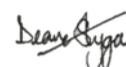


IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Wednesday 29th January 2020 at 1330 hours

Present:	Diane Stygal (Chair - Education Advisor, Schools Improvement Service, CCC - DS), Emma Jones (CCC – EJ), Val Palmer (VP)
Visitors:	Rosemarie Sadler (CCC Head of Service: Schools Improvement Service – RS), Colette McNally (Acting Headteacher – CMcN – from item 5)
Clerk:	Natalie Drewery (Camclerk - ND)

Discussion	Decisions Made / Actions Agreed
<p>1. Welcome</p> <p>DS welcomed all to the meeting.</p>	
<p>Declaration of direct or indirect pecuniary interest in any of the following items</p> <p>None declared.</p>	No further declarations were made.
<p>2. Apologies for absence</p> <p>Apologies were received from Edris Tildesley (Associate Adviser for LA - ET) and Emma Fuller (Lead English and Mathematics Advisor, Schools Improvement Service, CCC – EF); all other IEB members were present.</p> <p>Apologies were also received from Anne Fisher (CCC School Advisor – AF)</p>	Apologies accepted from ET, EF and AF.
<p>3. Minutes of last IEB meeting:</p> <p>Minutes from the IEB meeting on 11th December 2019 were circulated prior to the meeting.</p> <p>There were no matters arising</p> <p>Confidential Minute from the IEB meeting on 11th December 2019 were circulated prior to the meeting.</p> <p>Matters arising: This was the subject of a confidential minute.</p>	<p>Minutes of IEB meeting 11th December 2019 – APPROVED</p> <p>Confidential Minute of IEB meeting 11th December 2019 – APPROVED</p>
<p>4. Agreed Actions Update</p> <p>Updates were provided on actions:</p> <p><u>Actions from 16th September 2019</u></p> <p>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 – <i>to action by Headteacher</i></p> <p><u>Actions from 13th November 2019</u></p> <p>Action 165: At the IEB’s request, KC to undertake a Risk Assessment of playground supervision: CMcN provided an update that this has been booked in for w/c 03.02.2020.</p> <p>Action 167: DS to send model parent communications protocol & strategy document to KC to review and personalise for the school: actioned by DS – <i>roll forward</i></p> <p>Action 168: DS to send the Pupil Premium Review for 2018-19 to VP – actioned: <i>update: DS to send VP PP information for schools.</i></p>	<p>Action 148: CMcN to action review of Sports Funding document.</p> <p>Action 165: Outcome of Playground Supervision Risk Assessment to be advised by CMcN.</p> <p>Action 167: CMcN to review and personalise parent communication protocol & strategy</p> <p>Action 168: DS to send VP PP information for schools</p>



<p>Action 170: KC to personalise a model DfE persistent complaints policy for IEB approval – <i>roll forward</i>. Actions from 11th December 2019 Action 172: HT to clarify the SEND data for pupil numbers: <i>VP to meet with SENCo on 30.01.20 and will confirm numbers with CMcN</i>. Action 173: DS to advise EJ of salary provision for Headteacher advisors: <i>RS provided an update on this</i>. Action 174: HTPM committee to meet on the date previously agreed with AF, to consider HTPM for CMcN. EJ to re-confirm date with AF: <i>this was cancelled, but no further requirement necessary</i>. Action 175: DS & EF to liaise with AF for HT recruitment materials: <i>actioned</i>.</p>	<p>Action 170: Persistent Complaints Policy to be brought to IEB for approval - CMcN. Action 172: VP to meet with SENCo on 30.01.20 and will confirm numbers with CMcN.</p>
<p>5. Head's Report (CMcN joined at 1345 hours) Members had received the report from the Acting Headteacher in advance of the meeting. They thanked CMcN and noted its content. i) Quality of Education: This was the subject of a confidential minute.</p>	
<p>ii) Leadership and Management: The IEB noted the newly formed SLT, and thanked CMcN for the hard work and positive steps made in moving school improvement forward. The IEB reviewed the staffing list, noting support in place and considered this to be an emerging improving picture. Referring to recruitment, the IEB were pleased to acknowledge that 10 applications have been received from the latest recruitment drive for teachers. The IEB stressed the need for tight controls over staffing; the school does not want to be overstaffed and not be able to budget for this situation.</p>	<p>Action 179: CMcN to ensure LM is invited to participate in SLT meetings. Action 180: DS to obtain support from EY Advisors, as part of the package of support from the LA. Action 181: CMcN to obtain the projected pupil numbers for entry in September 2020; for budget planning.</p>
<p>iii) Personal Development: CPD and support – CMcN confirmed that weekly staff meetings are being held; a list of dates and CPD sessions will be published for IEB members to consider and attend if appropriate.</p>	
<p>iv) Behaviour and Attitudes Safeguarding data – as per Headteacher's report. The Chair advised that a H&S audit has been conducted by Phil Hill; the result of which was positive. Further, Barbara Noack has provided advice on internal lighting requirements. Pupil Voice – the School Council minutes were noted.</p>	
<p>6. School Improvement</p>	
<p>i. Pupil Premium The IEB discussed the need to be clear on pupil premium numbers, in particular for the budget build in April.</p>	<p>Action 185: DS to review KC's PP document; DS and EJ to discuss numbers.</p>

<p>ii. LA Intervention and Support (NOVs as attachment 7)</p> <p>The IEB noted receipt of the KIT visit report, however re-iterated their concern that this was incomplete. Concern was also raised as to the content of Notes of Visits helping the IEB to make informed judgements.</p> <p>Visits were detailed in the HT’s report and Notes of Visits circulated.</p>	<p>Action 186: DS to ask AF to colour code the KIT visit report.</p> <p>Action 187: DS to speak to EF re content of Notes of Visit reports from advisors.</p>
<p>iii. IEB member visit reports (attachments 7)</p> <p>A visit report was circulated from DS (SEND).</p>	
<p>iv. IEB Communications to parents</p> <p>A letter was sent on 27th January from the IEB, informing parents of the Headteacher appointment.</p> <p>Addressing the points raised within the Parents’ Forum of 11th December:</p> <ul style="list-style-type: none"> • Transition to Governing Body: The IEB will discuss at the next meeting a proposal for the constitution. • Parents’ Forum working group re curriculum • Class structure 2020-21: the IEB will consider this once finances for 2020-21 are clear. • Open morning concerns: the concerns were shared with CMcN. • Parents’ consultations to show topic books: CMcN confirmed that topic books can be made available. • Sports technical abilities: CMcN confirmed that Premier Sports do work with some of the year groups. • Email correspondence with parents, not consistent. • For those children with EHCPs, parental involvement with SENCo is key. 	<p>Action 188: DS to obtain a model constitution from Area Governance Advisor, Tina Hubbard</p> <p>Action 189: CMcN to set up a small group and seek parent volunteers.</p> <p>Action 190: DS to add a section on this within the IEB newsletter at the end of half term.</p> <p>Action 191: CMcN to ensure that the database is accurate to ensure all parents receive the newsletters.</p> <p>Action 192: EF to follow up the parent link with SENCo re EHCPs</p>
<p>v. Communications to staff</p> <p>The IEB had informed staff of the new Headteacher appointment.</p>	
<p>7. Resources to support learning</p>	
<p>i. Finance update</p> <p>EJ advised that she had met with the SBM and finance assistant, and will circulate a Note of Visit. In summary, whilst initially envisaging a small carry forward, with an over spend on staffing and training, the budget is now forecast to break even. Capital funding has highlighted a small carry forward, this is being reviewed and if confirmed, plans will be made to spend.</p> <p>EJ further noted that although additional funding has been confirmed for next year, due to the council’s decision to take a % for the higher needs block, the school may receive a lower amount than hoped. This is currently with the Secretary of State for a decision. Further, a falling roll will also affect budget numbers.</p>	
<p>ii. Buildings / capital plans</p>	

.There was nothing to report.	
iii. Policies Assessment Marking Policy – CMcN advised this has been reviewed and the only update is to the guidance section on marking for teachers. The IEB requested that the policy be updated to remove references to Governing Body and Standards Committee; these should reference the IEB.	The IEB APPROVED the Assessment Marking Policy
8. Confidential Item This was the subject of a confidential minute.	
9. Any Other Business i. A review of the website, to ensure it is up to date and compliant, was requested. ii. This was subject to a confidential minute.	Action 194: DS to audit the website.
11. Future IEB meeting dates 28 th February 2020 – 09.15 hours 30 th March 2020 – 09.15 hours for Parents' Forum; IEB meeting thereafter.	
Meeting closed at 16.15 hours.	

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>	AHT	28.02.20
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>	CMcN	28.02.20
167	DS to send model parent communications protocol & strategy document to CMcN to review and personalise for the school - <i>HT to review and personalise parent communication protocol & strategy</i>	CMcN	28.02.20
168	DS to send VP PP information for schools	DS	ASAP
170	Persistent Complaints Policy to be brought to IEB for approval - CMcN	CMcN	29.01.20
Actions from 11th December 2019			
172	VP to meet with SENCo on 30.01.20 and will confirm numbers with CMcN.	VP / CMcN	29.01.20
Actions from 29th January 2020			
176	Refer to confidential minute (1)		
177	Refer to confidential minute (1)		
178	Refer to confidential minute (1)		
179	CMcN to ensure LM is invited to participate in SLT meetings.	CMcN	28.02.20
180	DS to obtain support from EY Advisors, as part of the package of support from the LA.	DS	28.02.20
181	CMcN to obtain the projected pupil numbers for entry in September 2020; for budget planning	CMcN	28.02.20
182	Refer to confidential minute (1)		
183	Refer to confidential minute (1)		
184	Refer to confidential minute (1)		
185	DS to review KC's PP document; DS and EJ to discuss numbers.	DS	28.02.20
186	DS to ask AF to colour code the KIT visit report.	DS	28.02.20
187	DS to speak to EF re content of Notes of Visit reports from advisors.	DS	28.02.20
188	DS to obtain a model constitution from Area	DS	28.02.20

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	Governance Advisor, Tina Hubbard		
189	CMcN to set up a small group and seek parent volunteers.	CMcN	28.02.20
190	DS to add a section regarding budgets and class structure within the IEB newsletter at the end of half term.	DS	28.02.20
191	CMcN to ensure that the database is accurate to ensure all parents receive the newsletters.	CMcN	28.02.20
192	EF to follow up the parent link with SENCo re EHCPs	EF	28.02.20
193	Refer to confidential minute (2)		
194	DS to arrange an audit of the website	DS	28.02.20
195	Refer to confidential minute (1)		

