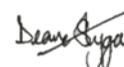


IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Friday 28th February 2020 at 0915 hours

Present:	Diane Stygal (Chair - Education Adviser, Schools Improvement Service, CCC - DS), Emma Fuller (Lead English and Mathematics Adviser, Schools Improvement Service, CCC – EF), Val Palmer (VP), Edris Tildesley (ET)
Visitors:	Rosemarie Sadler (CCC Head of Service: Schools Improvement Service – RS), Colette McNally (Acting Headteacher – CMcN – from item 5), Lisa Murphy (LM 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>ET confirmed that she is no longer an Education Consultant to the LA and asked the Clerk to amend the declaration sheet.</p>	No further declarations were made.
<p>2. Apologies for absence</p> <p>Apologies were received from IEB member Emma Jones (CCC – EJ).</p> <p>Apologies were received from Anne Fisher (CCC School Improvement Adviser – AF)</p>	Apologies accepted from EJ & AF.
<p>3. Minutes of last IEB meeting:</p> <p>Minutes from the IEB meeting on 29th January 2020 were circulated prior to the meeting.</p> <p>There were no matters arising.</p> <p>Confidential Minute (1) & (2) from the IEB meeting on 29th January 2020 were circulated prior to the meeting.</p> <p>Matters arising. This was the subject of a confidential minute.</p>	<p>Minutes of IEB meeting 29th January 2020– APPROVED</p> <p>Confidential Minute (1) of IEB meeting 29th January 2020 – APPROVED</p> <p>Confidential Minute (2) of IEB meeting 29th January 2020 – 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 new Headteacher – summer term</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 - <i>actioned</i></p> <p>Action 167: DS to send model parent communications protocol & strategy document to KC to review and personalise for the school: <i>actioned by DS – roll forward; this has now been produced and will be on the agenda for the meeting of 30th March</i></p> <p>Action 168: DS to send the Pupil Premium Review for 2018-19 to</p>	<p>Action 148: KC to review the Sports Funding document to ensure accuracy – <i>Updated, but requires further review – to action by new Headteacher – summer term</i></p>



<p>VP – actioned: <i>update: DS to send VP PP information for schools: actioned.</i></p> <p>Action 170: KC to personalise a model DfE persistent complaints policy for IEB approval – <i>actioned, on agenda.</i></p> <p><u>Actions from 11th December 2019</u></p> <p>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: met and actioned.</i></p> <p>Action 173: DS to advise EJ of salary provision for Headteacher advisors: <i>RS provided an update on this; actioned.</i></p> <p><u>Actions from 29th January 2020</u></p> <p>Action 176: Resolved.</p> <p>Action 177: Actioned and sent NoV</p> <p>Action 178: Actioned.</p> <p>Action 179: CMcN to ensure LM is invited to participate in SLT meetings: <i>actioned.</i></p> <p>Action 180: DS to obtain support from EY Advisors, as part of the package of support from the LA: <i>actioned</i></p> <p>Action 181: CMcN to obtain the projected pupil numbers for entry in September 2020; for budget planning: <i>actioned, initial numbers 49, may increase to 63</i></p> <p>Action 182: No longer a requirement.</p> <p>Action 183: DS to follow up.</p> <p>Action 184: Actioned.</p> <p>Action 185: DS to review KC’s PP document; DS and EJ to discuss numbers: <i>in hand, meeting on 3rd March</i></p> <p>Action 186: DS to ask AF to colour code the KIT visit report: <i>this has been requested via RS.</i></p> <p>Action 187: DS to speak to EF re content of Notes of Visit reports from advisors: <i>actioned.</i></p> <p>Action 188: DS to obtain a model constitution from Area Governance Advisor, Tina Hubbard: <i>actioned, on agenda</i></p> <p>Action 189: CMcN to set up a small group and seek parent volunteers: <i>roll forward.</i></p> <p>Action 190: DS to add a section regarding budgets and class structure within the IEB newsletter at the end of half term: <i>newsletter circulated, but will be updated at Parents’ Forum at end of term.</i></p> <p>Action 191: CMcN to ensure that the database is accurate to ensure all parents receive the newsletters: <i>actioned.</i></p> <p>Action 192: EF to follow up the parent link with SENCo re EHCPs: <i>ET to take on this action, to arrange to meet with parents of SEND children</i></p> <p>Action 193: Actioned.</p> <p>Action 194: DS to arrange an audit of the website: <i>actioned</i></p> <p>Action 195: Actioned.</p>	<p>Action 189: CMcN to set up a small group and seek parent volunteers: roll forward.</p> <p>Action 192: ET to arrange to meet with parents of SEND children, to follow up SEND support.</p>
<p>5. Head’s Report</p> <p><i>(CMcN joined at hours)</i></p> <p>Members had received the report from the Acting Headteacher in advance of the meeting. They thanked CMcN and noted its content.</p> <p>i) Quality of Education:</p>	

<p>A revised data sheet was provided to the IEB and CMcN talked through its content. The IEB noted the improving picture for Year 6 of predicted outcomes, acknowledging the focus would now be on writing.</p> <p>The IEB thanked CMcN for providing such a clear data picture.</p> <p>LM advised that staff are now taking responsibility for providing their own class data. Once the EYFS and KS1 data is provided, this will be forwarded to the IEB.</p> <p>Considering the curriculum, the IEB queried which subjects CMcN would suggest that Ofsted should consider for their ‘deep dive’.</p> <p>CMcN advised PE would be the strong subject; with either Art or Science as the developing subject. LM will work with all three subject leads to prepare for deep dive questioning.</p> <p>The IEB suggested that the subject leads could present to the IEB on their areas during the summer term.</p> <p>This was the subject of a confidential minute.</p>	
<p>ii) Leadership and Management:</p> <p>This was the subject of a confidential minute.</p>	
<p>iii) Personal Development:</p> <p>A list of dates for staff & strategic meetings will be provided for IEB members to consider and attend where appropriate.</p>	
<p>iv) Behaviour and Attitudes</p> <p>Safeguarding data – as per Headteacher’s report.</p> <p>This was the subject of a confidential minute.</p> <p>H&S – CMcN highlighted the temperature of the upstairs classrooms is unbearably hot in warm weather; windows cannot be fully opened. Previously the Friends of BVCP had offered to pay for air conditioning, this is no longer on offer and a permanent solution is required.</p> <p>CMcN was thanked for a detailed and well-structured report.</p>	<p>Action 198: LM to contact county to undertake an assessment of the temperature of the classrooms upstairs, to enable a solution.</p>
<p>6. School Improvement</p>	
<p>i. Pupil Premium</p> <p>There was nothing to report.</p>	
<p>ii. LA Intervention and Support (NOVs as attachment 7)</p> <p>The IEB noted receipt of the Notes of Visits.</p> <p>A member queried the wording of the English report, which EF explained was as a result of the adviser trying to capture how the visit evolved. EF circulated the follow up visit reports from 11th February.</p> <p>CMcN clarified that she had wanted the visits to plan activities to be worked on during lessons; this has now been made clear to the advisers.</p> <p>Referring to the Maths visit, the IEB noted that this clearly</p>	

<p>summarised the current position.</p> <p>The IEB noted that the School Improvement Adviser has a planned visit booked for next week and recommended that a book scrutiny, be included in the visit.</p>	
<p>ii. IEB member visit reports (attachments 7)</p> <p>Visit reports were circulated from VP.</p> <p>This was the subject of a confidential minute.</p>	
<p>iv. IEB Communications to parents</p> <ul style="list-style-type: none"> • DS advised that Councillor Schumann has been in touch via Jon Lewis, Director of Education and asked for a meeting regarding the school and briefing paper to be provided in advance of the meeting. The meeting was arranged, with DS, RS and JH, Assistant Director – School Improvement, but Councillor Schumann did not attend. • DS advised Jon Lewis was in receipt of a letter from MP Liz Fraser, following a letter to her from BVCP parents. JL was asked to respond and DS provide a letter responding as per the one sent by the IEB to the parents. • This was the subject of a confidential minute. • CMcN and ET will be present on Parent Consultation evenings. The IEB reminded CMcN of the need to have on display pupils other subject work. 	
<p>v. Communications to staff</p> <p>DS will meet with staff to follow up the outcome of the review.</p>	
<p>7. Resources to support learning</p>	
<p>i. Finance update</p> <p>DS advised that EJ had sent an update regarding finances, that there will be an end of year deficit, due to the high volume of supply teaching required. However, due to the decision by the secretary of state not to approve the block transfer, the school will have ~£80k more in its budget next year than last. This means that any deficit at the end of this year can be managed.</p> <p>SFVS – this will be brought to the next IEB meeting for sign off.</p>	
<p>iii. Buildings / capital plans</p> <p>.There was nothing to report.</p>	
<p>iv. Policies</p> <ol style="list-style-type: none"> a. Persistent Complaints b. Parent Communications Protocol – this will be brought to the next IEB meeting c. Staff Induction d. SEND Information Report e. Inclusion and SEND f. Discipline Procedure relating to misconduct for all employees g. Discretionary Leave of Absence h. Smoke Free. 	<p>The IEB APPROVED the following policies:</p> <p>Persistent Complaints Staff Induction SEND Information Report Inclusion and SEND Discipline Procedure relating to misconduct for all employees Discretionary Leave of Absence Smoke Free</p> <p>Action 199 - Parent Communications</p>

	Protocol – to be brought to the next IEB meeting
<p>8. Consideration for new Governance Structure</p> <p>i. Constitution: Members were informed that the previous GB was for 14 positions; governance guidance recommends a smaller number of positions. DS outlined the requirement to have 1 x HT, 1 x Staff, 1 x LA and a minimum of 2 x parents, with the remainder being co-opted governors.</p> <p>ii. IEB action plan for transition to GB: the Clerk had provided an action plan which documents the requirements and timeline. The Clerk talked through the timeline.</p> <p>Members noted the content, for discussion at later meetings. (RS and EF left at 12.00 hours)</p>	<p>Action 200: Clerk to invite Strategic Lead for Governance to the next meeting.</p> <p>Action 201: DS to draft a proposal constitution and circulate by email to all IEB members; with a view to agree the proposal at the IEB meeting of 30.03.20.</p>
<p>9. Any Other Business</p> <p>i. This was the subject of a confidential minute.</p> <p>ii. This was the subject of a confidential minute.</p> <p>iii. LM advised of the need for the fencing to be secured by the Audi garage.</p> <p>iv. CMcN advised that C. Bates has secured 24 free fruit trees; these will be planted in the outside area.</p>	<p>The IEB recommended that this be funded out of the Site Manager's budget.</p>
<p>11. Future IEB meeting dates</p> <p>30th March 2020 – 09.15 hours for Parents' Forum; IEB meeting thereafter.</p> <p>28th April 2020 – 09.15 hours</p> <p>5th June 2020 – 09.15 hours</p> <p>17th July 2020 – 13.00 hours; Parents' Forum at 14.30 hours; IEB to continue thereafter.</p>	
<p>Meeting closed at 12.45 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 new Headteacher</i>	HT	Summer term
Actions from 13th November 2019			
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; to be considered at meeting of 30.03.20</i>	CMcN	30.03.20
Actions from 29th January 2020			
185	DS to review KC's PP document; DS and EJ to discuss numbers.	DS	28.02.20
189	CMcN to set up a small group and seek parent volunteers: roll forward.	CMcN	30.03.20
192	EF to follow up the parent link with SENCo re EHCPs: update: ET to follow up with parents of SEND children	ET	30.03.20
Actions from 28th February 2020			
196	Refer to confidential minute	DS	30.03.20
197	Refer to confidential minute	CMcN	30.03.20
198	LM to contact county to undertake an assessment of the temperature of the classrooms upstairs, to enable a solution.	LM	30.03.20
199	Parent Communication Protocol to be brought to the next IEB meeting for approval	CMcN /LM	30.03.20
200	Clerk to invite Strategic Lead for Governance to the next meeting.	Clerk	30.03.20
201	DS to draft a proposal constitution and circulate by email to all IEB members; with a view to agree the proposal at the IEB meeting of 30.03.20.	DS	30.03.20

