

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Friday 10th August 2018 at 3pm

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
Clerk:	Amy Lorimer (Camclerk)

Discussion	Decisions Made / Actions Agreed
1. Welcome and introductions CM welcomed all to the meeting and each IEB member provided a short introduction.	
2. Apologies for absence JL sent apologies.	Apology accepted – Jonathon Lewis.
3. Declaration of direct or indirect pecuniary interest in any of the following items EF explained that she worked at Burwell Village College until 2001. This has been discussed within the LA and it has been agreed that it is appropriate for Emma to serve on this IEB. CM noted that in his former role as Head at Ditton Lodge Primary School, he worked with the current Headteacher at Burwell as part of a cluster group. CM noted that two of the staff at Ditton Lodge Primary School – his former colleagues - are parents at Burwell. EF, DS and EJ noted that they are employed by CCC. (Noted that JL also is employed by CCC.)	Declared interests noted.
4. Establishment of the IEB for the Burwell Village College (Primary)	
4i. Membership of the IEB CM explained that the IEB comprises five members. It was noted that the Headteacher is not a member of the IEB, but can be invited to attend meetings at the discretion of the IEB. CM also noted that the IEB can draw on additional support from the LA, for example asking RS to attend meetings. The LA's school advisor, Anne Fisher, can also be asked for information and invited to attend IEB meetings. RS indicated that the school has not been subject to LAIG meetings, but that a LAIG will be required in September.	Liaison between IEB and LAIG to be addresses under agenda items 6 and 8.

<p>4ii. DBS checks</p> <p>Each IEB member must either provide a letter of assurance or portable DBS certificate, or submit to a new DBS check for this IEB. DBS checks can be completed in school.</p>	<p>Each IEB member to visit school office to provide identity documentation and DBS / letter of assurance.</p> <p>Action 001: Clerk to notify school office that members will require ID and DBS checks at first IEB meeting in school.</p>
<p>4iii. Declarations of eligibility and pecuniary interests of members</p> <p>Blank forms were circulated prior to the meeting.</p>	<p>Each IEB member provided completed forms to the Clerk.</p>
<p>4iv. Role and responsibilities of the IEB</p> <p>CM provided a verbal overview of the roles and responsibilities of the IEB – these are the same as a governing body, with a strong focus on support and challenge to the Headteacher, setting strategic vision, and deployment of resources. The IEB is tasked with moving forward rapidly with school improvement.</p>	
<p>4v. Terms of Reference for the IEB</p> <p>Draft Terms of Reference had been circulated prior to the meeting. RS noted several references within the Terms which were out of date, reflecting former LA practice and organisation.</p>	<p>Action 002: RS to update Terms of Reference and send to Clerk for circulation.</p>
<p>4vi. Use of secure school email</p> <p>All IEB members have secure email addresses. Noted that CM will have a new CCC email address shortly.</p>	
<p>4vii. Policy for Members’ Monitoring Visits</p> <p>The draft policy had been circulated prior to the meeting.</p> <p>It was noted that the term ‘LAIP’ was outdated, as these no longer exist. Furthermore, as the school is not in special measures, the LA does not have an action plan for the school. It is appropriate for the IEB to instead monitor progress against the school development plan/school action plan (noted that no such plan has yet been provided to the IEB).</p>	<p>Policy for members’ monitoring visits APPROVED subject to amendment:</p> <p>‘LAIP’ to be replaced with school development plan / school action plan.</p> <p>Action 003: Clerk to revise Policy for Members’ Monitoring Visits and recirculate final version.</p>
<p>4viii. Expenses policy for members</p> <p>The draft policy had been circulated prior to the meeting.</p>	<p>Expenses policy for members APPROVED.</p>
<p>4ix. Support for the IEB – to consider buying into support from Cambs Governance Team</p> <p>The IEB discussed the specific roles, experience and skills of its members.</p>	<p>Members of this IEB are sufficiently skilled and experienced that support from the CCC Governance team is not considered necessary.</p>

5. School Improvement	
<p>5i. Current school situation:</p> <p>RS explained that the school was classified as ‘Requires Improvement’ by OFSTED. There are 464 pupils on roll, with below-average numbers of SEN pupils, EAL pupils, and pupils on FSM, and only 4 pupils on EHCPs. Attendance is good. The pupil : teacher ratio is very high at 20.7 – noted that the Deputy Head and SENCO are non-teaching roles. The school received £73k Pupil Premium funding last year. The carry-forward for this year is high at £87k. The school is not engaged in opportunity-area funding.</p> <p>RS tabled a briefing note from Belinda Harvey in her role as Area Senior Advisor for CCC. The Primary Advisor throughout the last academic year was Sally Rundell. Both Sally and Belinda have raised concerns over the school for some time.</p> <p>RS summarised the briefing note, including reference to the Governance Review and Leadership review.</p> <p>School staff do attend LA training including SENCO briefings, and subject leader briefings.</p> <p>RS noted that when the LA served the school with a warning notice in May 2018, there was no response from the Governing Body within the specified time frame. The LA therefore invited the Chair of Governors and Headteacher to a meeting with RS and JL. The Head and Chair did not appear to recognise the seriousness of the situation at that time.</p> <p>Noted that all IEB members except EJ have access to CCC’s electronic school files.</p> <p>Quality of Teaching and Learning</p> <p>The Headteacher has assessed all teachers who will be teaching in the school for September 2018 as good or better. (Four teachers are leaving as of August 31, who were assessed as RI). The IEB queried how teaching could be consistently good, when the attainment and progress results are low in several key areas. The IEB noted that Sally Rundell had raised particular concerns about two year groups. It was also noted that there is an NQT in Year 4.</p> <p>Noted that the LA has not yet conducted a Pupil Premium review at the school.</p> <p>The IEB queried the number of part-time staff at the school, and the number of different people filling certain roles – PPA staffing was noted as a particular concern with regards to consistency of teaching and learning. Also noted that subject leaders are part-time staff.</p> <p>The IEB noted that assessment data appears to fluctuate throughout the year, and is unclear.</p>	<p>See attached briefing note</p> <p>Action 004: Clerk to obtain the following documents and circulate to EJ: Leadership Review, NOV’s for last term.</p> <p>Quality of teaching and learning requires review as soon as possible.</p> <p>Action 005: RS to request that Anne Fisher conducts 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. IEB members are invited to join the review team in school.</p> <p>In-school assessment and data management requires review.</p>

<p>Input from school subject advisors</p> <p>EF had obtained input from the Maths advisor and English advisor, both of whom have been working in the school in 2017-18. Both advisors have noted that as a result of having part-time subject leads in school, subject leader overviews tend to lack a complete whole-school perspective.</p> <p>(The IEB noted that the LA’s Leadership Review does suggest that middle leadership, including subject leads, needs review).</p> <p>Safeguarding</p> <p>The LA has not conducted a Safeguarding Review – but noted that the OFSTED inspection did not raise any safeguarding concerns. School staff have not attended LA safeguarding courses in the past 12 months.</p> <p>ParentView</p> <p>The IEB noted that parent feedback via ParentView is largely positive. The only concern appears to be a worry about bullying. The IEB agreed that they would like to hear more about parent views of the school.</p> <p>Confidential minute</p> <p>There is a confidential minute.</p>	
<p>5ii. KS1 and KS2 SATs results and EYFS results for 2018</p> <p>Summary attainment data were provided within the attached briefing note.</p> <p>The IEB noted that the KS1 Combined scores were only marginally lower than the lowest individual score; however, KS2 combined results were significantly lower than the lowest individual score.</p> <p>EF stated that she had researched data for the past three years, and found that that KS2 results have fluctuated but not improved over those three years.</p> <p>RS shared provisional progress scores for 2017-18:</p> <ul style="list-style-type: none"> • Reading -1.1 • Writing -2.2 • Maths -1.7 <p>Noted that progress scores were also negative last year.</p>	<p>Attainment and progress are both cause for significant concern.</p>
<p>5iii. Most recent Ofsted report</p> <p>The 2018 OFSTED report was circulated prior to the meeting. RS stated that the school’s response to the Ofsted inspection has been slow. For example, there was a delay in the production of a post-Ofsted action plan and the sharing of that plan with stakeholders.</p>	<p>IEB needs sight of the school’s OFSTED action plan, and to review progress against that plan.</p>

<p>5iv. Audits</p> <p>From this point forward, reports of any audits such as safeguarding or financial audits, will be provided to the IEB.</p> <p>Going forward, Notes of Visit from LA Primary Advisors/Subject Advisors will be provided to the IEB.</p>	
<p>5v. Finance</p> <p>No financial information had been provided to the IEB for this meeting.</p>	<p>Action 006: EJ to obtain school finance information and review – provide summary to next IEB meeting.</p>
<p>5vi. Link members to school priorities</p> <p>The IEB discussed how it would be best to allocate individual responsibilities to IEB members to ensure that all the school priorities are properly covered and that no one member bears too high a burden of responsibility.</p> <p>Noted that when school action plan and similar become available, and when initial school visits are completed, the IEB priorities may change.</p> <p>Potential academisation</p> <p>The IEB noted that the Governors’ minutes of 19th June 2018 state that the Chair of Governors will update parents regarding academisation. It is not clear whether this has been actioned by the Chair.</p> <p>The IEB noted that there is no requirement for the school to academise at the present time. The letter from the RSC approving this IEB suggested that the IEB will be contacted to discuss potential academisation options.</p>	<p>CM: Monitor progress against targets in SEF, OFSTED Action Plan, SDP – focus on measureable outcomes in school improvement planning</p> <p>CM: Assessment and data</p> <p>CM: First point of contact with LA (including Anne Fisher) and LAIG</p> <p>EF: Impact of changes to the curriculum, with focus upon embedding of maths mastery, writing attainment and progress in KS2, and strategies for closing the gaps for boys and possibly Pupil Premium.</p> <p>EJ: School budget monitoring, including costing, resource deployment, and training and support.</p> <p>DS: Safeguarding</p> <p>DS: Staffing structures, roles and responsibilities especially amongst the SLT.</p> <p>DS: Staff performance management, including Headteacher wellbeing.</p> <p>JL: Liaison with RSC, and any discussions around academisation.</p> <p>Determined that the IEB will focus this term upon developing an understanding of the school and will prioritise immediate improvement, rather than allowing potential academisation to distract from the urgent improvement required in school.</p>

<p>Confidential minute</p> <p>There is a confidential minute.</p>	<p>Action 007 - confidential</p>
<p>5vii. Communications to parents and staff</p> <p>Letters to parents</p> <p>RS has corresponded with the former Chair of Governors to try and get a letter out to parents, and in the past few days a letter from the former Chair (dated 27 July 2018) has appeared on the school website. It is not known whether this letter has been sent to parents.</p> <p>CM has emailed letters from the IEB to staff and to parents, to the Headteacher for distribution. These have been returned with an ‘out of office’ response for the school holidays.</p> <p>RS has also received only ‘out of office’ responses to her emails to the Headteacher. The school office appears to be closed. The LA does not appear to have a mobile contact number for the Head.</p> <p>The IEB expressed concern that parents are not being kept well informed, and that without the Head’s cooperation the IEB has limited options for reaching parents and staff in the school holidays. The IEB does not wish to circumvent the Headteacher - but does want to keep parents informed.</p> <p>Parent liaison next term</p> <p>DS offered to act as ‘Parent Champion’, facilitating parent drop-ins, forums etc. as required.</p>	<p>Action 008: DS to contact CCC School Admissions team to obtain parents postal addresses.</p> <p>Action 009: DS to liaise with CCC data protection team to determine whether either the IEB or RS as Head of Schools Intervention Service, can use these addresses to send out a letter to parents.</p> <p>Action 010: CM to email Headteacher to inform him that we are seeking parents addresses via all available routes and requesting his assistance.</p> <p>Action 011: CM to provide draft letters to parents and staff to DS.</p> <p>Action 012: EF to email Head offering that IEB members could attend the inset training day on 4th September to meet staff and to support implementation of new curriculum</p> <p>DS to act as Parent Champion</p> <p>IEB to offer drop-ins for staff and for parents when meeting in school</p>
<p>6. Additional items for next meeting</p> <p>The IEB await receipt of the school development plan, OFSTED action plan and other school documentation.</p> <p>It is envisioned that the next IEB meeting will include:</p> <ul style="list-style-type: none"> • Review of SDP and OFSTED action plan • Review staffing structure, roles and responsibilities • Review school finances • Parent and staff liaison • Academisation (standing agenda item) 	
<p>7. Any other business</p> <p>LAIGs (local Authority Implementation Group meetings)</p> <p>RS suggested that the IEB and LAIG find a way to coordinate efforts and avoid duplication.</p>	<p>Initially, all IEB members will have an open invitation to each LAIG meeting. Short IEB meetings will be planned immediately after LAIG meetings.</p>

<p>The LAIG will meet every 4-6 weeks and comprises the Headteacher, LA school advisor Anne Fisher, lead English and Maths advisors, the EYFS advisor, and CM as Chair of the IEB.</p> <p>Clerk to the Governing Body</p> <p>The IEB discussed the position of Clerk to the Governors currently employed by the School (AL, Clerk to the IEB, left the room for this discussion – it was minuted by the Chair). Because of the nature of IEB meetings it is essential that the IEB has a fully trained, accredited clerk who can offer up-to-date, accurate procedural and other advice as well as being able to record the complex discussions and decisions accurately but concisely in the minutes.</p> <p>Meeting with Headteacher</p> <p>CM indicated that he wishes to start discussions and build relationship with the Head quickly.</p>	<p>Additional, separate IEB meetings will be scheduled.</p> <p>Determined that the role of Clerk to the Governors is now redundant.</p> <p>Action 013: CM to instruct EPM to start the redundancy process for the Clerk to the former Governing Body.</p> <p>Action 014: CM to write to Clerk to former Governing Body, to explain the reasons for the redundancy decision.</p> <p>Action 015: CM to email Head requesting a meeting on Friday 7th September</p>
<p>8. Dates of future meetings</p> <p>LAIG 11am then IEB meeting 12 noon – Friday 21st September, at Shire Hall</p> <p>IEB meeting – 10am 18th October, in school (possible parent drop in from 9am, and/or staff drop in at lunchtime)</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 4.45pm.</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.	Clerk	October 2018
002	RS to update Terms of Reference and send to Clerk for circulation.	RS/Clerk	August 2018
003	Clerk to revise Policy for Members' Monitoring Visits and recirculate final version.	Clerk	August 2018
004	Clerk to obtain the following documents and circulate to EJ: Leadership Review, NOVs for last term.	Clerk	August 2018
005	RS to request that Anne Fisher conducts 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.	RS	September 2018
006	EJ to obtain school finance information and review– provide summary to next IEB meeting.	EJ	September 2018
007	See confidential minutes		
008	DS to contact CCC School Admissions team to obtain parents postal addresses.	DS	August 2018
009	DS to liaise with CCC data protection team to determine whether either the IEB or RS as Head of Schools Intervention Service, can use these addresses to send out a letter to parents.	DS	August 2018
010	CM to email Headteacher to inform him that we are seeking parents addresses via all available routes and requesting his assistance.	CM	August 2018
011	CM to provide draft letters to parents and staff to DS.	CM	August 2018
012	EF to email Head offering that IEB members could attend the inset training day on 4th September to meet staff and to support implementation of new curriculum	EF	August 2018
013	CM to instruct EPM to start the redundancy process for the Clerk to the former Governing Body.	CM	August 2018
014	CM to write to Clerk to former Governing Body, to explain the reasons for the redundancy decision.	CM	August 2018
015	CM to email Head requesting a meeting on Friday 7th September	CM	August 2018