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

# Minutes of IEB Meeting on Monday 19<sup>th</sup> 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	
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.		
Declaration of direct or indirect pecuniary interest in any of the following items	No declarations were made.	
2. Apologies for absence All IEB members were present. There were no apologies for absence.  3. Minutes of last IEB meeting:		
Minutes from the IEB meeting on 24 <sup>th</sup> September 2020 were circulated prior to the meeting.	Minutes of IEB meeting 24 <sup>th</sup> September 2020– <b>APPROVED</b>	
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 of the IEB	
Confidential Minutes from the IEB meeting of 24 <sup>th</sup> September 2020 were circulated to those present at the meeting.	meeting 24 <sup>th</sup> September 2020 - <b>APPROVED</b>	
4. Agreed Actions Update Updates were provided on actions: Actions from 29 <sup>th</sup> January 2020 Action 185: Pupil Premium report – Update: AK to review and provide to new GB. A question was raised as to whether the school is considering the National Tutoring scheme and if this has been applied for. AK Confirmed that applications have been made; this will be contained in the strategy. Action 192: Actioned; Note of Visit circulated. Action 198: Temperature of upstairs classrooms to be assessed: 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. Actions from 5 <sup>th</sup> June 2020	Action 185: Pupil Premium Strategy to be presented to FGB	

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Action 215: AK to undertake a staff questionnaire based on the **Action 215: Information analysis** climate review outcomes. Update: AK assured members this will for Staff Survey to be provided to be analysed and taken to FGB. FGB and for this to be a focus of Actions from 17th July 2020 the new GB Action 218: DS to write a letter on behalf of the IEB, for AK to share with staff - actioned. Action 220: DS to review the website to ensure all items referred to in the Induction policy are published - Update: AK has updated the website. Actions from 24th September 2020 Action 223: AK to review the IEB SEND Note of Visit of 04/02/20 as part of the SEND review and report back on numbers at the next IEB meeting. Update: This has been noted in the HT report and will be reviewed as part of this agenda. Action 224: DS to contact 3 co-opted governors to invite them to attend the next meeting: actioned Action 225: TH to send new governors the welcome pack Action 225: roll forward information: will be sent once governors' information has been Action 226: All IEB members to complete the Declaration of Pecuniary Interests and return to the Clerk: actioned Action 227: The IEB requested that Anne Fisher be invited to attend the next IEB meeting: actioned Action 228: DS to write to parents regarding IEB / GB transition: Action 228: roll forward as raised under matters arising. DS and ET will ensure this is followed up and actioned by 23/10/20 5. Head's Report Members had received the report from the Headteacher in advance of the meeting and questions / comments were invited. This was the subject of a confidential minute. Considering the pupil context data, the Chair noted the concern regarding the number of pupil premium children in Years 2 & 5 and suggested that a LA Disadvantaged Review be scheduled for the spring term. AK noted this suggestion. i) Leadership and Management: This was the subject of a confidential minute. Staffing: A member expressed concern at the continued absence figures, questioning if this was overall since September, or since the last meeting. AK clarified that the absence figure is 21 since the last IEB meeting; sickness absence continues to rise and be a major issue. He acknowledged that it will take time for staff to invest in the school; there is a need for consistency, but formal routes will be taken regarding absence. A member questioned if the absences were for specific staff.

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AK clarified that it's generally 1 or 2 different staff per week. Some staff have already hit the trigger points for managing attendance.

A member queried if this affects the consistency of staff cover.

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.

A member queried if parents have commented on this.

AK confirmed that no parental comments have been received.

#### ii) Quality of Education

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.

A member noted that given the circumstances of the school, that it had employed its 5<sup>th</sup> 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. 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.

Considering staffing and the change of year groups, a member asked how the teachers who moved years or were given new responsibilities were fairing.

AK acknowledged that some staff were embracing the new SLT approach, others may take time to adapt, as they have differing expectations.

A member noted the Note of Visit from the English Adviser and questioned if a Maths Visit had been received.

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. EF confirmed the Maths Adviser support could be rolled over to the spring term.

This was the subject of a confidential minute.

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.

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.

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Data: Reviewing the data, AK commented that writing was not as accurate is 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.

A member queried if the tests had shown any common themes or misconceptions.

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.

A member noted that the Year 3 reading data was shown as pending and asked if this was yet available.

AK commented that it wasn't that the data hadn't been received, but it was not yet in correctly.

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. Referring to the SEND strategy flow chart circulated, a member noted that it was clear, including for those not in the register. 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.

A member sought clarification if teachers have full responsibility for interventions, and SENCo is responsible for overseeing. AK confirmed this is the case, but is also dependent upon the experience of the teacher.

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.

### iii) Personal Development

AK confirmed that as previously discussed, mental health continues to be a focus.

# iv) Behaviour and Attitudes

The Chair noted that behaviour remains good.

A member questioned the high number of persistent absence, particularly for disadvantaged pupils.

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.

Members discussed the need to monitor this and questioned if the school had linked with the attendance officer.

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AK confirmed that some contact had been received, but not regularly.

In response to a member's question, AK confirmed that the 'Concern – 65' relates to those incidents logged to My Concern, most are one off incidents and SLT are reviewing how these are categorised.

Pupil Voice: A member questioned if any formal pupil voice had been captured and shared where this might come from, such as how to raise concerns, feelings on the curriculum changes, school council meetings etc.

AK advised that nothing formal had taken place.

Parent Voice: The Chair advised that she had only recently been made aware of the school's parents' meeting taking place this evening and was concerned the IEB were not participating or represented. She advised ET had agreed to respond to parents' queries on behalf of the IEB.

In response to a general question regarding parent feedback, AK commented that apart from initial concerns regarding class structure, there had been very little interaction from parents this term. The school has circulated limited information this term, and will present school improvements / next steps tonight.

A member questioned if consideration had been given to if the meeting is accessible to all, given it is being held virtually. Would a paper version be available?

AK clarified that the meeting will be recorded and posted on the website; if parents have no IT access, a paper copy can be provided.

In response to a member's question regarding parent consultations, AK confirmed that the school had purchased School Cloud, which provides online consultations; these will be held after half term. If parents are unable to access, alternative arrangements will be looked into.

School Priorities: Noting the 8 School Improvement priorities listed in the HT report, a member asked if this will be uploaded to the new website.

AK confirmed that it will.

Noting the reference to priority 2 – 'Ensure all teachers are good or outstanding', a member queried if any teachers are already considered outstanding.

AK confirmed that 2/3 teachers are in this area.

A member noted from recent press articles that a report had been received of a child being followed and approached when walking home, outside of school and asked if information could be shared with the IEB to keep them informed.

AK confirmed that a report had been received, and subsequently shared with parents. In response, the school has adapted the end of day time for Year 5 & 6 pupils, as these year groups are able to

Action 229: AK to provide FGB with evidence of pupil voice.

Action 230: AK to share staff Roles & Responsibilities list with GB.

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walk home alone. Going forward, such incidents will be shared with the Chair of Governors.		
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.	Action 231: AK to review HT report to include impact and evidence commentary on the 8 priorities.	
6. School Improvement		
i. <b>Pupil Premium</b> There was nothing further to report.		
ii. LA Intervention and Support (NOVs)		
As previously discussed, the outstanding Notes of Visits will be shared with the IEB.		
iii. IEB member visit reports		
A note of visit was received from ET, regarding the SENCo meeting. There were no actions or comments.		
iv. IEB Communications to parents		
The IEB Chair & ET, will write to parents regarding the transition to GB.		
v. Communications to staff		
The IEB Chair has written to staff regarding the transition to GB. No comments or responses were received.		
7. Resources to support learning		
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 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 reallocating.		
ii. Buildings / capital plans		
There was nothing further to report.		
iii. Policies	The IEB APPROVED the following	
iii. Policies  a. Assessment & Marking – members complimented the policy. It was noted that page 3 should include reference to mental maths.	The IEB APPROVED the following polices: Assessment & Marking	

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#### i.GB Membership update

Parent Governors: election process has commenced and closes on 22<sup>nd</sup> 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.

Staff Governor: the school has commenced the nomination process, which closes today; one nomination has been received so far.

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.

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.

TH further advised that the IEB Clerk has agreed to take on the GB clerk's role until the end of the spring term.

#### ii. GB Action Plan

TH advised this had been amalgamated with the IEB's Action Plan and will be circulated once signed off this week.

## 9. Any Other Business

- **i. HTPM** Members were informed that a HTPM panel met; VP, ET met with AK and PD shadowed the meeting.
- **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.

**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.

**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

To note: the pay review committee **UPHELD** AK's recommendations.

Action 232: AK to send the Remote Learning Plan to the LA for review.

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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.	
The Chair noted this was the last IEB meeting and formally thanked all present for their support in this huge journey of the school.	
10. Future GB meeting dates	
Tuesday 10 <sup>th</sup> November 2020,1000 hours	
Meeting closed at 1153 hours.	

Actions list on next page

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# **ACTIONS:**

No.	Action	Owner	Timescale
Action	s from 29 <sup>th</sup> January 2020	I	
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
Action	s from 28 <sup>th</sup> February 2020	•	
198	Contact county to undertake an assessment of the temperature of the classrooms upstairs, to enable a solution: <i>in hand &amp; under review.</i>	AK	Summer 2021
Action	s from 5 <sup>th</sup> June 2020		·
215	AK to undertake a staff questionnaire based on the climate review outcomes. <i>Update: Actioned.</i> <i>Information analysis on Staff Survey to be</i> <i>provided to GB at next meeting</i>	AK	10.11.20
	s from 24 <sup>th</sup> 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
Action	s from 18 <sup>th</sup> 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

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