

## IEB for Burwell Village College (Primary)

### Minutes of IEB Meeting on Tuesday 12<sup>th</sup> March 2019 at 1pm

<b>Present:</b>	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), Emma Jones (LGSS Finance - EJ), Edris Tildesley (Associate Adviser for LA - ET)
<b>Visitors:</b>	Rosemarie Sadler (Head of Service: Schools Intervention Service – RS), Rowena Watts (Deputy Headteacher– RW – from 2.50pm), Jenny Neale (School finance – JN – from 2.50pm to 4.00pm)
<b>Clerk:</b>	Amy Lorimer (Camclerk)

<b>Discussion</b>	<b>Decisions Made / Actions Agreed</b>
<p><b>1. Welcome and introductions</b></p> <p>CM welcomed all to the IEB meeting and explained that RW will join the meeting after two new agenda items, comprising confidential matters, have been discussed.</p> <p>Due to the new agenda items, many planned agenda items will be deferred to a future IEB meeting.</p>	
<p><b>2. Apologies for absence</b></p> <p>Nicholas Smith (Headteacher – NS), Anne Fisher (Primary Advisor to the school, CCC – AF).</p>	<b>Apologies accepted from AF and NS.</b>
<p><b>3. Declaration of direct or indirect pecuniary interest in any of the following items</b></p> <p>No interests were declared.</p>	
<p><b>New agenda item – Leadership of the School during Head sickness absence</b></p> <p>There is a confidential minute.</p>	
<p><b>New agenda item – HR Support</b></p> <p>There is a confidential minute.</p>	
<p><b>2.50pm RW and JN joined the meeting.</b></p>	
<p><b>New agenda item – Communications with Head</b></p> <p>The IEB agreed to inform the Head of proposed leadership arrangements during his sickness absence.</p> <p>RS suggested that the IEB needs to clarify arrangements for liaison with the Headteacher during his sick leave.</p> <p>RW explained she has been in touch with the Head via his personal email address. RS advised RW that the Head should not be approached for advice or assistance on school matters while on sick leave.</p>	<b>Action 079 – CM to draft email to Head, for RW to pass on via personal email address.</b> Email to update on leadership arrangements and ask for preference about further communications from the IEB.

<p><b>4. Minutes of last IEB meetings: 12<sup>th</sup> February 2019 and 4<sup>th</sup> March 2019 (finance)</b></p> <p>Draft minutes from 12<sup>th</sup> February 2019 and 4<sup>th</sup> March 2019 were circulated prior to the meeting.</p> <p>Confidential minutes from 12<sup>th</sup> February and 4<sup>th</sup> March were not reviewed or approved at this meeting.</p>	<p>Minutes of IEB meeting 12<sup>th</sup> February 2019 – <b>APPROVED</b></p> <p>Minutes of IEB finance meeting 4<sup>th</sup> March 2019 – <b>APPROVED</b></p> <p>Confidential minutes of IEB meetings 12<sup>th</sup> February and 4<sup>th</sup> March 2019 to be added to next IEB agenda.</p>
<p><b>5. Agreed Actions Update</b></p> <p>Updates were provided on actions from the last meetings as follows:</p> <p><u>Finance meeting 4<sup>th</sup> March 2019</u></p> <p><b>Action F01</b> – Documents not received by EJ or clerk. JN to recirculate.</p> <p><b>Action F02</b> – Ongoing.</p> <p><b>Action F03</b> – JN clarified some income from SNITT had been miscoded. SNITT invoicing ongoing.</p> <p><b>Action F04</b> – JN confirmed totals are correct.</p> <p><b>Action F05</b> - Will be confirmed on next week’s school funding statement.</p> <p><b>Action F06</b> – Completed.</p> <p><b>Action F07</b> – Ongoing, requires investigation.</p> <p><b>Action F08</b> – Ongoing.</p> <p><b>Action F09</b> – Ongoing.</p> <p><b>Action F10</b> – Ongoing. JN is investigating potential liability for payroll management for the Circle Schools project, including any potential sickness absence/redundancy costs.</p> <p><b>Action F11</b> – Completed.</p> <p><b>Action F12</b> – Ongoing.</p> <p><b>Action F13</b> – Ongoing.</p> <p><b>Action F14</b> – Ongoing.</p> <p><b>Action F15</b> – Ongoing.</p> <p><b>Action F16</b> – JN tabled 2019-20 ICT support quotes from three potential providers and explained that Irvine Knight were the cheapest option. The IEB questioned JN over these quotes.</p> <p><b>Action F17</b> – Ongoing – revenue income figures not yet confirmed, budget not yet ready for discussion by IEB. JN and EJ meeting with Ray Byford next week to draft budget.</p>	<p><b>The IEB approved a new ICT Support contract for 2019-20 with Irvine Knight, valued at £15,581.</b></p> <p><b>IEB Finance meeting scheduled for Tuesday 26<sup>th</sup> March 9.30am.</b></p>
<p><b>3.30pm-3.50pm IEB meeting paused to allow IEB to meet with staff regarding Interim Headship arrangements.</b></p>	

## 5. Continued - Agreed Actions Update

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

### IEB Meeting 12<sup>th</sup> February 2019

**Action 032** – RW had circulated a draft PP document prior to this meeting and uploaded that document to the school website this morning, to ensure that the statutory requirement for Pupil Premium Grant (PPG) information is met.

DS explained that she had provided a PPG template to RW and advised regarding completion of the document. Several IEB members including DS had not been able to review the document due to late circulation. The IEB discussed the lack of financial detail and possible inconsistencies in data quoted throughout the document.

**Action 036** – IEB safeguarding data, and a case study for a persistent absence situation for a LAC pupil, were circulated prior to this meeting. A discussion of this data followed. DS highlighted ongoing concern around persistent absence but noted that Karen Taylor, School Manager, has been putting robust procedures in place around attendance. The IEB queried whether the data are robust as some of the percentages seem incredibly high (such as 18% persistent absenteeism for disadvantaged pupils).

First aid log data was discussed and the IEB agreed that only vulnerable groups data needs to be provided as percentage data rather than total numbers

**Action 048** – Ongoing – RW suggested that the draft Behaviour Policy may need revision considering advice received from the LA Specialist teaching team last week regarding pupil exclusion. The IEB did not agree to proposed revision based on their own professional experience, and emphasised to RW that the Behaviour Policy is there to safeguard everyone. DS suggested that the policy could be put into a step-by-step procedure for staff to follow.

The IEB briefly discussed an incident last week – there is a confidential minute and a non-confidential action.

**Action 060** – Risk assessment has not yet been conducted for the damaged car park. DS advised that she has spoken with Paul Bish, site manager, about the issue and he suggested that repairs to the car park would be cost-prohibitive due to the presence of a soak-away beneath the entire car park.

**Action 061** – Ongoing.

**Action 062** – Behaviour study completed during Teaching and Learning Review on 5<sup>th</sup> March.

**Action 063** – Completed.

**The Disadvantaged Review has been rescheduled (originally scheduled for 8<sup>th</sup> March) – DS will perform a detailed review of the PPG document as a part of that review.**

**Action 080: DS to review safeguarding data compilation during Disadvantaged Review, to ensure data is robust.**

**Behaviour Policy to be brought to next IEB meeting, and to include step-by-step procedure for staff to follow.**

**Action 081: RW to check medical logs to ensure that medication is being administered and logged appropriately.**

**Action 082: RW to ensure risk assessment put in place for damaged car park.**

<p><b>Action 064</b> – CM reported that he and AF have planned a joint visit on 4<sup>th</sup> April. Ongoing.</p> <p><b>Action 065</b> – Although the IEB had agreed that the SEF was not required until after Easter, RW provided a draft for circulation on Sunday prior to this meeting. The IEB thanked RW for her work but expressed concern for her workload. The SEF will be reviewed next term.</p> <p><b>Action 066</b> – Completed.</p> <p><b>Action 067</b> – Parental engagement data had been updated and circulated prior to the meeting. The IEB asked why parental attendance at Busy Bee events for Year 3 and Year 6 was low? RW noted that a Year 3 teacher was absent on the day of the Year 3 Busy Bee café. The IEB also noted that parental support for reading is a broader concern for Year 6 – this had been picked up during a joint monitoring visit by AF and CM in January.</p> <p><b>Action 068</b> – Discussed under actions arising from finance meeting, above.</p> <p><b>Action 069</b> – Completed.</p> <p><b>Action 070</b> – Draft surveys had been circulated for staff, parents and pupils. The surveys were discussed and minor edits suggested.</p> <p><b>Action 071</b> – Parent consultations are ongoing due to catch-up sessions, therefore data has not yet been circulated to the IEB. Ongoing</p> <p><b>Action 072</b> – DS has agreed with Chris Meddle that he will come into school and give a talk – possibly on an inset day. DS and RW to liaise. Close.</p> <p><b>Action 073</b> – Ongoing.</p> <p><b>Action 074</b> – Ongoing.</p> <p><b>Action 075</b> – On agenda.</p> <p><b>Action 076</b> – To be discussed at next IEB meeting. Ongoing.</p> <p><b>Action 077</b> – Confidential minute – to be discussed at next IEB Finance meeting.</p>	<p><b>Action 083</b> – DS to make minor revisions to parent survey, convert into electronic format, and send to school for distribution to parents.</p> <p><b>Action 084</b> – DS to convert draft staff survey into electronic format and send to school for circulation to staff.</p>
<p><b>6. School Improvement</b></p>	
<p><b>6i. Teaching and Learning Review 5<sup>th</sup> March 2019</b></p> <p>AF's Note of Visit (NOV) had been circulated prior to the meeting.</p> <p>CM gave a verbal overview including:</p> <p><u>Conditions for Learning</u></p> <p>Improvements were recognised but significant areas of inconsistency remain, for example in learning environments, non-negotiables, and embedding the work of maths advisors. It was noted in particular that one Year 1 classroom had no phonics display on the walls.</p>	

RW suggested that Phase Leaders should be leading with sharing of good practice. The IEB queried the amount of support provided to staff and suggested again that the roles and responsibilities of phase leaders and subject leaders need scrutiny and clarification. The IEB suggested practical approaches such as phase leaders doing learning walks together to look at non-negotiables, or having staff meetings in a different classroom each time.

#### Teaching & Learning/Assessment

CM noted that real strengths were identified in EYFS and in Years 5 and 6. Inconsistencies remain in marking and feedback, in the range of pupil targets, and on expectations around presentation and volume of pupil work.

The IEB suggested that a consistent target-setting approach needs to be used.

The IEB asked RW how feedback was provided to staff following the review? RW explained that she gave feedback to staff immediately after the review, in the presence of IEB members and AF. RS asked how staff took the feedback and RW said that they were disappointed. RS suggested that strengths should have been emphasised more, and RW explained that the NOV presents more positives than were provided to her on the day. RW stated that some individuals were provided with positive feedback.

RW agreed that the NOV provides further direction and indicated that she will start a discussion around the NOV at the SLT meeting on Wednesday, then follow up in the staff meeting later in the week. RS emphasised that staff need to hear the positives and need to receive clear feedback about what they need to do to improve.

#### SEND

The IEB agreed one key area for further work is the training and deployment of TAs. (One IEB member noted that during the review they only saw TAs working with SEND children – no evidence of teachers working with lower ability pupils). DS indicated that there is a much bigger picture around SEND provision.

ET reported that she had talked to the SENDCO this morning and the SENDCO appears worried that parent meetings will not be completed by Easter. RS and the IEB emphasised that these meetings must be completed and that if the SENDCO cannot complete them then RW must. DS noted that she has spent a lot of time agreeing the agenda and format for these meetings with the SENDCO, and that pupils have been split into Waves 1 2 and 3.

DS and the SENDCO have agreed that by Easter each pupil on the SEND list will have a file that includes at least the following: Parent View, Pupil View; and, individual learning plan. The IEB asked RW to ensure that this is

**The IEB encouraged RW to work with the SLT to ‘filter’ advice/actions from the NOV, and ensure that staff are given achievable goals.**

**The IEB remains extremely concerned around SEND provision, and work will continue to ensure that statutory requirements are met.**

**Action 085 – RW to ensure that SEND parent meetings are completed before the Easter break, and files are in place as agreed between DS and SENDCO.**

**To support this - DS will meet with RW next week to review SEND list and parent meeting schedule.**

<p>completed by Easter.</p> <p>RW thanked DS for her input around SEND, noting her clear and practical advice.</p> <p><u>Behaviour</u></p> <p>Three concerns were noted:</p> <ol style="list-style-type: none"> <li>1) Staff need to follow the agreed behaviour policy</li> <li>2) There is a discrepancy between pre- and post-lunch behaviour</li> <li>3) Arising out of pupil voice work, many pupils appear to feel they must take responsibility for other pupils' behaviour. A significant proportion of pupils feel stressed and/or angry about this.</li> </ol> <p>For example, a Year 3 child told an IEB member that another pupil was 'a problem child'. Two pupils apologised to DS during the review for another pupil's behaviour, explaining to her that the pupil has ADHD.</p> <p>The IEB discussed the need for Pupil Voice to be heard and discussed the draft pupil survey that had been circulated prior to the meeting. The extent of adult support required for pupils was discussed.</p> <p><u>EYFS</u></p> <p>The Review was very positive – the IEB asked RW to pass their thanks and praise on to the entire EYFS team.</p> <p><u>Leadership &amp; Management</u></p> <p>Roles and responsibilities of phase/subject leaders was discussed above.</p> <p>RW queried the phrase within the NOV that "leaders are not taking on responsibility for outcomes", and this was discussed by the IEB. It appears to again be down to clarity regarding roles (for example, the subject leader action plan for English only applies to KS2, and when pushed the subject lead said that it is really a plan for her Phase, rather than all of KS2.) The IEB agreed that consistency in monitoring is also a part of this issue.</p>	<p><b>The IEB stated that the SLT must address concern number 3 around behaviour as a real priority.</b></p> <p><b>Action 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.</b></p>
<p><b>6iii. Head's Report</b></p> <p>A Head's report had been circulated prior to the meeting and the IEB thanked RW for an accessible and appropriate report.</p> <p>The IEB queried some data quoted within the head's report, while acknowledging that RW completed this report without support from the Head. For example, the Year 2 expected combined percentage cannot be correct.</p> <p>The IEB thanked RW for the last section of the report and noted the very positive parent comments quoted.</p>	<p><b>The IEB expressed concern over Year 6 predictions especially reading. Year 6 data requires deep interrogation. CM will send queries to RW.</b></p> <p><b>Action 087 – RW to ensure that positive parental comments about Busy Bees are shared with parents.</b></p>

<p><b>6v. Safeguarding</b></p> <p>Safeguarding data was discussed under Matters Arising above.</p>	
<p><b>7i. Financial Controls</b></p> <p>The CCC Schools Financial Regulations (2017) had been circulated for reformation.</p> <p>A draft Finance Memorandum of Understanding had been circulated. Based on the terms of reference for the former Resources committee, this document details the responsibilities of the IEB with regard to school finance.</p> <p>The draft bullet point:</p> <ul style="list-style-type: none"> <li>• <i>To plan and present the budget to the Governing Body for approval, in line with the School Improvement Plan (including the schools staffing structure and charging policy).</i></li> </ul> <p>was agreed to be modified as follows:</p> <ul style="list-style-type: none"> <li>• <i>To plan the budget in line with the School Improvement Plan (including the school’s staffing structure and charging policy).</i></li> </ul>	<p><b>Finance Memorandum of Understanding agreed subject to minor revision.</b></p>
<p><b>10. Any Other Business</b></p> <p>The IEB was informed by the Clerk and Chair of a parent complaint received this morning regarding alleged misappropriation of fundraising money. Parents apparently raised £10,000 for new carpets in Year 1 classrooms, but the money has reportedly been spent on corridor improvements instead.</p>	<p><b>Action 088 - EJ to investigate parental complaint about use of fundraising monies.</b></p>
<p><b>9. Dates of future meetings</b></p> <p>IEB Finance meeting – 9.30am Tuesday 26<sup>th</sup> March, in school</p> <p><i>Disadvantaged Review – TBD</i></p> <p>IEB meeting – 1pm Tuesday 2<sup>nd</sup> April, in school – with a Parents’ Forum at 2.30pm</p> <p>IEB meeting for budget approval – 12noon Tuesday 30<sup>th</sup> April, in school</p>	
<p>Meeting closed at 5.20pm.</p>	

**ACTIONS:**

<b>No.</b>	<b>Action</b>	<b>Owner</b>	<b>Timescale</b>
048	NS to check review dates on the positive behaviour policy and update it to include that staff have received STEPS training.	Head	February 2019
064	CM visit to focus on SLT monitoring and feedback to teachers, with input from EF.	CM	4 <sup>th</sup> April 2019
065	SEF to be evaluated next half term.	Head/all	April 2019
071	RW to provide attendance rates for next round of parent consultations.	RW	Next IEB meeting
073	DS to investigate methods to evaluate staff wellbeing.	DS	April 2019
074	EJ to attend next School Council meeting.	EJ	March 2019
077 CONF	See confidential minutes Part 1	NS	Next IEB meeting
078 CONF	See confidential minutes Part 2	CM	This week
079	CM to draft email to Head, for RW to pass on via personal email address	CM	This week
080	DS to review safeguarding data compilation during Disadvantaged Review, to ensure data is robust	DS	March 2019
081	RW to check medical logs to ensure that medication is being administered and logged appropriately.	RW	This week
082	RW to ensure risk assessment put in place for damaged car park.	RW	March 2019
083	DS to make minor revisions to parent survey, convert into electronic format, and send to school for distribution to parents.	DS	March 2019
084	DS to convert draft staff survey into electronic format and send to school for circulation to staff.	DS	March 2019
085	RW to ensure that SEND parent meetings are completed before the Easter break, and files are in place as agreed between DS and SENDCO	RW	March 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.	DS	March 2019
087	RW to ensure that positive parental comments about Busy Bees are shared with parents.	RW	This term
088	EJ to investigate parental complaint about use of fundraising monies.	EJ	March 2019