

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Thursday 18th October 2018 at 11am

Present:	Dr Chris Marshall (Chair – CM), Diane Stygal (Education Advisor, Schools Intervention Service, CCC - DS), Emma Fuller (Mathematics Advisor, Schools Intervention Service, CCC - EF), Emma Jones (LGSS Finance - EJ)
Visitors:	Nicholas Smith, Headteacher Burwell Village College (Primary), Rowena Watts, Deputy Head
Clerk:	Amy Lorimer (Camclerk)

Discussion	Decisions Made / Actions Agreed
<p>1. Welcome and introductions</p> <p>CM welcomed all to this IEB meeting, which followed on from a parent drop in (scheduled IEB meeting start time was 10am).</p> <p>Parent Forum Feedback</p> <p>CM provided to the Head and Deputy Head a verbal summary of concerns raised at the parent forum this morning.</p> <p>In order to allow the school to take rapid action, DS detailed specific concerns around pupil medication raised at the forum.</p> <p>The IEB noted that more than 10% of the school population was represented at the forum. EF will write a Note of Visit to formally record the parent forum.</p>	
<p>2. Apologies for absence</p> <p>JL sent apologies; RS as JL's representative also sent apologies.</p>	Apology accepted – Jonathon Lewis/Rosemarie Sadler.
<p>3. Declaration of direct or indirect pecuniary interest in any of the following items</p> <p>None declared by IEB members.</p>	Headteacher and Deputy Head do have an interest in Pay review portion of meeting but their presence is required to address staffing structure. <p>No additional declared interests.</p>
<p>4. Minutes of last IEB meeting 21st September 2018</p> <p>Draft minutes and draft confidential minutes from 21st September 2018 had been circulated prior to the meeting.</p>	Minutes of IEB meeting 21st September 2018 APPROVED.
<p>5. Agreed Actions Update</p> <p>Updates were provided on actions from the last meeting as follows:</p> <p>Action 001 – Completed.</p>	

<p>Action 003 – Completed.</p> <p>Action 005 – Completed 12th October 2018.</p> <p>Action 006 – Completed.</p> <p>Action 013, 014 – There is a confidential minute. Ongoing.</p> <p>Action 016 – Completed.</p> <p>Action 017 – Ongoing. NS reported that he is unable to find an email copy of the letter sent to parents by the former Chair of Governors regarding academisation. NS has asked office staff to find a paper copy.</p> <p>Action 018 – Completed (see item 6.6 below).</p> <p>Action 019 – Completed.</p> <p>Action 020 – Completed.</p> <p>Action 021 – Ongoing. The IEB discussed whether to provide IEB member presence at school parents’ evenings the week after half term. DS suggested she offer regular drop-in sessions for parents. Noted that the IEB will offer another parent forum on 14th December prior to the LAIG/IEB meeting.</p> <p>Action 022 – Completed.</p> <p>Action 023 – (noting pecuniary interest of NS and RW) - NS confirmed that the decision of the IEB made in September 2018 has been passed to EPM. The pay rises will be implemented next month but backdated to 1st September. NS has informed staff.</p> <p>Action 024 – Completed (see item 7.3).</p> <p>Action 025 – Ongoing. NS explained that he can provide an Excel policy log that was maintained by the previous Clerk to Governors. Some policies are also held in the ‘Every’ system (which allows the school to track which staff have accessed them).</p> <p>Action 026 – Ongoing (see item 7.4).</p>	<p>The IEB will not attend parents’ evenings in October/November.</p> <p>Action 027: DS will arrange drop-in sessions for parents.</p>
<p>6. School Improvement</p>	
<p>6i. Updated School Improvement Plan</p> <p>NS tabled a revised School Development Plan (SDP) which had been requested for circulation prior to this meeting. The SDP has been renamed from the School Improvement Plan (SIP) to avoid confusion around the school improvement partners.</p> <p>NS clarified that the tabled SDP now includes priorities identified from Summer 2018 data. Progress measures will be included at the end of each term. NS and RW explained that on Wednesday the SLT review had looked at the SDP, and RW is now developing the termly workplan for the next half-term.</p> <p>The IEB raised specific queries around the SDP, based upon detailed review of the former SIP as well as a brief</p>	<p>The IEB asked NS to inform the IEB if there are future slippages in document delivery.</p> <p>Action 028: NS and RW agreed to provide the updated SDP after each 3-weekly SLT review.</p>

view of the tabled SDP, as follows:

- Section 1.1.3 indicates Maths and English leads need to update with actions by 21st September. The IEB agreed the need for the English lead to input to the plan and for the plan to be updated with actions following LA advisor visits. RW explained that she collates the subject lead input to the plan and puts in only a summary. The IEB agreed that there needs to be a link to the detailed action plans for subject leads that are contained elsewhere within the SDP.
- Section 1.3.1 suggests that all teachers are responsible – has that been achieved? NS confirmed a depth learning system was trialled and then the decision made by the curriculum team.
- Section 1.3.6 – have topic plans been reviewed? NS confirmed yes. The IEB noted that these were partly covered in the recent staff meeting, but that is not reflected in the SDP – the journey in addressing priorities is not visible.
- Section 1.4 is significantly different in the tabled SDP, so the IEB was not able to provide detailed challenge.
- Section 1.4.3 – has a new curriculum lead been appointed? NS explained that the Curriculum team has met and Hannah Taylor will lead. That team gathers diverse input including the science lead and the assessment lead.
- Section 2.1.6 is lacking in process detail. For example, the phrase “there is more celebration of literature” – how do we know? Where is it monitored or evidenced? The IEB emphasised the potential value of pupil voice – have actions changed how much pupils read or what they are reading? NS confirmed that a pupil survey has not been completed.
- Section 2.2.7 – Clarity requested around the phrase ‘check progress’. NS confirmed this has been checked.

The IEB queried the life cycle of the SDP noting that the tabled version includes some monitoring and evaluation. NS and RW explained that most targets will remain so that evaluation can be ongoing.

NS stated that he is concerned for staff, who are being asked to address so many different priorities and are under significant pressure. The IEB suggested that the school leadership needs to manage priorities for the teaching staff, while acknowledging that there is a need for rapid improvement. There followed a discussion around ways the leadership have tried to distribute workload, using the teams (such as the curriculum team, english team, maths team, and pastoral team). The IEB queried whether this might result in different teams asking one class teacher to do lots of different things at once? NS

The IEB acknowledges the need for pupil feedback, especially in evaluating impact of actions. We need to know, as a pupil in this school, what is your experience like?

There are multiple foci and overlapping areas within the SDP – there is a clear need for prioritisation.

Revised SDP to be reviewed at next IEB meeting.

<p>and RW explained that they try to avoid this via involvement of the SLT within teams.</p> <p>The IEB queried the possibility of overlapping layers of responsibility, for example between phase leaders/subject leaders/teams.</p> <p>The IEB queried the extent to which the workplan can reflect key priorities and thread those priorities through. In response to a query, RW explained that teams are included on the workplan under the ‘subject leaders’ row.</p> <p>The IEB queried to what extent teaching staff are given time and mental space to plan and own their curriculum. As an example, the impact of the Chris Quigley inset day training was discussed – have teaching staff had time to reflect on that and apply it?</p>	
<p>Jump to agenda item</p> <p>6iv. Outcome of Teaching and Learning Review plus PP Review 12.10.18</p> <p>CM referred to the report from the Teaching and Learning Review on 12th October, which had been circulated prior to this meeting. He summarised the outcome as:</p> <ol style="list-style-type: none"> 1) Issues around compliance (for example: consistency of classroom management, books used, the way the date is written) 2) Priorities for school improvement (for example, more and better writing opportunities, work in the foundation subjects). <p>CM voiced a concern that NS and RW are trying to manage all of the priorities, when the Phase leaders should have a critical role in managing some areas. The IEB queried whether the Phase leaders might be able to lead on compliance issues? NS and RW explained that Phase leaders do also have classroom responsibilities, but that they could possibly be used to check compliance on specific areas.</p>	
<p>12.30pm The IEB meeting paused to allow a staff forum.</p> <p>1.30pm the IEB meeting resumed.</p>	
<p>6ii. Assessment and Target-Setting</p>	<p>This item deferred to next IEB meeting.</p>
<p>6iii. Headteacher’s Report</p> <p>CM invited NS to provide brief verbal update. NS covered items including:</p> <ul style="list-style-type: none"> • Staffing including the TA team target – emphasising supporting pupils with writing. Two members of staff leaving. • Staff wellbeing questionnaire went out this week. • Pay progression - Head and Deputy Head meeting tomorrow to finalise recommendations. • Pupil Progress Meetings and provision mapping. 	

<ul style="list-style-type: none"> • Learning walks. • Curriculum team meeting outcomes including assessment approach, teaching and learning policy. • Staff training and LA advisor visits • Pupil activities including wellbeing questionnaire, young voices, and the diving talent search. • Parental involvement including Café for All and parent consultations. 	<p>The IEB has not received LA Advisor Notes of Visit.</p> <p>Action 029: Clerk to liaise with RS to ensure NOV's are circulated to IEB members.</p>
<p>6iv. Safeguarding</p> <p>DS reported that she and Chris Meddle from the LA completed a Health and Safety walk on 17th October 2018. No major concerns were raised. Minor areas noted include:</p> <ul style="list-style-type: none"> • Fire safety was well managed, with doors secure and fire drills completed termly. The IEB were pleased to note that during drills the school is evacuated in under four minutes. • Asbestos-containing material in older sections of the buildings is logged and maintained appropriately. • Five boilers now in use – this will have a financial impact with costs of boiler servicing. • Site boundaries were all secure and displayed appropriate signage. One weak spot on the boundary near the sports centre is scheduled for re-fencing during half term. • The grounds were generally well kept. DS suggested that older picnic benches stored on the field could be moved further away from the school building so as to deter anyone from climbing them to access the school roof. • Some damage was noted to bicycle sheds, but damaged sections had been removed as appropriate. • Uneven ground in the car park by the library poses a hazard to vehicles – damage was allegedly caused by subcontractors during the school build. It is not clear who is responsible for maintaining this area of the car park, but there is a potential liability to the school. • Old lighting in the Key Stage 1 area of the school is coming to the end of its life – to be addressed via rolling replacement program. The school has invested in a five-year electrical check and new circuit boards. • The lift is secure and operated via key access which is out of pupils' reach, with risk assessment in place. • Large hall- sections of floor are being replaced at half term. • Play therapy room – the glass in the door to this room was covered with opaque paper. NS 	<p>DS reiterated that the glass in the door to the play therapy room needs to stay open and clear to ensure safeguarding of pupils and adults working within the room.</p> <p>Action 030: School to investigate ownership/ maintenance responsibilities for car park area near library.</p>

<p>explained this is at the request of the play therapist to allow privacy – but DS confirmed that safeguarding takes a higher priority, and that most schools do not allow any form of screening.</p> <ul style="list-style-type: none"> • Signing in procedures were noted to be excellent. • The site manager appeared to have very good relationships with pupils and staff. • The safeguarding noticeboard outside the Headteacher’s office was fully compliant. <p>The IEB thanked DS and asked her to pass thanks to Chris Meddle for his support.</p>	
<p>6v. LA Intervention and support / LA Plan</p>	<p>This item deferred to next IEB meeting.</p>
<p>6vi. Members’ monitoring visit reports</p> <p>Two visit reports had been circulated prior to the meeting: EF met with the English subject lead on 29th September, and CM met with the assessment lead on 3rd October 2018. There were no questions from the IEB about these reports.</p>	
<p>6vii. Teaching and Learning Review plus PP Review 12.10.18</p> <p>Discussed above.</p>	<p>The summary on pages 5-7 of the Teaching and Learning Review report is to be used as a checklist for the IEB to monitor alongside the SDP.</p>
<p>6viii. Communications to parents and staff</p> <p>CM provided verbal feedback to the Head and Deputy Head from the staff forum today. The primary feelings expressed were around the sheer amount being asked of staff, and the extent to which staff feel they can prioritise.</p> <p>The IEB reiterated that the leadership of the school needs to prioritise for staff. RW noted that the pressure is being forced from the LA (referencing the LA’s August 2018 briefing note to the IEB), and that the school leadership is responding to that.</p> <p>RW noted that when the school’s Primary Advisor comes in, as recently, she tends to report lots of action points which have to be addressed. The IEB suggested that there were also positives within the report which need emphasising to staff.</p> <p>The IEB suggested that some staff may need support in order to be able to ‘work smarter’ and queried whether any supervision is in place? The IEB suggested that 1:1 meetings might be appropriate with middle leaders.</p> <p>EF gave an example of marking, from the staff meeting she attended last night – some Year 6 teachers are marking against every criteria. This is very time consuming and also potentially demoralising for pupils. RW emphasised that the SLT have not asked teachers to mark in this way.</p>	<p>The IEB reiterated that the leadership of the school needs to prioritise for staff.</p>

<p>NS suggested that some staff just need to fulfil their professional responsibilities – and that this would address many of the compliance issues.</p> <p>NS also suggested that the major pressure upon staff was self-inflicted pressure – the desire to do an excellent job.</p> <p>NS and RW acknowledged that they have not yet found a clear way to help staff prioritise. NS noted a need to focus upon the strong practice in school.</p> <p>CM closed the discussion by acknowledging the pressure the school is under, and where this pressure started – the OFSTED report and the LA’s Warning Notice. He emphasised that the IEB and the SLT all want the same thing – the best for the children. In terms of both the IEB and the LAIG, CM has repeatedly raised issues around managing expectations and demands.</p>	
<p>7. Resources to support learning</p> <p>i) Finance</p> <p>EJ has reviewed the school finances, and raised a concern about the level of spending this year, which is expected to use approximately half of the carry-forward. Good quality resources are being purchased but there is some concern about spend.</p> <p>Ray Byford is the LA school financial advisor (SFA) – he has been in school to support finance staff.</p> <p>EJ plans to meet with school finance staff and provide a further update at the next IEB meeting.</p>	<p>EJ review of school finance policies remains outstanding.</p>
<p>ii) Staffing – Pay Award</p> <p>Pay progression discussed under Section 6iii above.</p> <p>The IEB was informed by NS that although two members of staff are leaving, recruitment is not necessary – PPA cover will be provided in-house.</p>	
<p>iii) Buildings</p> <p>See report of Health and Safety Walk in Item 6iv above.</p>	
<p>iv) School policies:</p> <p>The following policy was circulated prior to the meeting and was discussed as noted below:</p> <p><u>GDPR Policy</u></p> <p>The IEB queried the mention of biometric systems on p8. NS explained that this covers the potential future use of Junior Librarian software.</p> <p><u>Pay Policy</u></p> <p>The Clerk reported feedback from the LA regarding formation of panels / appeals panels as required in the Pay Policy: it may be possible for this IEB and another Cambridgeshire IEB to agree joint terms of reference for appeals panels. Awaiting further input from the LA.</p>	<p>The following policies were APPROVED:</p> <p>GDPR Policy</p> <p>Pay Policy</p> <p>The IEB agreed that the panel for receiving Pay recommendations will comprise: EF EJ and DS.</p>

<p>This policy remains outstanding from the previous IEB meeting:</p> <ul style="list-style-type: none"> • Curriculum & Learning Policy <p>NS informed the IEB that the Assessment and Marking Policy is also currently being reviewed in school.</p>	<p>The following policy will be revised and brought to the next IEB meeting for approval:</p> <p>Curriculum & Learning Policy</p>
<p>v) Academisation (standing item)</p> <p>Letter from former Chair of Governors to parents about academisation – covered in item 5 above.</p>	<p>The IEB has no immediate plans for the school to join an academy, focussing instead on rapid school improvement.</p>
<p>9. Additional items for next meeting</p> <p>Detailed above.</p>	
<p>10. Any other business</p> <p>None.</p>	
<p>11. Dates of future meetings</p> <p>LAIG 11am then IEB meeting 12 noon – 16th November, in school</p> <p>IEB meeting – 11am Friday 14th December, in school</p>	
<p>Meeting closed at 2.40pm.</p>	

Actions list on next page.

ACTIONS:

No.	Action	Owner	Timescale
013	See confidential minutes	CM	September 2018
017	NS to provide letter from Chair of Governors regarding academisation, for circulation to IEB members.	NS	September 2018
021	NS to provide details of any school events for which he would like an IEB member to attend.	NS	September 2018
025	Clerk to draft front page for all school policies to state that any reference within policies to 'governors' or 'governing body' shall be taken to mean the 'IEB members' and the 'IEB'. <i>Update 18/10/2018 – in progress.</i>	Clerk	September 2018
026	Clerk to liaise with local authority regarding formation of appeals panels from an IEB. <i>Update 18/10/2018 – liaison with LA ongoing.</i>	Clerk	September 2018
027	DS will arrange drop-in sessions for parents	DS	November 2018
028	NS and RW agreed to provide the updated SDP after each 3-weekly SLT review.	Head	Ongoing
029	Clerk to liaise with RS to ensure NOV's are circulated to IEB members	Clerk	October 2018
030	School to investigate ownership/ maintenance responsibilities for car park area near library.	Head	November 2018