



## BURWELL VILLAGE COLLEGE PRIMARY SCHOOL

The Causeway  
Burwell  
Cambridgeshire  
CB25 0DU

Acting Headteacher: Miss Colette McNally

Phone: 01638 613103

Email: [office@burwellvillage.cambs.sch.uk](mailto:office@burwellvillage.cambs.sch.uk)  
Web site: [www.burwellvillage.cambs.sch.uk](http://www.burwellvillage.cambs.sch.uk)

13<sup>th</sup> February 2020

Dear Parents and Carers

On behalf of the Interim Executive Board (IEB) I hope that your child/children have had a happy and productive term so far.

The IEB has had only one full meeting this half term, however, members have visited on many occasions to meet with the Acting Headteacher, staff and pupils, interview for forthcoming positions in the school and to review Special Educational Needs Provision amongst other things.

As a Board we are very proud of the hard work and drive exhibited by our current Acting Headteacher; who has formed and managed a new Senior Leadership Team, forged ahead with professional development opportunities for staff and continued with the school improvement work around Teaching and Learning established last term. The School Improvement Plan informs the school's journey going forward and, whilst there is still much to do, many areas have been acted upon and implemented well.

As you know a key priority for the IEB this term was to ensure the appointment of a permanent Headteacher for the school. This has been accomplished and we look forward to welcoming Anthony Kern next term. We hope that he will be able to visit our school over the course of the next few weeks, and also for a 'Meet the New Headteacher' Event to be organised in the near future.

Last term the Local Authority requested a Climate and Staff Wellbeing Review be carried out at Burwell Village College Primary School. As a result an Independent Investigator visited and spent a full day in the school, meeting with 30 staff. He also took receipt of emailed and written evidence. As a result several recommendations were made 'in order to bring about rapid improvement to the quality of provision, and to the working climate and wellbeing of staff'. These include:

- Ensuring the appointment of a substantive Headteacher who is an experienced and high quality primary school practitioner.
- Ensuring that IEB members are providing the highest possible quality of advice, support and meaningful challenge, and that all staff members are clear about the role and responsibilities of an IEB.
- Ensuring the production of a high quality school strategic improvement plan which is contributed to and understood by all members of staff.
- Reintroduce regular weekly staff meetings which contain elements of high quality CPD focused upon the most urgent priorities.
- Reintroduce regular, weekly SLT meetings with regular feedback to all staff of non-confidential items.
- Reintroduce weekly briefing meetings for all staff, including teaching assistants and non-classroom based staff.
- Ensuring that staff work together to understand the issues facing the school and the plan to bring about improvement.



We're working  
towards Artsmark  
Awarded by Arts  
Council England

*Burwell Village College Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

- Ensuring that staff and parents are aware of the “boundaries” between the roles of parent and staff member, that all are encouraged to play an active and constructive role in the life of the school and are aware of the process for communication between staff and leaders and between the school and parents.
- Continue with and enhance the work currently underway focused on staff wellbeing so that it is meaningful, has positive impact and is seen as being helpful to all.

A final recommendation notes that after the successful appointment of a new Headteacher we constitute a new Governing Body with a broad range of experience and expertise, to include parent governors who are clear about the nature and extent of their role. This will be the main focus of our next IEB meeting on 28<sup>th</sup> February 2020, and contact has already been made with the Local Authority Governor Services Team to guide us through this process.

The IEB welcomes the investigator’s suggestions and will work hard, together with you all, to ensure their completion in order that we secure the very best for Burwell’s children.

The last Parent Forum in December went ahead successfully and various points were raised for future action/consideration. These were as follows:

- **The need to establish a parent forum to support work on the new curriculum** – this has been discussed with the Acting Headteacher who will be reaching out to interested parents after the half term holiday to form a workshop to help with designing sections of the curriculum linked to the locality.
- **The need to rapidly consider class structure and funding for 2020-21 and share outcomes with parents** – decisions around this are complex. This is the point in the year at which we look carefully at funding to set the new budget going forward. We are taking advice from the Local Authority about options whilst we await final budget figures. Once we are in a position to share this with you, and any impact this may have on class structure going forward, we will inform you straight away.
- **Concerns were raised about Year 1 / 2 Open Mornings with respect to behaviours and staffing/pupil ratios** – this has been discussed at length. Adult/child ratios are appropriate in these classes and Senior Leaders and Phase Leaders monitor this carefully now ensuring that these are adhered to.
- **The request that more than just English and Maths Books be shared at parents evenings** – this has been agreed and parents will be invited to look through a full range of pupil work at the next event.
- **Ensure progression in PE is clear** – The Local Authority PE Adviser has been contacted and will be visiting the school shortly to assess current provision and give suggestions for the school to think about developing.
- **Email correspondences with parents** – concerns were raised that not all families are receiving emails, and that perhaps the school’s system for doing this is flawed. Questions have been raised about whether the school holds the correct information for some parents, and indeed whether the system has been set up correctly. This has been investigated and should now have been remedied.

May I take this opportunity to thank you all for your continued support and understanding as we journey together to make Burwell Village College Primary School the best it can be.

Yours faithfully,



Diane Stygal  
Chair of the Interim Executive Board