

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Monday 3rd June 2019 at 1pm

Present:	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), Emma Jones (LGSS Finance - EJ), Edris Tildesley (Associate Adviser for LA - ET)
Visitors:	Rob Campbell (Interim Headteacher – RC – from 2.20pm), Colette McNally (CMcN - Appointed Deputy from 1 st September 2019 – from 2.20pm); Rowena Watts (Deputy Headteacher– RW – from 4.05-4.35pm) Rosemarie Sadler (CCC Head of Service: Schools Intervention Service – RS – from 2.20pm)
Clerk:	Amy Lorimer (Camclerk)

Discussion	Decisions Made / Actions Agreed
<p>1. Welcome</p> <p>CM welcomed all to the IEB meeting.</p>	
<p>2. Apologies for absence</p> <p>Anne Fisher (Primary Advisor to the school, CCC – AF) sent apologies.</p>	Apologies accepted from AF.
<p>3. Declaration of direct or indirect pecuniary interest in any of the following items</p> <p>None declared.</p>	
<p>4. School Leadership Update</p> <p><u>i) NS Update</u></p> <p>There is a confidential minute</p> <p><u>ii) Interim Head update</u></p> <p>There is a confidential minute.</p> <p><u>iii) Deputy Head appointment</u></p> <p>There is a confidential minute.</p>	
2.20pm Rosemarie Sadler, Rob Campbell and Collette McNally joined the meeting.	
<p>4. School Leadership update - continued</p> <p><u>iv) SENDCO recruitment update</u></p> <p>RC informed the IEB that the external advertising for SENDCO resulted in no applications. There remains a strong internal expression of interest from a member of staff who is 0.5FTE – offering to extend to 0.6FTE for the SENDCO role if required.</p> <p>The IEB discussed training requirements for the SENDCO role, noting the free training available from the Opportunity</p>	The IEB agreed that the SENDCO role will be advertised internally at 0.6FTE (no class teaching responsibility).

<p>Area Inclusion Offer. The IEB also noted the clear need for strong SENDCO provision for September 2019.</p> <p><u>y) Recruitment – Phase Leads</u></p> <p>Phase Leaders have been appointed internally to KS1, and to upper KS2. The IEB discussed the new staff joining the school in September 2019 and noted that there may be an internal candidate for later in the academic year for the Lower KS2 phase lead.</p> <p><u>*new agenda item* vi) Recruitment – Teaching staff</u></p> <p>RC noted that, following two staff resignations received over the half term, there are currently 2.6FTE teacher vacancies for September 2019. This would increase by 0.5 if the interested staff member was appointed to the SENDCO role.</p> <p>RC informed the IEB that one of the staff who recently resigned, has indicated that they would be interested in working part-time.</p> <p>The school is currently advertising for two full-time teaching positions.</p> <p><u>*new agenda item* vii) Recruitment – Finance Manager</u></p> <p>RC reported that there were no suitable candidates for the finance manager role (advertised externally).</p> <p>There is a confidential minute.</p>	<p>The IEB requested that the new Deputy Head cover the Year 3/4 phase lead role for the autumn term 2019. The new D/H agreed to do this</p> <p>The IEB encouraged RC to liaise with the staff member who had resigned, regarding a part-time role from September 2019.</p>
<p>5. Minutes of last IEB meetings:</p> <p>Minutes and confidential minutes from the IEB meeting on 1st May 2019 were circulated prior to the meeting. Two minor revisions were requested to the draft minutes from 1st May :</p> <ul style="list-style-type: none"> • Section 4, actions: replace ‘RW’ with ‘RC’ as follows: “RC will provide staff with budget overview in a staff meeting, so that staff understand this year’s financial constraints. In particular RC to explain that last year’s carry-forward has been entirely spent in 2018-19.” • Section 8vi, actions second paragraph: rephrase as follows: “The IEB voiced a very strong concern about the level of persistent absence and requested that RC investigate the data and consider avenues to address persistent absence.” 	<p>Confidential Minutes of IEB meeting 1st May 2019 – APPROVED</p> <p>Minutes of IEB meeting 1st May 2019 – APPROVED subject to minor revisions.</p>
<p>6. Agreed Actions Update</p> <p>Updates were provided on actions from the last meetings as follows:</p> <p><u>IEB Meeting 12th March 2019:</u></p> <p>Action 048 – Ongoing</p> <p>Action 083 – Ongoing.</p>	

<p>Action 084 – Ongoing.</p> <p>Action 085 – Ongoing. CMcN noted that the staff meeting this week will focus upon progress measurement for SEND pupils. This led to a discussion of the use of Classroom Monitor and its inbuilt SEND Toolkit.</p> <p>Action 086 – Ongoing.</p> <p><u>IEB Finance Meeting 26th March 2019:</u></p> <p>Action 093 – Ongoing</p> <p>Action 098 – Completed</p> <p><u>IEB Meeting 2nd April 2019:</u></p> <p>Action 100CONF – No longer relevant due to staffing changes.</p> <p>Action 102 – Ongoing.</p> <p><u>IEB Meeting 1st May 2019:</u></p> <p>Action 108 – Completed</p> <p>Action 109 – Completed</p> <p>Action 110 – Completed</p> <p>Action 111 – Completed</p> <p>Action 112 – Completed</p> <p>Action 113 – Completed – Maths advisor and English advisor visited Year 2.</p> <p>Action 114 – Ongoing</p> <p>Action 115 – Ongoing</p> <p>Action 116 – Completed</p> <p>Action 117 – Ongoing</p> <p>Action 118 – Completed</p> <p>Action 119CONF – Completed.</p>	<p>The IEB discouraged the use of Classroom Monitor and its inbuilt SEND Toolkit.</p> <p>Action 120: CM to liaise with SLT regarding assessment methodology.</p> <p>The IEB noted that the school needs to appoint an English lead.</p>
<p>7.0 School Improvement</p>	
<p>7.i Head’s Report</p> <p>RC provided a PowerPoint presentation for circulation in advance of the meeting and gave a verbal overview, noting that much of the staffing material had been covered under agenda item 4 above.</p> <p><u>Class structures 2019-20</u></p> <p>Potential class structures were discussed for 2019-20 in Key Stage 1. The KS1 teaching staff expressed a preference for single-year-group classes, however pupil numbers are such that this would create two classes of 34 pupils in Year 2, which is not permissible by law.</p> <p>The IEB considered various options and noted that mixed-age classes will require support to teaching staff. LA staff present noted that the better-attaining maintained schools</p>	<p>The IEB agreed that the class structure for 2019-20 will include five classes of mixed Year 1 and Year 2 pupils.</p> <p>Action 121 – RC/CMcN to draft letter to parents explaining class structure for 2019-20; including an ‘FAQ’ section.</p>

<p>in the County do mostly operate mixed-age classes. Five mixed-year-group classes will facilitate curriculum planning and parity in provision.</p> <p>A number of potential parent concerns over the KS1 class structure were acknowledged, and the IEB encouraged the SLT to address as many potential concerns as possible via an 'FAQ' document.</p> <p><u>Climate Walks</u></p> <p>The IEB challenged the statement within the Head's Report that "<i>Climate walks indicate overall teaching is securely good</i>". The IEB referred to the most recent Teaching and Learning Review in March 2019 which did not reach this conclusion. RC noted that this was an impression from climate walks, not detailed lesson observations and book scrutiny.</p> <p><u>Workplan</u></p> <p>RC explained that learning walks and quality assurance processes were scheduled within the workplan.</p> <p><u>Review of progress against priorities for Interim Head</u></p> <p>RC invited questions regarding the Head's Report that outlined progress against key priorities. The IEB queried the extent to which Pupil Progress Meetings had been happening and RC confirmed that these had occurred.</p> <p><u>Year 2 data</u></p> <p>The IEB referred back to the Year 2 predictions presented at the IEB meeting on 1st May, and queried what had been actioned to improve outcomes. The IEB asked for updated predictions (which would be close to actual results, as SATs were completed before half term and moderation is due on 21st June).</p> <p>RC explained that within the SLT, he had taken responsibility for KS2 and Deputy Head Rowena Watts had taken responsibility for KS1. RC explained that he was unfamiliar with the process and with the data.</p>	<p>Future Head's Reports to be more specific in language regarding quality of teaching and learning.</p> <p>Action 122 – RC to circulate workplan.</p> <p>The IEB encouraged RC to involve newly-appointed phase leaders as well as CMcN in learning walks and QA.</p>
<p>4.05pm RW joined the meeting</p>	
<p>The IEB queried what had been actioned to improve outcomes in Year 2. RW referred to LA English and Maths Advisor visits, and reported that she has spent four afternoons per week working in Year 2 classes supporting with writing.</p> <p>The IEB asked for updated Year 2 data and RW left the meeting briefly to obtain data. Teacher assessments and SATs scores had not been collated. RW indicated that the maths attainment data from teacher assessment would be significantly higher than that from SATs – the IEB queried</p>	<p>The IEB expressed extreme concern that the Year 2 data review and gap analysis discussed at the 1st May IEB meeting was apparently unfinished.</p>

<p>the extent to which this was possible.</p> <p>The IEB queried when data will be finalised, given that moderation is due 21st June. This remains unclear.</p>	<p>The IEB expressed very strong concern over the Year 2 assessments, less than three weeks before external moderation.</p>
<p>4.35pm RW briefly left the meeting and returned with additional data.</p>	
<p>RW provided raw SATs data for one of the two Year 2 classes, and reading data only for the other Year 2 class. No writing assessment data was available.</p> <p>RW then left the meeting.</p> <p>RC acknowledged his lack of primary experience may be a factor but the IEB noted that the Deputy Head was providing support to KS1. SLT responsibilities were discussed.</p> <p>RC asked for specific advice from an IEB member on a weekly basis to ensure that primary-specific duties are not missed.</p>	<p>The IEB voiced strong concern over the pupils in Year 2 and expect the school to focus on how to support those pupils in the next seven weeks to ensure they are ready for KS2.</p> <p>Action 123 – EF to visit Year 2 to review data and conduct book scrutiny, to work with CMcN to determine how best to support Year 2 pupils.</p> <p>Action 124 – CMcN to be released from her class for the remainder of term to support Year 2</p> <p>Action 125 – RC/CMcN to circulate finalised Year 2 attainment data as soon as it is available.</p> <p>Action 126 – ET to liaise with RC regarding primary-specific duties.</p>
<p>7ii. Pupil Premium – review of expenditure against outcomes, and Revised draft PP Strategy for 2018-19</p> <p>A revised draft Pupil Premium strategy had been circulated in which ‘outcomes’ sections were updated to include target percentages. The IEB noted that the data included do not appear to add up (percentages listed would equate to three-and-a-half children).</p> <p>The IEB agreed that apart from the data requiring revision, the document is otherwise acceptable.</p> <p>The process for the Disadvantaged Review was discussed.</p>	<p>Action 127 – RC to revise data within 2018-19 PP document</p> <p>Action 128 – 2019-20 PP document to be added to July 16th IEB meeting agenda</p> <p>Action 129 – DS to draft Disadvantaged Review document and email to RC, then visit school on 18th June and meet with RC to finalise.</p>

<p>7iii. LA Intervention and support</p> <p>Notes of Visit (NOVs) for Maths and English advisor visits had not yet been circulated – EF circulated during the meeting.</p>	
<p>7iv. Safeguarding</p> <p>Safeguarding data with notes by DS had been circulated prior to the meeting. RW had provided DS with a detailed analysis of persistent absence data.</p> <p><u>Persistent absence</u> figures were discussed in detail. DS reported verbally from the data provided by RW as follows:</p> <ul style="list-style-type: none"> • There are 19 pupils across the school who are persistently absent – this is described 8.09% of the school population (but the IEB noted this percentage cannot be correct). • Four of the 19 are at or below 10.7% absence (national average). • Fifteen of the 19 are at or over 15% absence. • Twelve of the 19 are at or over 20% absence. • Causes for absence amongst these pupils are primarily holiday and illness. • Attendance letters were sent out. • EWO referral data has not been provided. 	<p>The IEB remains extremely concerned about very high rates of persistent absence.</p> <p>Action 130 – RC to work with Karen Taylor to investigate EWO referrals for persistent absentees.</p> <p>Action 131 – RC to work with Karen Taylor and phase leaders to address persistent absence (and involve SENDCO where SEN pupils are persistent absentees).</p> <p>Action 132 – DS to review persistent absence with RC on 18th June.</p>
<p>7v. Members’ monitoring visit reports</p> <p>The IEB noted that many members had been in school for recruitment, SATs and other activities, but these visits had not yet been recorded in visit reports.</p>	<p>Action 133 – IEB members to complete visit reports for any recent visits to school, and email to Clerk to circulate for information.</p>
<p>(no agenda items 7vi or 7vii)</p> <p>7viii. Communications to parents</p> <p>The parent questionnaire was discussed.</p>	<p>Next IEB parent forum scheduled for Monday 1st July 2019 at 9am.</p> <p>Updated Action 083 – DS to provide parent questionnaire to RC on 18th June for school to release to parents.</p>
<p>7ix. Communications to staff</p>	<p>Updated Action 084 – DS to provide staff questionnaire to RC on 18th June for school to</p>

	release to staff.
7x. Pupil Voice	Updated Action 086 – DS to provide pupil questionnaire to RC on 18th June for school to release to pupils.
8. Resources to support learning	
8ii. Staffing Staffing was discussed in agenda item 4 above.	
8ii. Buildings The school reported no issues with buildings.	
8iii. Academisation (standing item)	The IEB re-stated its commitment that academisation will not be considered until any new governing body has been in place at the school for at least one academic term.
10. Any Other Business The Clerk informed the IEB that she is leaving the Camclerks service at the end of August 2019 and has asked for the service to allocate a new Camclerk to allow a smooth handover. The Clerk queried whether there was a need to resolve/update signatories for the school bank account.	Action 134 – EJ to review bank account access/signatories.
9. Dates of future meetings Parent forum followed by IEB meeting – Monday 1 st July, 9.00am, in school IEB meeting – Tuesday 16 th July, 1.00pm, in school IEB meeting – Tuesday 20 th August, 1.00pm, at IVC (RC's office)	
Meeting closed at 5.10 pm.	

ACTIONS:

No.	Action	Owner	Timescale
Actions from 12th March 2019			
048	NS to check review dates on the positive behaviour policy and update it to include that staff have received STEPS training. <i>Update: RC to continue this policy review</i>	Head	February 2019
083	DS to make minor revisions to parent survey, convert into electronic format, and send to school for distribution to parents. <i>Actioned & on hold to summer term</i> Update: DS to provide to RC on 18th June 2019 for release to parents.	DS	Summer 2019
084	DS to convert draft staff survey into electronic format and send to school for circulation to staff. <i>Actioned and on hold to summer term.</i> Update: DS to provide to RC on 18th June 2019 for release to staff.	DS	Summer 2019
085	RC to meet with SENCo to understand criteria and feedback to DS	RC	April 2019
086	DS to issue Pupil Survey to school by the end of next week. Teachers may use their judgement to change words, or miss out questions, depending on their pupils' ages. Pupils to complete in school before Easter break. <i>On hold to summer term</i> Update: Update: DS to provide to RC on 18th June 2019 for release to pupils.	DS	Summer 2019
Actions from 26th March 2019			
093	IEB and school to investigate audit requirements for voluntary funds and previous actions in this regard.	EJ/JN	May IEB meeting
Actions from 2nd April 2019			
099	RC / DS to undertake a Pupil Premium review, following SLT self-evaluation on 24/04/19 Update: Scheduled 18th June 2019	RC/ DS	June 2019
102	DS to book a two day DSL training course for the summer term, with 2 places in September; and to notify Sara Rogers of a potential gap in DSL. <i>Update – RC to liaise with DS regarding staff to attend.</i>	DS	April 2019
Actions from 1st May 2019			
114	The IEB agreed that the SEF will be revised in July – noting that a revised SEF must be in place by the end of summer term.	RC	June 2019
115	The IEB agreed that a revised SDP and TOP must be in place before the end of summer term.	RC	June 2019
117	A line of data to be added to the Safeguarding Data sheet – to show EWO referrals.	RW	June 2019

Actions from 3rd June 2019			
120	CM to liaise with SLT regarding assessment methodology	CM	June 2019
121	RC/CMcN to draft letter to parents explaining class structure for 2019-20; including an 'FAQ' section.	RC	June 2019
122	RC to circulate workplan	RC	This week
123	EF to visit Year 2 to review data and conduct book scrutiny, to work with CMcN to determine how best to support Year 2 pupils.	EF	This week
124	CMcN to be released from her class for the remainder of term to support Year 2	RC	June 2019
125	RC/CMcN to circulate finalised Year 2 attainment data as soon as it is available.	RC	June 2019
126	ET to liaise with RC regarding primary-specific duties.	ET	Ongoing
127	RC to revise data within 2018-19 PP document	RC	July 2019
128	2019-20 PP document to be added to July 16th IEB meeting agenda	Clerk	June 2019
129	DS to draft Disadvantaged Review document and email to RC, then visit school on 18th June and meet with RC to finalise.	DS	June 2019
130	RC to work with Karen Taylor to investigate EWO referrals for persistent absentees.	RC	June 2019
131	RC to work with Karen Taylor and phase leaders to address persistent absence (and involve SENDCO where SEN pupils are persistent absentees).	RC	June 2019
132	DS to review persistent absence with RC on 18th June.	DS/RC	June 2019
133	IEB members to complete visit reports for any recent visits to school, and email to Clerk to circulate for information.	EF, ET, CM, DS, EJ	June 2019
134	EJ to review bank account access/signatories.	EJ	June 2019

Items in bold updated / new actions from this meeting