

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

### **Minutes of IEB Meeting on Tuesday 16<sup>th</sup> July 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), Edris Tildesley (Associate Adviser for LA - ET), Emma Jones (LGSS – EJ)
<b>Visitors:</b>	Rob Campbell (Interim Headteacher – RC), Colette McNally (CMcN - Appointed Deputy from 1 <sup>st</sup> September 2019); Rowena Watts (Deputy Headteacher– RW); Kate Coates (appointed Interim Head from 1 <sup>st</sup> September 2019)
<b>Clerk:</b>	Amy Lorimer (Camclerk - AL)

<b>Discussion</b>	<b>Decisions Made / Actions Agreed</b>
<p><b>1. Welcome</b></p> <p>CM welcomed all to the IEB meeting and explained that he is standing down from the IEB at the end of term. Diane Stygal will Chair the IEB from 24<sup>th</sup> July 2019. Val Palmer, a CCC School Improvement Advisor, will join the IEB in September. AL is also stepping down as Clerk at the end of July 2019.</p>	<p>The IEB and school thanked CM and AL for their service to the school.</p>
<p><b>2. Apologies for absence</b></p> <p>Rosemarie Sadler (CCC Head of Service: Schools Intervention Service – RS); Anne Fisher (CCC School Advisor – AF) sent apologies.</p>	<p><b>Apologies accepted from RS and AF.</b></p>
<p><b>3. Declaration of direct or indirect pecuniary interest in any of the following items</b></p> <p>None declared.</p>	
<p><b>4. Minutes of last IEB meeting:</b></p> <p>Minutes from the IEB meeting on 1<sup>st</sup> July 2019 were circulated prior to the meeting.</p>	<p>Minutes of IEB meeting 1<sup>st</sup> July 2019 – <b>APPROVED</b></p>
<p><b>5. Agreed Actions Update</b></p> <p>Updates were provided on actions from the last meetings as follows:</p> <p><u>IEB Meeting 12<sup>th</sup> March 2019:</u></p> <p><b>Action 083</b> – Ongoing. RC will send out the parent survey before the end of term. Feedback was invited from Parent 1. RC will be issuing different parent survey to that provided by DS – a new OFSTED survey.</p> <p><b>Action 084</b> – Ongoing. RC will be issuing different staff survey to that provided by DS – a new OFSTED survey.</p> <p><b>Action 086</b> – Ongoing. RC will be issuing a different pupil survey to that provided by DS – a new OFSTED survey. A separate Year 6 leavers' survey will be issued this week.</p>	

<p><u>IEB Finance Meeting 26<sup>th</sup> March 2019:</u></p> <p><b>Action 093</b> – EJ confirmed that the school fund bank account will be closed shortly. There are no further accounts containing voluntary funds. Closed.</p> <p><u>IEB Meeting 1st May 2019:</u></p> <p>Action 114 – SEF on this agenda and circulated prior to this meeting. Close.</p> <p>Action 115 – Ongoing</p> <p><u>IEB Meeting 3<sup>rd</sup> June 2019:</u></p> <p>Action 121 – Completed.</p> <p>Action 122 – Workplan circulated. Close.</p> <p>Action 127 – Ongoing – PP to be addressed autumn term</p> <p>Action 128 – Close.</p> <p>Action 137 – Annual Child Protection and Safeguarding Monitoring Report completed. Close.</p> <p>Action 138 – Completed.</p> <p>Action 139 – DS explained that she met with KC and CMcN – further information is needed before this PP document can be prepared. Ongoing.</p> <p>Action 140 – Ongoing.</p> <p>Action 141 – Ongoing</p>	<p><b>Action 139 UPDATE – EJ to provide financial information for PP strategy to KC / CMcN.</b></p>
<p><b>6. Head’s Report</b></p> <p>RC provided a PowerPoint presentation for circulation in advance of the meeting and gave a verbal overview. General discussion included:</p> <ul style="list-style-type: none"> <li>• Staffing changes – Year 3 teacher returning to the staff 0.8FTE.</li> <li>• One pupil is undergoing the CCC Managed Move process to an alternative school. The role of the school and CCC in this process, and the need to support the family, were noted.</li> </ul>	
<p><b>7.0 School Improvement</b></p>	
<p><b>7i. Attainment data</b></p> <p>Attainment and progress data were circulated prior to the meeting and a spreadsheet showing updated EYFS data was tabled. An updated Year 2 gap analysis was also circulated prior to the meeting.</p> <p>There followed a detailed discussion of attainment and progress data for each year group, with reference to results of reach year group in previous school years. For each year group, the implications of the Summer 2 data for provision needs in September was discussed.</p>	<p><b>The IEB suggested that phonics must remain a focus in Year 2 as it feeds directly into spelling and writing, and that provision must also be made in Year 3 for the pupils who did not pass the phonics retake.</b></p> <p><b>The IEB recommended that teachers look at each Year 2 pupil not meeting ARE individually, including looking at</b></p>

	<p>their EYFS outcomes, to ensure appropriate provision in Year 3.</p> <p>The IEB recommended that teacher CPD be provided focusing on enabling pupils to make expected progress. There may also be a knowledge gap around the National Curriculum.</p>
<p>2.30-3.40pm Meeting paused for a parent forum</p>	
<ul style="list-style-type: none"> <li>• The IEB noted that the Year 3 cohort did well at Key Stage 1 but this has not translated into strong Year 3 outcomes.</li> <li>• The IEB noted the Year 4 data, particularly the low Year 4 maths and combined ARE results, will put pressure on the Year 5 team next year. The specifics of the Year 4 cohort were discussed including a high percentage of pupils with SEND.</li> <li>• Accelerated progress in maths was noted in the Year 5 cohort. However, the Year 5 writing results were very concerning particularly for boys.</li> <li>• The IEB was informed that the Fisher Family Trust (FFT) data had not yet been provided to the school for Year 6. The progress in Year 6 was noted as being strong, with writing for this cohort improving from 37% ARE at the end of Year 5, to 65% at the end of Year 6. CMcN noted that this is due to extremely hard working staff, putting in long hours, and also provision of a booster teacher (noting that a booster teacher is not included within the 2019-20 budget).</li> </ul> <p>The IEB discussed the need for information exchange to facilitate transition between each Year group, recommending knowledge sharing meetings between teaching staff. RW explained that for KS1, this was scheduled for 17<sup>th</sup> July and the new teaching staff would be coming into school to join in those conversations. CMcN noted that this will happen before the end of term for KS2 and agreed the need to ensure information exchange happens before staff leavers have moved on. RW also explained the ‘handover folders’ system in place at the school.</p>	<p>The IEB suggested that the SLT join in some of the transition knowledge-sharing meetings, possibly establishing a set agenda for the meetings in advance.</p>
<p><b>7ii. Safeguarding</b></p> <p>As discussed under action points above, the Annual Child Protection and Safeguarding Monitoring Report was recently completed. DS thanked RW for her work compiling this document.</p>	
<p><b>7iii. Pupil Premium</b></p> <p>As discussed under Action Items above, Pupil Premium discussions will be deferred to September 2019.</p>	

<p><b>7iv. SEF</b></p> <p>A draft SEF was circulated prior to the meeting and the IEB thanked RC for a detailed, honest document that clearly identifies priorities. RC explained that the format used reflects the new OFSTED framework from September.</p> <p>The unusual IDACI profile for the school was discussed.</p>	<p><b>The IEB requested that combined attainment results be added to the SEF.</b></p>
<p><b>7v. LA Intervention and Support</b></p> <p>RC and the IEB expressed their appreciation to CCC for their support to the school this year.</p>	
<p><b>7vi. IEB member visit reports</b></p> <p>Reports had been circulated prior to the meeting and their contents noted.</p>	
<p><b>7vii. Communications to parents</b></p> <p>The parent questionnaire was discussed under Action Items above.</p>	
<p><b>7viii. Communications to staff</b></p> <p>The staff questionnaire was discussed under Action Items above.</p>	
<p><b>7ix. Pupil Voice</b></p> <p>The pupil questionnaire and leavers' survey were discussed under Action Items above.</p>	
<p><b>8. Resources to support learning</b></p>	
<p><b>8i. Headteacher Recruitment</b></p> <p>This item was deferred until the end of the meeting.</p>	
<p><b>8ii. Staffing and Class Structures 2019-20</b></p> <p>Staffing and class structures were covered within the Heads Report.</p> <p>RW tabled a draft document showing TA hours and allocation for September 2019. KC indicated that she needs budget information to assist with this document review. The IEB discussed proposed TA allocation for September and reviewed needs in each cohort.</p>	<p><b>The IEB urged the school to reconsider TA deployment for September, particularly suggesting that the first aid TA be allocated some classroom hours.</b></p>
<p><b>10. Any Other Business</b></p> <p>Two items from today's parent forum were discussed:</p> <ul style="list-style-type: none"> <li>• Pupil transition from Year 6 to secondary schools – RC confirmed that representatives from secondary schools have visited Burwell VC, and the information-sharing process was discussed.</li> <li>• DS stated in the parent forum that there are gaps in the school's SEND records. She assured the IEB that she is coming onto school next Monday to continue sorting SEND records.</li> </ul> <p>The IEB discussed school management and contacts over the summer holiday period.</p>	<p><b>Action 142 – In September, school to send letter to all parents encouraging them to share any SEND paperwork held at home, to enable SENDCO to make SEND files as complete as possible.</b></p> <p><b>Action 143 – RC, CMcN and RW to construct rota for primary school contact over the summer break.</b></p>

<p>EJ asked the school to ensure that the bank signatories forms discussed at the 1<sup>st</sup> June IEB meeting be signed before the end of term.</p> <p>DS informed the IEB that CCC Councillor Josh Schumann (Burwell District) has been in contact regularly with Rosemarie Sadler asking for progress updates about the school.</p>	<p><b>Action 144 – DS to meet with Councillor Josh Schumann</b></p>
<p><b>4.50pm KC and RC left the meeting.</b></p>	
<p><b>8i. Headteacher Recruitment</b></p> <p>The process and timescales for Headteacher recruitment were discussed. The IEB agreed that the school needs to attract the best possible field of candidates for the role. IEB capacity over the summer was discussed.</p>	<p><b>Headteacher recruitment will start in autumn term.</b></p>
<p><b>Dates of future meetings</b></p> <p>IEB meeting – August – CANCELLED</p> <p>IEB meeting – 16<sup>th</sup> September 2019 at 1pm</p>	
<p>Meeting closed at 5.15 pm.</p>	

**Actions list on next page**

**ACTIONS:**

No.	Action	Owner	Timescale
<b>Actions from 12<sup>th</sup> March 2019</b>			
083	DS to make minor revisions to parent survey, convert into electronic format, and send to school for distribution to parents. <i>Actioned &amp; on hold to summer term Update: RC to issue parent survey before end of summer term.</i>	RC	July 2019
084	DS to convert draft staff survey into electronic format and send to school for circulation to staff. <i>Actioned and on hold to summer term. Update: RC to issue staff survey before end of summer term.</i>	RC	July 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. <i>On hold to summer term Update: RC to issue pupil survey before end of summer term.</i>	RC	July 2019
<b>Actions from 1<sup>st</sup> May 2019</b>			
115	The IEB agreed that a revised SDP and TOP must be in place before the end of summer term. <i>Update: to be presented to IEB in September.</i>	RC	June 2019
<b>Actions from 3<sup>rd</sup> June 2019</b>			
127	RC to revise data within 2018-19 PP document	RC	July 2019
<b>Actions from 1<sup>st</sup> July 2019</b>			
139	DS, KC and CMcN to draft 2019-20 PP Strategy.: <i>Update: EJ to provide financial information for PP strategy to KC / CMcN.</i>	DS, KC and CMcN	July 2019
140	RC to revise Stress Management Policy and bring to next IEB meeting	RC	July 2019
141	School to develop curriculum policy template for subject leads to work into, ensuring National Curriculum is correctly referenced. SLT to then pull these together into one Curriculum Policy for review at October 2019 IEB meeting.	RC/RW	Autumn 2019
<b>Actions from 16<sup>th</sup> July 2019</b>			
142	In September, school to send letter to all parents encouraging them to share any SEND paperwork held at home, to enable SENDCO to make SEND files as complete as possible.	SLT	Autumn 2019
143	RC, CMcN and RW to construct rota for primary school contact over the summer break.	SLT	End of term
144	DS to meet with Councillor Josh Schumann	DS	Summer 2019