

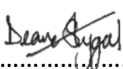
IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Monday 19th October 2020 at 1000 hours, held via Zoom Conference call

Present:	Diane Stygal (Chair – Senior Adviser for Leadership, Schools Improvement Service, CCC - DS), Emma Fuller (Lead English and Mathematics Adviser, Schools Improvement Service, CCC – EF), Emma Jones (CCC – EJ), Val Palmer (VP), Edris Tildesley (ET)
Visitors:	Antony Kern (Headteacher – AK), Colette McNally (Deputy Headteacher CMcN), Tina Hubbard (CCC Area Lead Governance Adviser – TH), Rosemarie Sadler (CCC Head of Service: Schools Improvement Service – RS), Anne Fisher (CCC School Improvement Adviser – AF), Peter Denny (PD), David Durrant (DD), Liz Fullick (LF).
Clerk:	Natalie Drewery (Camclerk - ND)

Discussion	Decisions Made / Actions Agreed
<p>1. Welcome The Chair welcomed all to the final meeting of the IEB, noting in particular the attendance of the three new GB Co-opted Governors, PD, DD and LF. Introductions were made.</p>	
<p>Declaration of direct or indirect pecuniary interest in any of the following items</p>	No declarations were made.
<p>2. Apologies for absence All IEB members were present. There were no apologies for absence.</p>	
<p>3. Minutes of last IEB meeting: Minutes from the IEB meeting on 24th September 2020 were circulated prior to the meeting. Matters arising: DS noted that in her absence, she had been allocated an action to communicate with parents; this was not known and had not been done, although raised a point that the IEB member for Stakeholders should probably have been allocated this responsibility. Confidential Minutes from the IEB meeting of 24th September 2020 were circulated to those present at the meeting.</p>	<p>Minutes of IEB meeting 24th September 2020– APPROVED</p> <p>Confidential minutes of the IEB meeting 24th September 2020 - APPROVED</p>
<p>4. Agreed Actions Update Updates were provided on actions: <u>Actions from 29th January 2020</u> Action 185: Pupil Premium report – <i>Update: AK to review and provide to new GB.</i> <i>A question was raised as to whether the school is considering the National Tutoring scheme and if this has been applied for.</i> <i>AK Confirmed that applications have been made; this will be contained in the strategy.</i> Action 192: <i>Actioned; Note of Visit circulated.</i> Action 198: Temperature of upstairs classrooms to be assessed: <i>roll forward. Update: As this is a significant cost for a short period of time, AK will review and consider in the next budget year.</i> <u>Actions from 5th June 2020</u></p>	<p>Action 185: Pupil Premium Strategy to be presented to FGB</p>

IEB Burwell Village College (Primary)

Signature / Initials of Chair of IEB:.....

Meeting of 19 October 2020

Date: 10 November 2020

<p>AK clarified that it's generally 1 or 2 different staff per week. Some staff have already hit the trigger points for managing attendance.</p> <p>A member queried if this affects the consistency of staff cover.</p> <p>AK confirmed that HLTA covers for the first day; this has a knock on effect to interventions, fortunately supply staff have been similar or the same.</p> <p>A member queried if parents have commented on this.</p> <p>AK confirmed that no parental comments have been received.</p>	
<p>ii) Quality of Education</p> <p>The Chair advised that she felt disappointed that the IEB was not able to forge ahead with improving the quality of education for children. The IEB had been consumed in recruiting a headteacher and trying to keep staff happy.</p> <p>A member noted that given the circumstances of the school, that it had employed its 5th Head in the last year; the situation was very difficult and hadn't been able to provide consistency for staff. Whilst the IEB have not had an impact on day to day running of the school, it has successfully recruited an experienced Headteacher to provide stability and thereby consistency. The school had been unable to carry forward the support from the LA Advisers; as this had also been subject to mixed messages and inconsistency, which is sad for the children and parents.</p> <p>AK acknowledged that the school was not at the end of this turbulent period; there may still be 12/18 months to get on track. Staff are clear where the school currently is, but need to be aware of celebrating small successes, such as progress being evident in writing. Staff are seeing a consistent message from the HT and DHT, but it will take time for the impact of consistency to come through.</p> <p>Considering staffing and the change of year groups, a member asked how the teachers who moved years or were given new responsibilities were fairing.</p> <p>AK acknowledged that some staff were embracing the new SLT approach, others may take time to adapt, as they have differing expectations.</p> <p>A member noted the Note of Visit from the English Adviser and questioned if a Maths Visit had been received.</p> <p>AK commented that the school was taking part in the Diminishing Difference Programme, which is being led by the EYFS Lead. No Maths support has been booked in, as the focus is on writing this term. It is hoped Maths will be picked up during the spring term.</p> <p>EF confirmed the Maths Adviser support could be rolled over to the spring term.</p> <p><i>This was the subject of a confidential minute.</i></p> <p>A member noted that the English Adviser Note of Visit and LA School Improvement Adviser Note of Visit had not been received by the IEB.</p> <p>It was noted the English Advisers' report will be forwarded to the Clerk to share. School Improvement Adviser's Note of Visit to be chased up.</p>	

<p>Data: Reviewing the data, AK commented that writing was not as accurate as the school would have liked; but for Reading & Maths, the NFER tests have been used, these are more accurate than teacher assessments. He confirmed the data was shown in %, rather than by pupil number and in response to a member's comment on the data, acknowledged that for the next meeting, the data would include the % below ARE.</p> <p>A member queried if the tests had shown any common themes or misconceptions.</p> <p>AK advised that the tests hadn't yet been analysed; this will be scrutinised and reported on for the next data. He clarified that the Year 4 pupils had taken the end of Year 3 test.</p> <p>A member noted that the Year 3 reading data was shown as pending and asked if this was yet available.</p> <p>AK commented that it wasn't that the data hadn't been received, but it was not yet in correctly.</p> <p>Curriculum: AK summarised this will be evaluated, but expects no significant changes next term. Booster and intervention sessions have been changed to reflect the new SEND strategy.</p> <p>Referring to the SEND strategy flow chart circulated, a member noted that it was clear, including for those not in the register.</p> <p>AK acknowledged that reducing the number on the SEND register makes the initial workload manageable. He confirmed that initial training, how it will work and how the boosters and interventions will work have been provided.</p> <p>A member sought clarification if teachers have full responsibility for interventions, and SENCo is responsible for overseeing.</p> <p>AK confirmed this is the case, but is also dependent upon the experience of the teacher.</p> <p>In response to a member's question, AK confirmed the booster sessions commenced 3 weeks ago. The reactions have been mixed and guarded as they know these areas have previously been changed. Teachers need to understand this will be a consistent approach.</p>	
<p>iii) Personal Development</p> <p>AK confirmed that as previously discussed, mental health continues to be a focus.</p>	
<p>iv) Behaviour and Attitudes</p> <p>The Chair noted that behaviour remains good.</p> <p>A member questioned the high number of persistent absence, particularly for disadvantaged pupils.</p> <p>AK confirmed this was linked to COVID in the first month; a number were awaiting tests results and parents getting used to identifying the key symptoms against common cold symptoms. He added this appeared to affect the disadvantaged pupils more so than others.</p> <p>Members discussed the need to monitor this and questioned if the school had linked with the attendance officer.</p>	

<p>walk home alone. Going forward, such incidents will be shared with the Chair of Governors.</p> <p>Considering these priorities, members discussed the need for these to be reviewed by the GB and asked AK to consider how best to report on them for the GB, who will meet monthly.</p>	<p>Action 231: AK to review HT report to include impact and evidence commentary on the 8 priorities.</p>
<p>6. School Improvement</p>	
<p>i. Pupil Premium There was nothing further to report.</p>	
<p>ii. LA Intervention and Support (NOVs) As previously discussed, the outstanding Notes of Visits will be shared with the IEB.</p>	
<p>iii. IEB member visit reports A note of visit was received from ET, regarding the SENCo meeting. There were no actions or comments.</p>	
<p>iv. IEB Communications to parents The IEB Chair & ET, will write to parents regarding the transition to GB.</p>	
<p>v. Communications to staff The IEB Chair has written to staff regarding the transition to GB. No comments or responses were received.</p>	
<p>7. Resources to support learning</p>	
<p>i. Finance update EJ noted that the budget was in a good position and thanked AK for the additional commentary on the budget report, noting this would be useful for the GB going forward, to closely monitor the school's finances. RS commented that this summary itself was a huge achievement of the IEB, to have budget monitoring in place and the school's finances now being in a good position. A member noted that going forward, the budget information should be anonymised, and questioned if the school had re-considered buying into the Primary Offer, as the budget suggested there was money allocated for this. AK advised that this budget was in place before the decision was made not to have the Primary Offer. The amount needs re-allocating.</p>	
<p>ii. Buildings / capital plans There was nothing further to report.</p>	
<p>iii. Policies a. Assessment & Marking – members complimented the policy. It was noted that page 3 should include reference to mental maths.</p>	<p>The IEB APPROVED the following policies: Assessment & Marking</p>
<p>8. Consideration for new Governance Structure</p>	

<p>i.GB Membership update</p> <p>Parent Governors: election process has commenced and closes on 22nd October. A question had been raised if a former GB governor could put themselves forward, however the five year rule does not apply as the individual was not removed from the governing body but the delegated responsibility was removed from the governing body and taken on by the LA.</p> <p>Staff Governor: the school has commenced the nomination process, which closes today; one nomination has been received so far.</p> <p>Co-opted Governor: TH is still looking for someone to take on this role, which will be taken on by Val Palmer in the interim.</p> <p>TH advised that she can offer support to the new GB in terms of a training session on roles & responsibilities, and on-going support to the GB. An action plan is due to be signed off; this will need termly review by the GB. Recommended training for new governors was discussed, with as a minimum, Safeguarding, DfE Prevent, Induction and Termly Governor Briefings. Virtual training is taking place and e-learning modules are available.</p> <p>TH further advised that the IEB Clerk has agreed to take on the GB clerk’s role until the end of the spring term.</p> <p>ii. GB Action Plan</p> <p>TH advised this had been amalgamated with the IEB’s Action Plan and will be circulated once signed off this week.</p>	
<p>9. Any Other Business</p> <p>i. HTPM – Members were informed that a HTPM panel met; VP, ET met with AK and PD shadowed the meeting.</p> <p>ii. Pay Review Committee – A pay review committee was convened of VP, ET and PD (shadowing); the minutes will be retained in the IEB confidential minutes folder.</p> <p>iii.Remote Learning Plan – A member asked what systems have been set up for if individual pupils or bubbles have to isolate and whether this has been sent to the LA for agreement. AK clarified that the school will use google classroom; this will be in the form of live classes and recorded lessons. Children are already accessing this. The only issue is in respect of marking and feedback, particularly if an individual pupil is isolating; currently marking / feedback is given once the pupil returns to school. Members discussed that pupils could submit work electronically for marking, rather than wait to hand it in, however AK noted that parents seem to expect it this way. A member asked if the plan was clear and had been shared with parents. AK confirmed it had.</p> <p>iv.Thanks – RS extended thanks to the IEB for working tirelessly with the school through the challenges and difficulties, with so many issues to deal with. She thanked them for their efforts, time</p>	<p>To note: the pay review committee UPHELD AK’s recommendations.</p> <p>Action 232: AK to send the Remote Learning Plan to the LA for review.</p>

<p>and determination to get this right for the children. Thanks were extended to ET, for agreeing to take on the Chair of the Governing Body and for the continued support of all IEB members to the new GB, noting that the new GB are taking on a challenge. Particular thanks were offered to DS for her work as Chair of the IEB.</p> <p>The Chair noted this was the last IEB meeting and formally thanked all present for their support in this huge journey of the school.</p>	
<p>10. Future GB meeting dates</p> <p>Tuesday 10th November 2020, 1000 hours</p>	
<p>Meeting closed at 1153 hours.</p>	

Actions list on next page

ACTIONS:

No.	Action	Owner	Timescale
Actions from 29th January 2020			
185	New PP document required once lockdown concluded. <i>Update: Item superseded by Recovery Plan; Strategy to be presented to next FGB.</i>	AK	November 2020
Actions from 28th February 2020			
198	Contact county to undertake an assessment of the temperature of the classrooms upstairs, to enable a solution: <i>in hand & under review.</i>	AK	Summer 2021
Actions from 5th June 2020			
215	AK to undertake a staff questionnaire based on the climate review outcomes. <i>Update: Actioned. Information analysis on Staff Survey to be provided to GB at next meeting</i>	AK	10.11.20
Actions from 24th September 2020			
225	TH to send new governors the welcome pack information	TH	23.10.20
228	DS to write to parents regarding IEB / GB transition	DS	23.10.20
Actions from 18th October 2020			
229	AK to provide FGB with evidence of pupil voice	AK	10.11.20
230	AK to share staff Roles & Responsibilities list with GB.	AK	10.11.20
231	AK to review HT report to include impact and evidence commentary on the 8 priorities.	AK	10.11.20
232	AK to send the Remote Learning Plan to the LA for review.	AK	20.10.20