

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Friday 14th December 2018 at 10.00am

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), Edris Tildesley (Associate Adviser for LA)
Visitors:	Rowena Watts (Deputy Head Burwell Village College (Primary) – RW) Karen Taylor (School Manager – KT) – present for item 6i Jenny Neale (Finance Manager – JN) – present for item 6i
Clerk:	Katie Dodsley-Cook (Locum Camclerk)

Discussion	Decisions Made / Actions Agreed
<p>1. Welcome and introductions</p> <p>The meeting started at 11am. CM welcomed all to the IEB meeting and noted that NS (Headteacher) is off sick until January. Jon Lewis has stepped down as an IEB member and Edris Tildesley, Associate Adviser for the LA, was welcomed as an IEB member.</p> <p><u>Parent Forum Feedback</u></p> <p>There were 28 parents present at the Parent Forum prior to the IEB meeting. CM spoke to parents about what has happened since the last Parents' Forum, what changes parents have hopefully seen and the support the school has been given. A verbal summary of parents' feedback was given at the meeting.</p> <p>There were some positive parental comments received. Communication has generally improved and some remaining concerns were discussed.</p> <p>There were some positive comments about the Y6 trip, Y6 practice SATs and the Y6 staff. The IEB noted that this is very positive for the school and acknowledged the work of the SLT to get teachers to this positive position.</p> <p>RW was asked if the new SDP been shared with staff. She responded that it has been verbally shared and will be fully shared when finalised.</p> <p>There was an immediate concern arising from comments in the Parents' Forum that needed addressing and RW assured the IEB that there were no safeguarding issues.</p> <p>There was a SEND query raised by a parent: this would be picked up by RW as the SENDCo is on sick leave.</p> <p>The IEB noted that it is significant that there were fewer parents attending the Parent Forum and the majority were</p>	<p>Action 037: RW to remind the supply teacher agency about the standard of supply teachers that the school will accept.</p> <p>Action 038: RW to follow the SEND query up and let DS know the outcome so that she can respond to the parent.</p>

<p>broadly satisfied with the key actions of the IEB and with the encouraging signs of recovery for the school. The IEB also noted that it is apparent that parents are supportive of staff.</p> <p>It was suggested that an evening Parents' Forum is held for working parents and the IEB agreed to look at this for February.</p>	<p>Action 039: EF to write a Note of Visit to formally record the Parent Forum. CM to write to all parents to keep them informed about the IEB's work and progress.</p>
<p>2. Apologies for absence</p> <p>Amy Lorimer (Camclerk), Anne Fisher (Primary Adviser), Rosemarie Sadler (Head of School Intervention Service) and Nicholas Smith (Headteacher) sent apologies.</p>	<p>Apologies were accepted from Amy Lorimer, Anne Fisher, Rosemarie Sadler and Nicholas Smith</p>
<p>3. Declaration of direct or indirect pecuniary interest in any of the following items</p> <p>ET has a granddaughter in Y5 and (with reference to 6i, below) EJ works for LGSS Finance.</p> <p>No further interests were declared.</p>	
<p>4. Minutes of last IEB meeting 18th October 2018 and 16th November 2018</p> <p>Draft minutes and confidential minutes from 18th October 2018 and minutes from the meeting on 16th November 2018 were circulated prior to the meeting.</p> <p><u>Minutes of IEB meeting 16th November</u></p> <p>The reference to 'Lost Words' was changed to 'Powerful Words' on page 3.</p> <p>It was asked if there is a link between the Powerful Words project and NMM (No More Marking). RW responded that NMM is specifically for KS2 and informs judgements and is linked to the Powerful Words project. The school considered not continuing with the Powerful Words project but there has been investment in resources which the school would have to repay if it stopped using it. The school has worked with the system to find a way to make it work more positively.</p> <p>The February training day will be used to look at the spring term work plan and an external provider is not now being asked to run staff training in April.</p> <p>It was asked if the Assessment and Marking Policy summary flowchart is now complete and available. NS was completing the flowchart and this will have to be carried forward to the next meeting.</p>	<p>Minutes and confidential minutes of IEB meeting 18th October 2018 - APPROVED</p> <p>Minutes of IEB meeting 16th November 2018 were amended and APPROVED</p> <p>Action 040: Feedback of the Assessment and Marking Policy summary flowchart to be made available at the next meeting</p>
<p>5. Agreed Actions Update</p> <p>Updates were provided on actions from the last meeting as follows:</p> <p>Action 029 – Complete.</p> <p>Action 030 – Ongoing, carry forward.</p>	

<p>Action 031 – CM wrote to the former clerk. Complete.</p> <p>Action 032 – DS has carried out two website audits and reported that there have been improvements and the key requirements are met. The following improvements should be made:</p> <ul style="list-style-type: none"> • There is more curriculum information needed and this was also raised at the Parents’ Forum. RW noted that the curriculum team are keen to put something together for website. • Review the Behaviour policy and personalise it to the school. • Update the Pupil Premium reports. • Update the SEND information. <p>Action 033 – A Fisher has carried out some work with NS and RW linked to a rewrite of the SDP. A Fisher has also recommended several further amendments to the draft SDP. Complete.</p> <p>Action 034 and 035 – EF and DS will visit on 10th January to meet all phase leaders to see progression through the school. Complete.</p> <p>Action 036 – DS will visit in January and collect safeguarding data for analysis for next meeting. Patterns can then be looked at half termly or as required. Ongoing.</p>	
<p>6. School Improvement</p>	
<p>6i. Headteacher’s Report</p> <p>A Headteacher’s report was circulated prior to the meeting, and questions were invited (with responses from RW in the absence of the Headteacher).</p> <p><u>MIS and FMS</u></p> <p><i>KT and JN joined the meeting at 11.45. EJ declared an interest in the subject.</i></p> <p>Reports were circulated prior to the meeting for consideration about changing the MIS (Management Information System) and FMS (Financial Management System).</p> <p>The IEB are concerned that the school’s finances are lacking clarity at the moment and this means it would be hard to agree to make changes which could incur additional costs.</p> <p>JN noted that other accounting systems work more effectively and intuitively than the current system and would work better for school. The school has only ever had ICT Services so has not considered changing before. FMS is out of date and the basic reporting system is restricted, resulting in JN developing her own spreadsheet to enable accurate reporting. ICT support is restricted and they can’t fulfil support requirements.</p> <p>There was a small window of time given to research</p>	

<p>options and ICT Service did not give the school relevant information until a week ago. The school has had several companies visit to give demonstrations on a number of different systems.</p> <p>JN circulated an updated report including comparisons of costs over 3 years. FMS and SIMS is cheaper in the first year but Bromcom and Sage are cheaper over the three year period.</p> <p>KT noted that currently the two systems work separately but one MIS system delivering everything would be more time- and cost-efficient.</p> <p>The IEB asked how involved the SLT have been in the review process as the system has to work for everyone. KT responded that it has been discussed with NS but not thoroughly as there wasn't time before getting a recommendation to this IEB meeting.</p> <p>It was asked why Bromcom was chosen over Pupil Asset. JN noted that the two systems are similar and both companies would be invited to return to the school for a second demonstration.</p> <p>The IEB considered the need for more time for a full exploration involving the SLT so that everyone is confident that the systems will work for the school. There are increased costs in year one and it is not clear if the school's budget could cover this. There are a lot of changes taking place at the school at the moment and it is not clear if there is the capacity to take on another change.</p> <p><i>EJ left at 12.05</i></p> <p>Thanks were noted to KT and JN for their hard work.</p> <p><i>KT and JN left the meeting at 12.10</i></p> <p><u>Well-being survey</u> – The report mentions Y7 and Y9 which isn't correct for a primary school and it may be due to an issue with the software. It was discussed that 9% of children indicate mental health issues and this is a significant difference to the national figure of 5%.</p> <p>During the Parents' Forum, a parent raised a concern that they had not been contacted following a comment that their child wrote on the questionnaire. The IEB established that there was no place for comments on the questionnaire and wondered if there had been a separate Pupil Voice survey.</p> <p><u>Staff Survey</u> - The data from the staff survey has not yet been received.</p> <p>The school will carry out a parent survey in spring 2019. However, the IEB will be undertaking surveys of pupils, parents and staff and all these surveys need coordinating between the school and the IEB to avoid overlap.</p> <p>It was asked what percentage of parents attended the reading evenings.</p>	<p>CM proposed that the school continues with the current MIS and FMS for another year whilst KT and JN continue to research alternatives with the SLT involved. DS seconded the proposal and this was unanimously agreed.</p> <p>Action 042: RW to determine where the reported child's comment was made and follow up with the parent.</p> <p>Action 043: DS to look at survey questions, design a parental survey and send to CM for comment.</p> <p>Action 044: RW to determine the percentage of parents attending</p>
---	---

<p><u>KS1 Key improvements</u> – The IEB noted that it is encouraging to see the work Tom Oakley is carrying out with the maths lead focusing on higher attaining children. It was asked if the school has sufficient staff resources to deliver the work. RW responded that having a trainee teacher enables time for working creatively and the Work Plan has a maths thread with the maths lead to ensure the work is carried out.</p> <p><u>Upper KS2 Improvements</u> – The IEB asked if setting groups is working in Y5 maths. RW noted that the setting is something that the phase leader is trialling as it had previously worked well. It is looking encouraging but the data needs checking to confirm this. The maths lead has supported Y5 teachers and wants to work with other years to challenge them to ensure opportunities and raising aspirations. RW reassured the IEB that the maths lead is looking at issues in setting and will carefully monitor the new system. The IEB noted that setting can have issues for some children such as more able children in the lower group as they may need pushing to be the lower achieving children in the higher group. The IEB asked if Tom Oakley will visit to review Y5 and RW responded that he is.</p> <p><i>EF left 12.30</i></p> <p>Pupil Behaviour – The IEB noted that they are encouraged to see the positive behaviour.</p> <p><i>There was an adjournment at 12.30 for IEB members to meet with staff.</i></p> <p><i>The meeting reconvened at 13.05 and remained quorate.</i></p> <p><u>Writing portfolios</u> – It was discussed that the benefits of a lengthy re-write are not clear and RW noted that staff are working to evolve the process.</p> <p>There is a confidential minute.</p>	<p>reading evenings and Clerk to add parental engagement to the next agenda</p>
<p>6ii. New TOPS and School Development Plan</p> <p><u>Work Plans</u></p> <p>Work Plans were circulated prior to the meeting. It was discussed that some dates need completing but they are working documents that the SLT will ensure are complete at the end of term. RW noted that the SLT want the IEB to see the regularity of scrutinies and how they are carried out by phase leaders as well as the SLT. The documents are providing a positive framework for the school: having a focus and planning brings clarity. The IEB agreed that progress is being made and the plans work well with the new SDP and they feel achievable.</p> <p><u>SDP</u></p> <p>The IEB discussed the option of bringing additional items such as safeguarding and wellbeing into the SDP alongside the four key priorities. The IEB warned the school about potentially making more distractions or work</p>	<p>It was agreed that the SDP should currently be the four key priorities and action plans can be used for other areas so as not to distract</p>

<p>for staff.</p> <p>The IEB agreed that over the next six month period there needs to be a shift in the planning model from top down (ie high levels of input from LA and IEB) to bottom up (ie the school identifying and driving priorities) and the SDP is key to staff engaging with this process.</p> <p>A Fisher has spoken to the school about generic monitoring being moved into the Work Plans and RW will discuss this with the phase leaders.</p> <p>As noted above, the staff should be given the opportunity to engage with the document and some suggestions were made:</p> <ul style="list-style-type: none"> • Circulate the document before Christmas to be discussed after Christmas. • Place the document on the staff notice board for all to add evidence and suggestions for the next term and this then makes it everyone's work plan. • Display data as a separate document so that progress can be seen <p>It was asked if there is a culture within the school for sharing good practice. RW noted that there are strong teams and phase leaders and it is better now that teams are located together following the building works. The IEB wants to be satisfied that there is consistently good practice. The teaching and learning in Y6, for example, is impressive and the data supports the good work. RW informed the IEB that Y1 staff have looked at Y6 planning for writing and they found it helpful. Staff work hard and want to do a good job so it will benefit them if the areas for improvement are highlighted and they can share practices to do this.</p>	<p>from the priorities.</p>
<p>6iii. LA Interventions and Support – RS was not present to report. The IEB noted that the NoVs from Tom Oakley were particularly helpful.</p>	
<p>6iv. Safeguarding</p> <p>DS reported that the Safeguarding review was positive and there are no outstanding issues.</p>	
<p>6vi. Members' monitoring visit reports</p> <p>CM circulated a visit report prior to meeting and noted that it is good to have positive feedback for staff and parents.</p> <p>The IEB discussed having a monthly IEB or joint school and IEB newsletter as parents obviously want feedback.</p>	<p>Action 045: DS to create a draft IEB update/newsletter which can be produced by the school if it is well received.</p>
<p>6viii. Communications to parents and staff</p> <p>Several parental complaints which have been resolved informally. There was a more complex complaint that has been dealt with and is hopefully concluded. The IEB had found no evidence that suggested any justification for</p>	

upholding the complaint.	
6ix. Pupil Voice – The School’s Pupil Wellbeing Survey was discussed under item 6i.	
6x. Website Audit - Covered under item 5.	
7. Resources to support learning - This was discussed under previous items and no further items were raised.	
<p>ii) Staffing - RW noted the following points in addition to those discussed under earlier items:</p> <p>Booster sessions are being covered by a teacher who worked at the school previously.</p> <p>There is a relief teacher on sick leave. The school has made changes to cover and PPA and it is hoped the member of relief staff will return after Christmas.</p> <p>There is a one to one TA off until January. The IEB asked if the one to one child has the correct support and RW responded that they do and the school is trying to be as consistent as possible with cover.</p> <p>Due to building works the school had staggered lunchtimes and is now looking at returning to having one lunchtime. This would save money on time for lunchtime supervisors.</p>	
iii) Buildings – There were no issues reported.	
iv) School policies – The updated policy log was circulated prior to the meeting. The Clerk reported that Home School Agreements are no longer statutory and Teacher Appraisal is in one policy with Capability of Staff and it is not clear if this is sufficient.	Action 046: RW to check the Teacher Appraisal policy with EPM
v) Academisation (standing item)	The IEB has no immediate plans for the school to join an academy, focussing instead on rapid school improvement.
<p>8. Any Other Business</p> <p>The IEB noted thanks to RW who represented the school well.</p>	
<p>SUMMARY</p> <p>The IEB identified five key points to feed back to staff:</p> <ol style="list-style-type: none"> 1) CM – There has been positive parental feedback about Y6. 2) RW – Staff are happy and feeling more positive. 3) ET – Good to be involved and to be able help and support school 4) DS - The website improvements are good to see. 5) CM – The new SDP sets a clear direction, is purposeful and backed up by the new work plans for the spring term. 	
<p>9. Dates of future meetings</p> <p>IEB meeting – 1pm Tuesday 15th January</p> <p>IEB meeting – 10am Tuesday 12th February, in school – with a Parents’ Forum at 6pm (timing</p>	

of the IEB meeting should be reviewed in January) IEB meeting – 1pm Tuesday 12 th March, in school IEB meeting – 1pm Tuesday 2 nd April, in school
Meeting closed at 2.10pm.

ACTIONS:

No.	Action	Owner	Timescale
030	School to investigate ownership/ maintenance responsibilities for car park area near library	Head	January 2019
032	Ensure school website is updated by next IEB meeting.	Head	Next IEB meeting
036	Interrogate safeguarding data on behalf of IEB	DS	January 2019
037	RW to remind the supply teacher agency about the standard of supply teachers that the school will accept.	RW	January 2019
038	RW to follow the SEND query up and let DS know the outcome so that she can respond to the parent	RW and DS	January 2019
039	EF to write a Note of Visit to formally record the Parent Forum. CM to write to all parents to keep them informed about the IEB's work and progress.	EF	January 2019
040	Feedback of the Assessment and Marking Policy summary flowchart to be made available at the next meeting	NS	January 2019
041	In confidential minutes		January 2019
042	RW to determine where the reported child's comment was made and follow up with the parent.	RW	January 2019
044	RW to determine the percentage of parents attending reading evenings and Clerk to add parental engagement to the next agenda	RW	January 2019
045	DS to create a draft IEB update/newsletter which can be produced by the school if it is well received.	DS	
046	RW to check the Teacher Appraisal policy with EPM	RW	January 2019