

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Friday 21st September 2018 at 1pm

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:	Rosemarie Sadler (Head of Schools Intervention Service, CCC – RS) – until 2pm; Anne Fisher (Primary Advisor to the school, CCC – AF) – until 2pm; Nicholas Smith, Headteacher Burwell Village College (Primary)
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 LAIG meeting at which all IEB members and visitors were present.</p>	
<p>2. Apologies for absence</p> <p>JL sent apologies; RS attended as JL’s representative.</p>	Apology accepted – Jonathon Lewis.
<p>3. Declaration of direct or indirect pecuniary interest in any of the following items</p> <p>None declared.</p>	No additional declared interests.
<p>4. Updated IEB Terms of Reference</p> <p>Updated Terms of Reference had been circulated prior to the meeting.</p>	Updated IEB Terms of Reference APPROVED.
<p>5. Minutes of last IEB meeting 10th August 2018</p> <p>Draft minutes and draft confidential minutes from 10th August 2018 had been circulated prior to the meeting.</p> <p>NS asked for a copy of the 31 July 2018 briefing note to the IEB from Belinda Harvey, CCC. It was agreed that this would be provided but would be treated as confidential.</p> <p>NS clarified that a letter was sent to parents by the previous Chair of Governors in the summer term, explaining that all options around academisation had been investigated and that the Governing Body had decided to not join an academy at that time.</p> <p>There is a confidential minute.</p>	<p>Minutes of IEB meeting 10th August 2018 APPROVED.</p> <p>Action 016: Clerk to provide briefing note to Head.</p> <p>Action 017: NS to provide letter from Chair of Governors regarding academisation, for circulation to IEB members.</p>
<p>6. Agreed Actions Update</p> <p>Updates were provided on actions from the last meeting as follows:</p>	

<p>Action 001 – update – EJ will arrange with school office before next IEB meeting.</p> <p>Action 002 – Completed</p> <p>Action 003 – Ongoing</p> <p>Action 004 – Completed</p> <p>Action 005 – Scheduled for 12th October 2018</p> <p>Action 006 – On agenda, item 8i</p> <p>Action 007 – See confidential minutes. Completed.</p> <p>Action 008, 009, 010, 011 – DS obtained advice from CCC that it would not be appropriate for the IEB to use parent addresses as held within admissions information. Therefore, letters from the IEB were sent to parents and staff at the start of this term.</p> <p>Action 012 – Completed</p> <p>Action 013, 014 – There is a confidential minute. Ongoing.</p> <p>Action 015 – Completed</p>	
<p>7. School Improvement</p> <p>The IEB noted significant cross-over with the material discussed in the preceding LAIG.</p>	
<p>7i. School Development Plan/Ofsted Action Plan</p> <p>A School Improvement Plan (SIP) had been circulated prior to the meeting – an updated version was tabled at the meeting by NS. NS also tabled attainment data: Key Stage on a Page, and DfE KS2 summary data.</p> <p>The SIP was discussed in detail by the IEB – discussions and challenges raised included:</p> <ul style="list-style-type: none"> • Is there sufficient capacity within the SLT for the amount of work required in this SIP? Is there a need for more prioritisation? • The SIP is based around the OFSTED report findings – it should also include priorities identified from the summer term data. • There needs to be a focus on challenging the more able pupils throughout the school. • The SIP needs to include data on progress as well as attainment. • Target setting and assessment data need to be robust. The IEB suggested that target setting was too heavily reliant upon FFT analysis based on the school's previous rates of progress. Also noted that targets last year were revised downwards twice during the academic year. A wider range of data sources must be used to inform target setting. Staff need to be made aware of the implications of target setting not just within their year group but for the progression of students through the school. • Attainment data were reviewed in detail. <p>The IEB noted that the school is below floor</p>	<p>Revised SIP to be reviewed at next IEB meeting.</p>

<p>standard for Key Stage 2 combined scores (Reading Writing and Maths) at only 51% reaching or exceeding expected standard.</p> <p>For Key Stage 1 the IEB noted that the Year 1 data are really encouraging given the cohort's EYFS profile, and noted that the improvement in GLD 2016-17 is likely to increase expectations for Y2 outcomes this year.</p> <p>EF provided an update on visits by Tom Oakley and Kathryn Brereton and explained how they tie into the SIP.</p>	
<p>7ii. Headteacher's Report</p> <p>A Headteacher's Report had been circulated prior to the meeting, and NS invited questions via email in future to help facilitate informed discussion in the meeting.</p> <p>Several queries were raised around statistics within the Head's report, such as %supply teachers and SEND figures. In each case NS clarified the information.</p>	
<p>7iii. Safeguarding</p> <p>The school's safeguarding summary had been circulated prior to the meeting, and the IEB noted that this was a useful overview.</p>	
<p>7iv. LA Intervention and support / LA Plan</p> <p>The LA Plan was tabled by RS and AF, and discussed by the IEB. Close coordination will be required between the LAIG and the IEB. In particular, linkage of IEB member visits to school to LA Plan priorities was discussed.</p>	
<p>7v. Members' monitoring visit reports</p> <p>Two visit reports had been circulated prior to the meeting: EF attended the staff training on 5th September 2018, and CM met with the Head and Deputy on 10th September 2018.</p> <p>EF provided a verbal overview of her visit, indicating that the training session (led by Chris Quigley) was very inspirational and that the challenge now would be to see how that training impacts upon actual learning environments. EF stressed the need to maintain momentum in this area, particularly given the high cost of this training session.</p> <p>CM provided a verbal overview of his visit report, emphasising that the pupils seemed settled during his visit and that he was particularly impressed with the work in EYFS, Year 5 and Year 6. CM noted that both NS and the Deputy Head (Rowena Watts, RW) were very welcoming and open. Matters discussed during CM's visit included: building works, impact on school of changes in the governing body over the past few years, SEND provision, the role of the booster teachers, workloads and SLT</p>	

<p>wellbeing, and a big focus on assessment and targets.</p> <p>The visit report form was discussed in detail and a revised version had been circulated which links to the SIP via an ‘IEB monitoring’ column. Additional suggested improvements including: adding a safeguarding question, adding a note that any safeguarding concerns must be flagged up to the Head/Deputy before leaving the premises, adding key actions/next steps at the end of the form, and adding a note requesting that the visitor meet with the Head or Deputy for a brief feedback session before leaving.</p>	<p>Action 018: Clerk to revise IEB Member Visit form and circulate.</p>
<p>7vi. Planning for Teaching and Learning Review plus PP Review 12.10.18</p> <p>AF reported that she met with NS and RW yesterday to agree the format for this review as follows:</p> <ul style="list-style-type: none"> • Learning walks in the morning to focus on maths and English • Book scrutiny • On the Wednesday of that week, phase leaders will perform a detailed work scrutiny – AF will work on this during the Review and meet in the afternoon with Phase Leaders for brief verbal feedback. • DS will also focus on disadvantaged and vulnerable pupils throughout the Review. 	<p>,</p>
<p>2.00 RS and AF left the meeting.</p>	
<p>7vii. Communications to parents and staff</p> <p>NS reported that he has had no queries from parents regarding the implementation of an IEB, and suggested that parents have a high level of trust in the school. There have been no apparent staff concerns. One former governor has popped in to say hello but again there seem to be no apparent concerns from former governors.</p> <p>A parent drop-in will be offered on 18th October at 9am (prior to the IEB meeting in school.) NS confirmed space will be made available for this in school.</p> <p>An informal staff drop-in will be offered on 18th October at lunchtime (12-12.30pm) in the staff room. (IEB meeting may have to pause to allow for this.)</p> <p>NS noted that there are various events in school at which a governor would usually be present – for example, parents’ evenings. The IEB asked NS to provide details of any events for which he would like an IEB member to attend.</p>	<p>Action 019: CM to draft letter for school to send inviting parents to the IEB drop-in.</p> <p>Action 020: CM to draft letter for school to send inviting staff to the IEB drop-in.</p> <p>Action 021: NS to provide details of any school events for which he would like an IEB member to attend.</p>
<p>8. Resources to support learning</p> <p>i) Finance</p> <p>EJ provided a brief verbal overview of school finances to the IEB. There is a plan for EJ to meet with the Headteacher and with Jenny in the school office (noted</p>	

<p>that Jenny is new to school finance).</p> <p>The carry forward this year was 4.5% of the budget (approx. £87k). EJ queried the projected carry forward for the current academic year, which is shown as only £45k.</p> <p>NS explained that this year the school plans to use part of last year’s carry forward in order to maintain the current class structure, which keeps class sizes small.</p> <p>In his Headteacher’s report, NS had asked for clarification from the IEB regarding financial sign-offs for purchases. NS requested that the school be authorised to set up three-day BACS transfer payments.</p> <p>EJ stated that she intends to review school finance policies before the next IEB meeting.</p>	<p>Action 022: EJ to liaise with Jenny in school office to set up 3-day BACS payment system. EJ will be required to authorise payments in the BACS system.</p>
<p>ii) Staffing – Pay Award</p> <p>An EPM Guidance Note had been circulated prior to the meeting, explaining recommendations for increases to various pay scales as follows</p> <p><i>“The Pay Review Body recommended a 3.5% increase on all ranges, but the Government’s response to these recommendations are as follows:</i></p> <ul style="list-style-type: none"> • <i>That a 3.5% uplift will be made to the minima and maxima of the main pay range and the unqualified teacher pay range</i> • <i>That a 2% uplift will be made to the to the minima and maxima of the upper pay spine and the leading practitioner pay range</i> • <i>That a 1.5% uplift will be made to the to the minima and maxima of the leadership pay range</i> • <i>That a 2% uplift will be made to the minima and maxima of all allowances – eg. SEN Allowance, Teaching and Learning Responsibilities</i> <p><i>Governors and Trustees of all schools and academies still have the discretion to apply a different percentage increase should they wish to all points above the minimum value of each pay and allowance range.”</i></p> <p>NS clarified that the school budget had been set based on a 1% salary increase for all staff. EJ clarified that the government has promised to make funding available to cover the difference between the expected 1% increase and the recommendations above; these funds will be made available based on number of pupils on roll.</p> <p>The IEB expressed a desire to make each salary increase apply to all points across each scale if financially viable. To determine the financial implications of such a decision, the IEB queried the proportion of staff at the school who are at the minimum or maximum points on each pay range.</p>	<p>The IEB has the intention to implement, at a minimum, the government response (3.5% uplift to the minima and maxima of the main pay range and the unqualified teacher pay range; 2% uplift to the minima and maxima of the upper pay spine and the leading practitioner pay range; 1.5% uplift to the minima and maxima of the leadership pay range; and 2% uplift to the minima and maxima of all allowances).</p> <p>The IEB will evaluate whether it is financially viable to follow the Pay Review Body’s recommendations (3.5% increase on all ranges).</p> <p>A pay decision will be ratified by email once more information is available.</p> <p>Action 023: EJ to obtain staff salary point details from the school office, and calculate financial implications of both pay options. EJ to circulate her pay recommendation and financial rationale to IEB for ratification by email.</p>
<p>iii) Buildings</p>	

<p>NS stated that there is a termly health and safety walk around school, at which an IEB member would be welcome.</p>	<p>Action 024: DS to liaise with Paul Bish (site manager) to join termly health and safety walks.</p>
<p>iv) School policies:</p> <p>The following policies were circulated prior to the meeting and were discussed as noted below:</p> <p><u>Safeguarding and Child Protection Policy</u></p> <p><u>Safer Employment Policy</u> : Appendix 2 references KCSiE 2015 – needs to be updated. Designated person section needs to be completed.</p> <p><u>Guidance for safer working practice</u> : The IEB noted that due to changes in the regulations around disqualification by association, it is important that staff are reminded it is incumbent upon them to inform the Headteacher if they have an association.</p> <p><u>Mobile Phone and Camera Policy</u> : The IEB requested that smart watches be specifically included within this policy.</p> <p><u>Policy for Supporting Pupils with Medical Conditions</u> : The IEB commended this thorough policy (and its apparent implementation in school as detailed by NS) but requested that the first sentence be removed.</p> <p><u>Equality and Community Cohesion Policy including Accessibility Plan</u></p> <p><u>Acceptable Use Policy for Staff</u></p> <p><u>Acceptable Use Policy for Visiting Staff and Visitors</u> : Second bullet point should read 'I must not...'</p> <p><u>SEND Policy</u> : Reference to the 'Special Needs governor' needs to be removed.</p> <p><u>Flexible Working Policy</u></p> <p><u>Staff Bullying and Harassment Policy</u></p> <p><u>Policy for Management of Sickness Absence</u> : Sections highlighted in blue need to updated.</p> <p><u>Staff Induction Policy</u></p> <p><u>Ex-offenders Policy Statement</u></p> <p><u>CPD Policy</u></p> <p><u>EPM Guidance - Employee Stress Risk Assessment</u></p> <p><u>Home school agreement 2018</u></p> <p><u>GDPR Policy</u> : NS explained that this draft policy had been downloaded from the Key website, as no draft policy is available from the local authority. The IEB noted that various sections highlighted in orange need to be completed with school-specific information.</p> <p><u>Curriculum and Learning Policy</u> : The IEB requested that this policy be updated to include reference to the material</p>	<p>The following policies were APPROVED (subject to corrections where detailed opposite):</p> <p>Safeguarding and Child Protection Policy</p> <p>Safer Employment Policy</p> <p>Guidance for safer working practice</p> <p>Mobile Phone and Camera Policy</p> <p>Policy for Supporting Pupils with Medical Conditions</p> <p>Equality and Community Cohesion Policy including Accessibility Plan</p> <p>Acceptable Use Policy for Staff</p> <p>Acceptable Use Policy for Visiting Staff and Visitors</p> <p>SEND Policy</p> <p>Flexible Working Policy</p> <p>Staff Bullying and Harassment Policy</p> <p>Policy for Management of Sickness Absence</p> <p>Staff Induction Policy</p> <p>Ex-offenders Policy Statement</p> <p>CPD Policy</p> <p>EPM Guidance - Employee Stress Risk Assessment</p> <p>Home school agreement 2018</p> <p>The following policies will be revised and brought to the next IEB meeting for approval:</p> <p>GDPR Policy</p> <p>Curriculum & Learning Policy</p> <p>Pay Policy</p>

<p>covered in the staff training day, and to include a revised version of the assessment and marking policy.</p> <p><u>Pay Policy</u> : The draft version was based upon last year’s policy; however, a model policy for 2018/19 has just been released by EPM.</p> <p>The IEB noted that several policies make reference to committees or panels of the governing body, and discussed the limitations of a small IEB to form appeals panels.</p>	<p>Action 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’.</p> <p>Action 026: Clerk to liaise with local authority regarding formation of appeals panels from an IEB.</p>
<p>v) Academisation (standing item)</p> <p>As discussed in item 5 above, the former governing body had concluded in summer 2018 that the school should not academise at that time.</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>As above.</p>	
<p>10. Any other business</p> <p><u>DS Meeting with parents of prospective pupil</u></p> <p>DS and CM explained to NS that DS has been in contact with a family who have one child at the school, and another younger child currently in an assessment unit within a mainstream school. The parents hope for the second child to be able to transfer to mainstream education at the end of KS1 and hope that that child can be admitted to Burwell for KS2.</p> <p>NS emphasised that the school welcomes any child for whom the school can meet needs, and that any decision would be based upon the Education and Health Care Plan (EHCP) for the pupil.</p>	
<p>11. Dates of future meetings</p> <p>IEB Meeting – 10am Thursday 18th October, in school</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 2.30pm.</p>	

Actions list on next page.

ACTIONS:

No.	Action	Owner	Timescale
001	Clerk to notify school office that members will require ID checks etc. at first IEB meeting in school. <i>Updated 21/09/18 EJ to liaise with school office prior to next IEB meeting.</i>	Clerk	October 2018
003	Clerk to revise Policy for Members' Monitoring Visits and recirculate final version.	Clerk	October 2018
005	Anne Fisher to conduct a full review of Teaching and Learning, comprising a full day in school and visiting every class. This review to also include a Pupil Premium Review. <i>Update 21/09/18 Review scheduled for 12th October 2018.</i>	RS	October 2018
013	See confidential minutes	CM	September 2018
016	Clerk to provide briefing note to Head.	Clerk	September 2018
017	NS to provide letter from Chair of Governors regarding academisation, for circulation to IEB members.	NS	September 2018
018	Clerk to revise IEB Member Visit form and circulate	Clerk	October 2018
019	CM to draft letter for school to send inviting parents to the IEB drop-in.	CM	September 2018
020	CM to draft letter for school to send inviting staff to the IEB drop-in.	CM	September 2018
021	NS to provide details of any school events for which he would like an IEB member to attend.	NS	September 2018
022	EJ to liaise with Jenny in school office to set up 3-day BACS payment system. EJ will be required to authorise payments in the BACS system.	EJ	October 2018
023	EJ to obtain staff salary point details and calculate financial implications of both pay options. EJ to circulate her pay recommendation and financial rationale to IEB for ratification by email.	EJ / All	By 28 th September 2018
024	DS to liaise with Paul Bish (site manager) to join termly health and safety walks.	DS	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'.	Clerk	September 2018
026	Clerk to liaise with local authority regarding formation of appeals panels from an IEB.	Clerk	September 2018