

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Monday 16th September 2019 at 1pm

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)
Visitors:	For item 7 only - Kate Coates (Interim Headteacher – KC), Colette McNally (CMcN - Deputy)
Clerk:	Natalie Drewery (Camclerk - ND)

Discussion	Decisions Made / Actions Agreed
<p>1. Welcome</p> <p>DS welcomed all to the first IEB meeting of this academic year, welcoming new member Val Palmer and new Clerk, Natalie Drewery.</p>	
<p>2. Apologies for absence</p> <p>Edris Tildesley (Associate Adviser for LA - ET), Rosemarie Sadler (CCC Head of Service: Schools Intervention Service – RS); Anne Fisher (CCC School Advisor – AF), sent apologies.</p>	<p>Apologies accepted from ET, RS and AF.</p>
<p>3. Declaration of direct or indirect pecuniary interest in any of the following items</p> <p>None declared.</p> <p>Code of Conduct of IEB Members (to confirm receipt of)</p>	<p>Members completed new pecuniary interest forms for this academic year.</p> <p>Members confirmed they had read and agree to the Code of Conduct</p>
<p>4. Minutes of last IEB meeting:</p> <p>Minutes from the IEB meeting on 16th July 2019 were circulated prior to the meeting.</p> <p>Matters arising: DS informed that the managed move referenced at the last meeting, item 6, was now not happening and provided an update around the reasons, noting that the school has spent time supporting the family; the key focus this term will be on the quality of monitoring, evidence gathering and actioning the new support in place for the child.</p>	<p>Minutes of IEB meeting 16th July 2019 – APPROVED</p>
<p>5. 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> Action 083 – Parent Survey Action 084 – Staff Survey Action 086 – Pupil Survey</p>	

IEB Burwell Village College (Primary)

Signature / Initials of Chair of IEB



Meeting of 16 September 2019

Date: 11 October 2019

<p>Actions 083,084,086 were closed. The IEB noted these were last year’s surveys and are aware that the new interim Headteacher has already put plans in place to address these areas.</p> <p><u>IEB Meeting 1st May 2019:</u> Action 115 – Ongoing – This has been discussed with AF; a SDP will be written (no TOP) and will have a new format. Item closed.</p> <p><u>IEB Meeting 3rd June 2019:</u> Action 127 – Ongoing – PP to be addressed autumn term – item closed; new PP strategy will be written based on budget.</p> <p><u>IEB Meeting 1st July 2019:</u> Action 139 – Ongoing – on agenda, item closed. Action 140 – Ongoing – this was not given to the IEB – item closed. Action 141 – Ongoing – item closed due to new term.</p> <p><u>IEB Meeting 16th July 2019:</u> Action 142 - In September, school to send letter to all parents encouraging them to share any SEND paperwork held at home, to enable SENDCO to make SEND files as complete as possible – actioned. Action 143 - RC, CMcN and RW to construct rota for primary school contact over the summer break – actioned. Action 144 - DS to meet with Councillor Josh Schumann: DS has actioned, advising him of the IEB meetings, but no response has been received. – Closed</p>	
<p>6. Roles and Responsibilities of the IEB going forward into the new academic year</p> <p>The following roles of members were proposed:</p> <p>EJ – Finance</p> <p>EF – Lead English & Maths; Teaching & Learning (T&L)</p> <p>VP – SEND and Inclusion with T&L around this.</p> <p>ET – All stakeholder liaison (surveys, newsletters from IEB, Parent Forum Co-ordinator)</p> <p>DS – Safeguarding & Chair of IEB</p> <p>All reports from the Primary Advisor, AF, will feed into the group regarding T&L and Assessment.</p> <p>DS advised that the expectations of members’ visits would be one per term, unless required to attend (Ofsted).</p> <p>Communication to parents will consist of one newsletter at the start of term; one parents’ forum at the end of the term.</p> <p>DS confirmed she has advised staff of the IEB’s intentions going forward and has clarified the role of the Headteacher and work of the school to ensure stability.</p>	<p>Roles & Responsibilities were AGREED</p> <p>Communication to parents was AGREED</p>

<p>7. Head’s Report</p> <p><i>KC and CMcN joined at 1315 hours.</i></p> <p>i) Quality of Education: Members had received the report in advance of the meeting; KC talked through this, and highlighted updates since the report was written:</p> <p>Early Years – data should include FSM and vulnerable groups.</p> <p>Pupil Premium – having met Ray Byford (LA Finance), the PP budget will be £89,299</p> <p>Exclusions – should read 0.5 day. KC provided details around the instance.</p> <p>Child Protection – training has been arranged to understand the CP log / files; this will be updated at future meetings.</p> <p>SDP – This has been drafted and staff have had the opportunity to add to the content; IEB members were invited to do the same. Once finalised this will be distributed.</p> <p>Learning Environments – work is taking place to enhance the learning environments; the library has been relocated and a science learning zone created.</p> <p>Data – The Schools on a Page LA data sheet has been circulated. KC has analysed FFT data for the Year 6 children; these were At Required Expectation (ARE) – 55% at KS1; with very few high attainers. Taking into account Years 2-4 teaching, alongside their accelerated progress in Year 5, aspirations for Year 6 have been determined at slider 20; aspirational but achievable with additional booster interventions. Once the first data drop is in, a target will be set.</p> <p>Members noted this, but suggested that within the SEF, the journey of the cohort be recognised; they are making the effort, but historical teaching may have an impact.</p> <p>Pupil Premium strategy– Members were advised that a new 3 year plan has been drafted; budget allocation will be included. It is not possible to review last year’s plan.</p>	
<p>ii) Leadership and Management:</p> <p>Roles & Responsibilities – KC noted that this analysis has now been concluded, which can be moved forward with. Subject leaders are getting involved with weekly Strategic meetings.</p> <p>Staff Structure – KC talked through the current staff structure; this is the subject of a confidential minute.</p>	
<p>iii) Personal Development:</p>	

<p>Whole School Education days have been planned, including Arts & Literature. Plenty of extra-curricular activities are being planned. The current Curriculum portfolio is well set out, but needs updating.</p>	
<p>iv) Behaviour and Attitudes</p> <p>A rewards and sanctions protocol has been established; this is working well and boundaries have been laid down.</p> <p>KC noted that no parental concerns have been raised regarding behaviour, only positive feedback has been received.</p> <p>A pupil survey will be sent out later this week. A new school council has been chosen. Members asked that the school council provide a termly dialogue to the IEB within the HT report.</p> <p>DS noted the previous outstanding surveys to staff and parents and queried when would be the best time for these to be conducted.</p> <p>CMcN advised that a staff survey was conducted last term. KC advised that a parent survey can be conducted at parental consultations in November, this will take into account the new Ofsted questionnaire.</p> <p>Members were reminded that medical / first aid is now conducted by all TAs; a variety of training is being conducted, including the three day medical training. A training record is being maintained.</p> <p>Sports Funding – A member noted that the sports funding document provided was very similar to last year’s, which was located on the website and expressed concern that nothing appeared finished or evaluated. KC noted the concern and will review the document.</p> <p>As there were no further questions around the HT report or supporting documentation, DS thanked KC and CMcN for the comprehensive report and presentation. They were asked to pass on the IEB’s appreciation to staff for their continued support in embracing the changes at the school.</p>	<p>Action 146: KC to ensure the School Council provide a termly dialogue to the IEB, via the HT report</p> <p>Action 147: School to arrange a parental survey to be conducted during parent consultations</p> <p>Action 148: KC to review the Sports Funding document to ensure accuracy</p>
<p>8. School Improvement</p>	
<p>i. LA Intervention and Support (NOVs as attachment 6)</p> <p>DS questioned if the support from the English and Maths Advisors was sufficient. KC confirmed that it was and that the Primary Advisor has a planned visit for next week. She noted that the Finance Advisor has already been in school and will follow up this visit in October.</p> <p>A finance report will be presented to members at the next meeting. EJ was asked to follow up any finance discrepancies around the budget with KC prior to the next IEB meeting.</p>	<p>Action 149: KC to provide finance report at the next IEB meeting</p> <p>Action 150: EJ to meet with KC re finance prior to next IEB meeting</p>

<i>(KC and CMcN left at 1450 hours)</i>	
<p>ii. IEB member visit reports (attachments 7a-c)</p> <p>There were no visit reports for consideration at the moment. DS requested that the format of the reports be reviewed, to be more simplistic.</p>	<p>Action 151: DS to review Visit Report format and circulate to members</p>
<p>iii. IEB Communications to parents</p> <p>DS confirmed that going forward, one newsletter from the IEB will be sent out at the end of every half term; one parents' forum will take place at the end of every term.</p>	
<p>iv. Communications to staff</p> <p>Members noted that the staff survey was conducted last term, but no results had been communicated to them. Although, given the changes in personnel, members were not sure how relevant the results would be to current staff.</p> <p>DS has agreed to attend two of the weekly strategy meetings, alongside one staff meeting per term; a copy of the dates and content have been provided to members. An offer was extended to all members; to notify KC if you wish to attend a strategy meeting.</p>	<p>Action 152: DS to check if the staff survey results have been collated / communicated.</p> <p>Action 153: All members to notify KC should they wish to attend a strategy meeting.</p>
9. Resources to support learning	
<p>i. Headteacher recruitment</p> <p>DS advised that following consultation with AF, dates have been set in the diary for the planned Headteacher recruitment, all members were invited to note the dates:</p> <p>13th January 2020 – closing date for applications; shortlisting process to follow. Interviews will be held 20th & 21st January 2020.</p> <p>A recruitment pack will need to be put together this term.</p> <p>A confidential minute was recorded on this subject.</p>	<p>Action 154: DS to speak with EPM & RS for template recruitment packs</p>
<p>ii. Finance update (attachment 11)</p> <p>There was no further update. Members noted the earlier feedback from KC regarding the finance meeting with Ray Byford and are aware that this is in hand.</p>	
<p>iii. Buildings / capital plans</p> <p>No further update.</p>	
<p>iv. Policies (attachments 12a-i)</p> <p>a. Stress Management Policy – members were aware that KC is sourcing a model policy from within the cluster. Roll forward to subsequent meeting.</p> <p>b. Child Protection & Safeguarding – DS noted this was a model LA policy and recommended ratification by the</p>	<p>Action 155: KC to source Stress Management policy</p> <p>The IEB RATIFIED the Child Protection & Safeguarding Policy</p>

<p>IEB.</p> <p>c. Staff Conduct (All adults in school) - DS confirmed this was a model policy and recommended the IEB adopt the policy.</p> <p>d. Social Networking Policy – It was noted this is contained within the Staff Conduct Policy.</p> <p>e. Whistleblowing Policy – Although it is noted within the Staff Conduct policy that a separate Whistleblowing policy is required, members were aware that for primary settings only a protocol and poster are required. DS to confirm.</p> <p>f. Keeping Children Safe in Education (<i>to sign to confirm receipt of</i>)</p>	<p>The IEB ADOPTED the Staff Conduct (All Adults in School) policy</p> <p>Action 156: DS to confirm if a separate Whistleblowing policy is required.</p> <p>Members noted the content of KCSIE 2019 and signed to confirm receipt of the document. This will be retained with the minutes of this meeting.</p>
<p>10. IEB meeting dates Oct-Dec 2019</p> <p>The following dates were agreed:</p> <p>11th October 2019 – 0900 hours</p> <p>13th November 2019 – 1330 hours</p> <p>11th December 2019 – 1300 hours (parents’ forum @ 1430 hours)</p> <p>DS requested that all members plan a briefing to share with parents.</p>	<p>Action 157: All IEB to plan briefing to parents</p>
<p>11. Any Other Business</p> <p>Headteacher recruitment pack - DS to confirm with EPM and discuss with VP, to notify IEB at the next meeting, how this will progress and when the IEB will meet to discuss.</p> <p>Members queried when the shortlisting is proposed; DS to confirm with AF.</p> <p>Early Years PAN - members considered that DS should contact Place Planning to check the feasibility of a reduction, which could be temporary. EJ to email DS a briefing of what to ask.</p> <p>Governor Services SLAs’: Members discussed whether to renew the SLAs for Cam Clerks and Training, which were both due for renewal from September. Considering the advice which will be necessary over the next year, members were in agreement that both SLAs should be subscribed to.</p>	<p>Action 158: EJ to email DS with briefing information for Place Planning; DS to contact them re PAN for Early Years.</p> <p>Action 159: DS to notify School Governance of this IEB’s wish to subscribe to both Cam Clerks and Training SLAs, effective September.</p>
<p>Meeting closed at 2.23 pm.</p>	

Actions list on next page

ACTIONS:

No.	Action	Owner	Timescale
Actions from 16th September 2019			
145	KC was actioned to clarify the current ruling on EY class size with Ofsted and the LA Admissions Team.	KC	11 October
146	KC to ensure the School Council provide a termly dialogue to the IEB, via the HT report	KC	11 October
147	School to arrange a parental survey to be conducted during parent consultations	KC	November
148	KC to review the Sports Funding document to ensure accuracy	KC	11 October
149	KC to provide finance report at the next IEB meeting	KC	11 October
150	EJ to meet with KC re finance prior to next IEB meeting	EJ	11 October
151	DS to review Visit Report format and circulate to members	DS	11 October
152	DS to check if the staff survey results have been collated / communicated.	DS	11 October
153	All members to notify KC should they wish to attend a strategy meeting.	ALL	11 October
154	DS to speak with EPM & RS for template recruitment packs	DS	11 October
155	KC to source Stress Management policy	KC	11 October
156	DS to confirm if a separate Whistleblowing policy is required.	DS	11 October
157	All IEB to plan briefing to parents	ALL	11 December
158	EJ to email DS with briefing information for Place Planning; DS to contact them re PAN for Early Years.	EJ / DS	11 October
159	DS to notify School Governance of this IEB's wish to subscribe to both Cam Clerks and Training SLAs, effective September.	DS	11 October