

**IEB for Burwell Village College (Primary)**

**Minutes of IEB Meeting on Tuesday 28<sup>th</sup> April 2020 at 0915 hours, held via Skype Conference call**

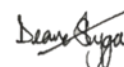
<b>Present:</b>	Diane Stygal (Chair – Senior Adviser for Leadership, Schools Improvement Service, CCC - DS), Emma Fuller (Lead English and Mathematics Adviser, Schools Improvement Service, CCC – EF), Emma Jones (CCC – EJ), Val Palmer (VP), Edris Tildesley (ET)
<b>Visitors:</b>	Anne Fisher (CCC School Improvement Adviser – AF), Antony Kern (Headteacher – AK), Tina Hubbard (CCC Area Lead Governance Adviser – TH)
<b>Clerk:</b>	Natalie Drewery (Camclerk - ND)

Discussion	Decisions Made / Actions Agreed
<p><b>1. Welcome</b> DS welcomed all to the meeting.</p>	
<p><b>Declaration of direct or indirect pecuniary interest in any of the following items</b></p>	No declarations were made.
<p><b>2. Apologies for absence</b> All IEB members were present. Apologies were received from Rosemarie Sadler (CCC Head of Service: Schools Improvement Service – RS)</p>	<b>Apologies accepted from RS.</b>
<p><b>3. Minutes of last IEB meeting:</b> Minutes from the IEB meeting on 28<sup>th</sup> February 2020 were circulated prior to the meeting. There were no matters arising. Confidential Minute (1) &amp; (2) from the IEB meeting on 28<sup>th</sup> February 2020 were circulated prior to the meeting. There were no matters arising.</p>	<p>Minutes of IEB meeting 28<sup>th</sup> February 2020– <b>APPROVED</b></p> <p>Confidential Minute (1) of IEB meeting 28<sup>th</sup> February 2020 – <b>APPROVED</b></p> <p>Confidential Minute (2) of IEB meeting 28<sup>th</sup> February 2020 – <b>APPROVED</b></p>
<p><b>4. Agreed Actions Update</b> Updates were provided on actions: <u>Actions from 16th September 2019</u> 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> <u>Actions from 13th November 2019</u> Action 167: DS to send model parent communications protocol &amp; strategy document to KC to review and personalise for the school: actioned by DS – <i>roll forward; actioned, on this agenda</i> <u>Actions from 29<sup>th</sup> January 2020</u> Action 185: DS to review KC's PP document; DS and EJ to discuss numbers: <i>actioned: new PP document required once lockdown concluded.</i> Action 189: CMcN to set up a small group and seek parent volunteers: <i>roll forward.</i></p>	<p><b>Action 148:</b> 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><b>Action 189:</b> CMcN to set up a small group and seek parent volunteers: <i>roll forward</i></p>



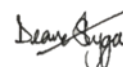
<p>Action 192: EF to follow up the parent link with SENCo re EHCPs: <i>ET to take on this action, to arrange to meet with parents of SEND children. Update: ET has left with SENCo for best course of action.</i></p> <p>Action 196: Actioned.</p> <p>Action 197: Team around the Child meeting not yet done; <i>roll forward if still necessary</i></p> <p>Action 198: Temperature of upstairs classrooms to be assessed: <i>roll forward</i></p> <p>Action 199: Parent Communication Protocol, <i>on this agenda.</i></p> <p>Action 200: Lead Adviser for Governance in attendance.</p> <p>Action 201: Propose Instrument of Government, <i>actioned and on agenda.</i></p>	
<p><b>5. Welcome to the new Headteacher</b></p> <p>The Chair welcomed Antony Kern to his first IEB meeting as the new Headteacher for the school.</p>	
<p><b>6. Head's Report</b></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><b>i) Childcare provision during the COVID-19 crisis</b></p> <p><input type="checkbox"/> <b>Easter provision</b></p> <p>AK advised that approx. 17-20 pupils attended each day.</p> <p>A member questioned how staff have been supporting the school with the on-going provision.</p> <p>AK commented that following CMcN's initial discussion with staff, there are no issues to be aware of. It was noted that the school will remain open on the bank holiday of Friday 8th May.</p>	
<p><b>ii) Quality of Education</b></p> <p>The Chair noted that with the current ongoing COVID-19 lockdown, this was harder to report on.</p> <p>CPD: AK advised that CMcN had circulated to staff a number of links to virtual on-line training. This will be discussed further within the Staff meeting; there will be a requirement to follow this up with practice in the classroom setting.</p> <p>Data &amp; Assessment: The IEB noted the comprehensive data for Spring 1. The Primary Adviser expressed caution at the data, because of the cause for concern over quality of teaching.</p> <p>The IEB asked for the Primary Adviser's thoughts regarding an Ofsted Inspection; AF clarified that the inspection schedule will now have a backlog; once pupils are back in school, SLT will collate baseline data and Ofsted will have to be mindful of the lockdown period and its effect on outcomes.</p> <p>Curriculum plans going forward: Noting the work on topics and knowledge organisers, the Chair asked if consideration has been given to the curriculum once the school re-opens.</p>	

<p>AK responded that there will be a lot to consider, given that 10-13 weeks of school will have been lost; this will have an impact on the learning provision and social implications. AK highlighted two options being considered, of starting the classes where they left off, requiring many interventions or moving up a year and taking baselines as if the school was starting in September 2020.</p> <p>SDP: AK clarified that a Rapid Improvement plan had been circulated to the IEB, focusing the priorities for improvement.</p>	
<p><b>iii) Leadership and Management:</b></p> <p>This was the subject of a confidential minute.</p>	
<p><b>iv) Personal Development in the light of the COVID-19 crisis</b></p> <p>This was the subject of a confidential minute.</p>	
<p><b>v) Behaviour and Attitudes</b></p> <p>Safeguarding data – as per Headteacher’s report. Regarding one of the cases, the Chair recommended that if no information had been received, AK should email and follow up, retaining as an evidence trail.</p> <p>Pupil Voice – In response to a question regarding pupil engagement with the learning activities being provided, AK clarified that most families have engaged with the learning. SLT have analysed and emailed those families who have not been in contact. The next step is for the class teacher to email and maintain weekly contact.</p> <p>Parent Voice – The IEB noted the positive improvement in parental comments between the autumn and spring parent consultation meetings. AK highlighted the positive parent feedback regarding the work being provided to their children.</p> <p>In response to an IEB question as to whether the school has responded to the survey to obtain laptops for home learning for disadvantaged pupils, AK confirmed that the survey had been completed.</p>	
<p><b>7. School Improvement</b></p>	
<p><b>i. Pupil Premium</b></p> <p>The Chair noted that currently pupil premium is absorbed within the budget; going forward this will need review and separating out to clearly demonstrate spending and impact. It was noted that the number in receipt of FSM may go up, following the current pandemic. The IEB discussed and questioned the potential spend of £10k on Read, Write Inc Intervention; noting this was a significant amount to spend on one intervention, which may not have an impact. AK was asked to contact Tiffany Middleton, Opportunity Area, who have recently provided funding for RWInc.</p>	<p><b>Action 203:</b> AK to contact Opportunities Area for funding for RWInc.</p>
<p><b>ii. LA Intervention and Support (NOVs as attachment 7)</b></p> <p>The IEB noted receipt of the Notes of Visits.</p> <p>EF advised AK that the LA Advisers can still offer support to</p>	



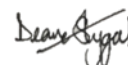


<p>school will need to replace the interactive whiteboards, as the current software is out of date and costs are high to update. A rolling project of whiteboard replacement will be required.</p> <p>EJ reminded AK that the IEB / GB will need to be made aware of quotes as this spending will require governance approval.</p>	<p><b>financial year 2020/2021 total spend of £2,025,508.00.</b></p> <p>It was passed.</p>
<p><b>ii. Buildings / capital plans</b> There was nothing to report.</p>	
<p><b>iii. Policies</b></p> <p>a. Parent Communications Protocol – the IEB noted this was a model LA policy. Concern was expressed at the size of the document and how this will be communicated to staff and parents, with a suggestion made that this may be for publication in September, at the start of the new academic year, and split into sections for the relevant personnel.</p> <p>b. Safeguarding Policy, Appendix' B Covid-19 – The IEB noted reference to governors and asked that the school amend this to reflect the current IEB situation.</p>	<p>The IEB <b>APPROVED</b> the following policies: Parent Communications Protocol Safeguarding Policy: Appendix' B Covid-19</p>
<p><b>9. Consideration for new Governance Structure</b></p> <p>i. The proposed constitution for the new Governing Body was circulated, which consists of:</p> <ul style="list-style-type: none"> <li>a. 2 elected parent governors</li> <li>b. 1 LA governor</li> <li>c. 1 headteacher</li> <li>d. 1 elected staff governor</li> <li>e. 4 co-opted governors</li> </ul> <p>Total number of governors: 9</p> <p>Members considered that this proposal would be appropriate for the new governance structure and planned for this to be effective from November 2020 (following Half Term).</p> <p>The Chair noted that current IEB member, Edris Tildesley has agreed to be the LA governor, to offer continuity between the IEB and GB. In view of the need for succession planning and to provide the GB with experience, the IEB suggested ET take the Chair of the Governing Body for the academic year 2020-21. Thereafter, the GB will elect a Chair.</p> <p>Considering the recruitment of governors, the IEB noted that neither staff nor parent governor nominations can currently be sought, however the Co-opted vacancies could be recruited for. In response to a question on timing for the new GB to take over, it was noted that although the transition is planned for November, the current situation may move this back to January. TH brief the IEB on current recruitment processes, including websites / social media. It was noted that once positions are filled, the shadow GB can begin to attend meetings, visits and training.</p> <p>ii. IEB action plan for transition to GB: the Clerk had provided an</p>	<p>The IEB <b>AGREED</b> the proposal for a new Instrument of Government.</p> <p><b>Action 205:</b> The Clerk to send the minutes of this meeting to TH to generate the Instrument of Government to sign off by RS.</p> <p>The IEB <b>APPOINTED</b> ET as Chair of the Governing Body.</p> <p><b>Action 206:</b> TH to provide the IEB with examples of successful social media campaigns.</p> <p><b>Action 207:</b> AK to give consideration as to how to recruit for the Co-opted</p>



action plan which documents the requirements and timeline, this will be completed as necessary. Members noted the content, for discussion at later meetings.	vacancies.
<b>10. Any Other Business</b> i. EF queried if the school has considered any additional training needs for staff regarding pupil anxiety and bereavement, once the current lockdown situation is concluded. AK advised this this has been considered and questioned if the IEB were aware if all CPD days have been booked for this year, as he would also like to have additional time for curriculum development, prior to September. The IEB were unsure and noted that this would have been booked in the school calendar for the year, which AK was asked to check.	
<b>11. Future IEB meeting dates</b> 5 <sup>th</sup> June 2020 – 09.15 hours 17 <sup>th</sup> July 2020 – 13.00 hours; Parents’ Forum at 14.30 hours; IEB to continue thereafter.	
Meeting closed at 11.05 hours.	

**Actions list on next page**



**ACTIONS:**

No.	Action	Owner	Timescale
<b>Actions from 16<sup>th</sup> September 2019</b>			
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
<b>Actions from 29<sup>th</sup> January 2020</b>			
189	CMcN to set up a small group and seek parent volunteers: <i>roll forward</i>	CMcN	05.06.20
192	ET to follow up the parent link with SENCo re EHCPs: update: ET to follow up with parents of SEND children	ET	30.03.20
<b>Actions from 28<sup>th</sup> February 2020</b>			
197	Refer to confidential minute: roll forward	CMcN	30.03.20
198	LM to contact county to undertake an assessment of the temperature of the classrooms upstairs, to enable a solution: roll forward to check if actioned.	LM	30.03.20
<b>Actions from 28<sup>th</sup> April 2020</b>			
202	DS to write a formal letter of thanks to CMcN from the IEB.	DS	asap
203	AK to contact Opportunities Area for funding for RWInc.	AK	05.06.20
204	EJ and AK to follow up the SFVS prior to the next IEB meeting.	EJ / AK	05.06.20
205	The Clerk to send the minutes of this meeting to TH to generate the Instrument of Government to sign off by RS	Clerk	05.06.20
206	TH to provide the IEB with examples of successful social media campaigns.	TH	05.06.20
207	AK to give consideration as to how to recruit for the Co-opted vacancies.	AK	05.06.20

