DS	ASAP
170	KC to personalise a model DfE persistent complaints policy for IEB approval - <i>Persistent Complaints Policy to be brought to IEB for approval.</i>	HT	29.01.20
172	HT to clarify the SEND data for pupil numbers.	HT	29.01.20
173	DS to advise EJ of salary provision for Headteacher advisors.	DS	ASAP
174	HTPM committee to meet on the date previously agreed with AF, to consider HTPM for CMcN. EJ to re-confirm date with AF.	EJ, VP,ET	29.01.20
175	DS & EF to liaise with AF for HT recruitment materials.	DS, EF	ASAP