

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Monday 1st July 2019 at 10am

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), Edris Tildesley (Associate Adviser for LA - ET)
Visitors:	Rob Campbell (Interim Headteacher – RC), Colette McNally (CMcN - Appointed Deputy from 1 st September 2019); Rowena Watts (Deputy Headteacher– RW); Kate Coates (appointed Interim Head from 1 st September 2019) Rosemarie Sadler (CCC Head of Service: Schools Intervention Service – RS – until 11.40am); Anne Fisher (CCC School Advisor – AF – until 12.00)
Clerk:	Amy Lorimer (Camclerk)

Discussion	Decisions Made / Actions Agreed
<p>1. Welcome</p> <p>CM welcomed all to the IEB meeting and introduced Kate Coates, Headteacher at Fordham Primary School.</p>	
<p>2. Apologies for absence</p> <p>Emma Jones sent apologies.</p>	Apologies accepted from EJ.
<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>CM reported that NS has left the employment of Burwell Village College effective 30th June 2019. The IEB thanked the LA for their support in enabling the IEB to conclude this matter.</p> <p>The school will email parents today informing that NS has left the school. RC agreed to inform pupils in an assembly tomorrow morning.</p> <p><u>ii) Interim Head update</u></p> <p>The IEB has decided after careful consideration to appoint Kate Coates as Interim Head from 1st September 2019. KC will be full time at Burwell, visiting Fordham only once a week/fortnight to join SLT meetings. The IEB thanked KC for taking this appointment.</p> <p>The school will email parents today about the Interim Head appointment.</p> <p>The IEB discussed timescales for recruitment of a</p>	<p>Staff meeting at 12.10pm today to inform staff of NS leaving and of appointment of KC as Interim Head from September.</p>

<p>permanent Headteacher.</p> <p><u>iii) SENDCO recruitment update</u></p> <p>RC reported that Alison Beardon has been appointed to the SENDCO role at 0.6FTE (no teaching responsibility) from September 2019. She will be undertaking the SENDCO award in the Autumn term through the Opportunity Area, and is meeting DS later today.</p> <p><u>iv) Recruitment – Phase Leads</u></p> <p>Phase Leaders have been appointed internally to KS1, and to upper KS2. The Year 3/4 Phase Lead role remains vacant – for autumn 2019, CMcN to cover as part of Deputy role.</p> <p>The IEB expressed concern over CMcN’s workload for autumn 2019 and her capacity to Phase Lead Years 3/4 whilst also leading on assessment and English.</p> <p>There was a robust discussion round the leadership structure and whether phase leads are needed/whether impact of phase leadership was evident.</p> <p><u>v) Recruitment – Teaching staff</u></p> <p>One teaching vacancy remains for September 2019 – a Year 3 class teacher role. There is one candidate to be interviewed tomorrow; no other suitable applicants from three rounds of advertising. RC confirmed that if necessary, the Year 3 class teacher vacancy could be filled via long-term supply cover.</p> <p>The proposed staffing structure for Year 3/4 was reviewed, as the IEB has expressed strong concern over academic progress and behaviour in this phase.</p> <p>The number and deployment of NQTs/RQTs/Teach First across the school was discussed. Mentoring arrangements for NQTs were queried by the IEB and explained by SLT.</p> <p><u>vi) Recruitment – Finance Manager</u></p> <p>RC reported that Karen Taylor’s role as School Manager has been expanded to include strategic oversight of school finance. The school is currently recruiting for a Finance Assistant at 25 hours per week to support. Cost implications compared to the previous structure were described by RC as minimal.</p>	<p>CMcN workload to be reviewed regularly</p> <p>Phase leadership model to be reviewed by new Interim Head in autumn term.</p>
<p>5. Minutes of last IEB meeting:</p> <p>Minutes and confidential minutes from the IEB meeting on 3rd June 2019 were circulated, revised and re-circulated prior to the meeting. A minor revision was requested: replace ‘students’ with ‘pupils’ throughout.</p>	<p>Confidential Minutes of IEB meeting 3rd June 2019 – APPROVED</p> <p>Minutes of IEB meeting 3rd June 2019 – APPROVED subject to minor revision.</p>

6. Agreed Actions Update

Updates were provided on actions from the last meetings as follows:

IEB Meeting 12th March 2019:

Action 048 – On this agenda. Close.

Action 083 – Ongoing. DS has provided parent survey to RC. RC explained that a parent and former governor ('Parent1') has offered to help with parental engagement specifically offering parent surveys/ focus groups.

Action 084 – Ongoing. DS has provided staff survey to RC.

Action 085 – Close.

Action 086 – Ongoing. DS has provided pupil survey to RC.

IEB Finance Meeting 26th March 2019:

Action 093 – Ongoing

IEB Meeting 2nd April 2019:

Action 102 – CMcN and Alison Beardon (appointed SENDCO from September 2019) will complete DSL training this week. Close.

IEB Meeting 1st May 2019:

Action 114 – Ongoing

Action 115 – Ongoing

Action 117 – Ongoing. DS reported that she met with Karen Taylor and reviewed how safeguarding data is compiled. The new line has been added for the next set of safeguarding data. Close.

IEB Meeting 3rd June 2019:

Action 120 – Completed, visit report to be circulated for next IEB meeting.

Action 121 – Ongoing.

Action 122 – Ongoing.

Action 123 – Completed, visit report to be circulated for next IEB meeting.

Action 124 – Completed.

Action 125 – Gap analysis circulated. Writing remains a whole-school focus, particularly embedding technical aspects of writing. KC will address with staff on a Professional Development day.

Action 126 – Completed.

Action 083update: RC to respond to Parent 1 inviting input on the parent survey, which will be issued before the end of term.

Action 083 update: RC to issue parent survey before end of summer term.

Action 084 update: RC to issue staff survey before end of summer term.

Action 086 update: RC to issue pupil survey before end of summer term.

Action 122 update: RW to send workplan to Clerk for circulation.

<p>Action 127 – Ongoing. Action 128 – Completed. Action 129 – Completed and circulated – on agenda. Action 130 – Completed. Action 131 – Completed. Action 132 – Completed. Action 133 – Completed, to be circulated for next IEB meeting. Action 134 – Completed, on agenda. Action 135CONF – Completed. Action 136CONF – Completed.</p>	
<p>7. Head’s Report</p> <p>RC provided a PowerPoint presentation for circulation in advance of the meeting and gave a verbal overview. Discussion included:</p> <ul style="list-style-type: none"> • Key Stage 1 data, especially for writing • KC suggested joint moderation with Fordham in the autumn term • Learning behaviour – the IEB agreed that this is not consistently good due to inconsistencies in teaching. • The IEB noted that recommendations from Teaching & Learning Reviews had not necessarily been followed, particularly in Years 3/4. • Persistent absence data and information was included within the Head’s Report and was discussed in detail. • Child protection and safeguarding annual monitoring report. 	<p>Action 137: RC, RW and DS to complete Annual Child Protection and Safeguarding Monitoring Report.</p>
<p>11.40am RS left the meeting</p>	
<ul style="list-style-type: none"> • Budget review including teaching assistant hours/deployment • Year groups, class structure and published admissions number (PAN). KC noted that in this year’s Fordham EYFS intake there are twelve pupils who live in Burwell. This suggests Burwell’s PAN is appropriate. <p>Parental concerns around class structure in Key Stage 1 next year were discussed.</p>	<p>Action 138: Letter from school to 2019-20 KS1 parents to go out this week, addressing concerns about class structure, and celebrating positives from move-up day.</p>
<p>8.0 School Improvement</p>	
<p>8i. Safeguarding</p> <p>Persistent absence was discussed in agenda item 7 above.</p> <p>The IEB noted that KC is an accredited Designated Person (DP). DS informed the school that she is also an</p>	

<p>accredited DP and could be called upon if needed.</p>	
<p>8ii. Disadvantaged Review</p> <p>A Disadvantaged Review report was completed by DS and circulated by email prior to the meeting. DS provided a verbal overview of the red-flagged items, emphasising that impact of each strategy needs rigorous evaluation and that planning needs to focus on specific barriers to learning. The IEB recognised that it can be hard to evaluate impact for complex, multi-faceted intervention programs, and noted that issues some staff have had with the assessment system in place may exacerbate this.</p> <p>DS indicated that there needs to be a PP Champion in place for September with an appropriate job description, with access to the SLT and input to the SEF.</p> <p>The IEB noted that the 2019-20 Pupil Premium Strategy needs to be completed.</p> <p>A revised draft Pupil Premium strategy for 2018-19 had not been circulated.</p>	<p>Action 139: DS, KC and CMcN to draft 2019-20 PP Strategy.</p> <p>2018-19 PP strategy document to be reviewed at next IEB meeting.</p>
<p>12.00 AF left the meeting</p> <p>The IEB joined staff for a meeting at which CM informed staff that NS has left the school and that KC has been appointed Interim Head for September 2019.</p> <p>12.50pm IEB meeting resumed</p>	
<p>8iii. Communications to parents</p> <p>The parent questionnaire was discussed under Matters Arising above.</p>	<p>Next IEB parent forum scheduled for Tuesday 16th July 2019 at 2.30pm.</p>
<p>8iv. Communications to staff</p> <p>The staff questionnaire was discussed under Matters Arising above.</p> <p>Feedback from the staff meeting at lunchtime today was discussed. Staff had requested that IEB members be available at the end of school to answer queries from parents regarding the letters sent home today about school leadership.</p>	<p>IEB members to be present on playground at the end of school today – to be available to parents following letters sent out today regarding school leadership.</p>
<p>8v. Pupil Voice</p> <p>The pupil questionnaire was discussed under Matters Arising above.</p> <p>RC informed the IEB that the School Council had been involved in recent staff recruitment.</p>	
<p>9. Resources to support learning</p>	
<p>9i. Statutory Policies</p> <p>Draft policies for Behaviour, Persistent Complaints and Harassment, Educational Visits, and Stress Management, had been circulated prior to the meeting.</p>	

<p><u>Behaviour Policy</u></p> <p>After much discussion the IEB concluded that the draft behaviour policy requires revision, however the accompanying flow-chart is valuable.</p> <p>The IEB agreed that staff must have ownership of this policy. KC suggested that the policy be revised as part of a Professional Development Day at the start of autumn term.</p> <p><u>Policy for Persistent Complaints and Harassment</u></p> <p>The IEB referenced new government guidance released this year and noted that CCC has not yet released an updated model policy.</p> <p><u>Educational Visits Policy</u></p> <p>The IEB requested that page numbers be added to this policy.</p> <p><u>Stress Management Policy</u></p> <p>The draft policy was discussed at length, particularly with reference to the duty of care incumbent upon the governing body/IEB. The EPM Stress Risk Assessment guidance had also been circulated and the IEB noted that the policy was not fully aligned with that document. The IEB asked that the policy be revised to clearly signpost staff to the various help available.</p>	<p>Behaviour Flow Chart APPROVED as temporary measure, pending revision of full Behaviour Policy</p> <p>Policy for Persistent Complaints and Harassment APPROVED</p> <p>Educational Visits Policy APPROVED subject to minor revision</p> <p>Action 140: RC to revise Stress Management Policy and bring to next IEB meeting</p>
<p>9ii) Curriculum Policies</p> <p>Draft policies for Science, History and Geography had been circulated prior to the meeting.</p> <p>The IEB suggested that all three curriculum policies need clearer linking to the curriculum objectives, and need to be more consistent with each other (for example, headings, reference to other policies). Cross-curricular links require further emphasis.</p>	<p>Action 141: School to develop template for subject leads to work into, ensuring National Curriculum is correctly referenced. SLT to then pull these together into one Curriculum Policy for review at October 2019 IEB meeting.</p>
<p>9iii) Clerk to the IEB</p> <p>The Camclerks SLA for 1st September 2019- 31st August 2020 had been circulated.</p> <p>The Clerk informed the IEB that experienced IEB Camclerk Natalie Drewery has been recruited to the role for September 2019.</p>	<p>The IEB agreed to subscribe to the Camclerks SLA for 2019-20.</p>
<p>9iv) Bank Account Signatories</p> <p>EJ had made recommendations by email regarding new bank account signatories. Separation of duties was discussed.</p>	<p>KC and CMcN to be added as authorised signatories & bank payment authorisers</p> <p>Karen Taylor (KT) stays as authorised counter signatory cheques & BACS</p> <p>KT (stays as) & new finance assistant as authorised bank access to upload BACS and</p>

	obtain bank statement.
10. Any Other Business RC brought to the attention of the IEB a parental complaint/query about pupil reports. The timescale for release of reports was discussed, as was the level of detail regarding learning objectives.	
Dates of future meetings IEB meeting – Tuesday 16 th July, 1.00pm, in school – with parent forum at 2.30pm IEB meeting – August – to be rescheduled	
Meeting closed at 2.15 pm.	

ACTIONS:

No.	Action	Owner	Timescale
Actions from 12th March 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 18 th June 2019 for release to parents. Update: RC to respond to Parent 1 inviting input on the parent survey. RC to issue parent survey before end of summer term.	RC	July 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 18 th June 2019 for release to staff. Update: RC to issue staff survey before end of summer term.	RC	July 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: DS to provide to RC on 18 th June 2019 for release to pupils. Update: RC to issue pupil survey before end of summer term.	RC	July 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 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

Actions from 3rd June 2019			
122	RC to circulate workplan Update: RW to email to Clerk for circulation	RW	This week
127	RC to revise data within 2018-19 PP document	RC	July 2019
Actions from 1st July 2019			
137	RC, RW and DS to complete Annual Child Protection and Safeguarding Monitoring Report.	RC, RW and DS	August 2019
138	Letter from school to 2019-20 KS1 parents to go out this week, addressing concerns about class structure, and celebrating positives from move-up day.	RC	This week
139	DS, KC and CMcN to draft 2019-20 PP Strategy	DS, KC and CMcN	July 2019
140	RC to revise Stress Management Policy and bring to next IEB meeting	RC	July 2019
141	School to develop curriculum policy template for subject leads to work into, ensuring National Curriculum is correctly referenced. SLT to then pull these together into one Curriculum Policy for review at October 2019 IEB meeting.	RC/RW	Autumn 2019

Items in bold updated / new actions from this meeting