

IEB for Burwell Village College (Primary)

Minutes of IEB Meeting on Thursday 24th September 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)
Clerk:	Natalie Drewery (Camclerk - ND)

Discussion	Decisions Made / Actions Agreed
<p>1. Welcome The Chair welcomed all to the meeting.</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. Apologies were received from Anne Fisher (CCC School Improvement Adviser – AF)</p>	
<p>3. Minutes of last IEB meeting: Minutes from the IEB meeting on 17th July 2020 were circulated prior to the meeting. Matters arising: A member requested that her question at the meeting to the Headteacher be recorded in the minutes: it was questioned whether the website was compliant; at the time the Headteacher answered that a new website was being created, therefore the existing website was not up to date and consequently not compliant.</p>	Minutes of IEB meeting 17 th July 2020– APPROVED
<p>4. Agreed Actions Update Updates were provided on actions: <u>Actions from 29th January 2020</u> Action 185: Pupil Premium report – <i>AK advised this was being drafted and could be available for the next meeting. DS clarified that the LA's advice is that an allowance can be included in the school's Recovery Plan.</i> Action 192: <i>ET to follow up with SENCo annual and termly reviews of SEND / EHCP children from September 2020.</i> Action 197: Team around the Child meeting not yet done; <i>roll forward if still necessary: CMcN advised this has been actioned.</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> Action 215: AK to undertake a staff questionnaire based on the</p>	Action 192: roll forward. ET to action virtually.

IEB Burwell Village College (Primary)

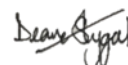
Signature / Initials of Chair of IEB:



Meeting of 24 September 2020

Date: 19th October 2020

<p>climate review outcomes. <i>Update: this was actioned and AK is collating the analysis; this will be provided at the next IEB meeting. General perception is staff are wary of change and are unsure of the IEB/ GB members, which can be addressed within the new GB structure.</i></p> <p><u>Actions from 17th July 2020</u></p> <p>Action 216: New Safeguarding & Child Protection Policy to be provided at the next IEB meeting – <i>on agenda.</i></p> <p>Action 217: AK to provide a RAG rating on the comparative safeguarding data for the next IEB meeting – <i>details within HT report: How My Concern is being used has been reviewed; staff training is needed with an agreement on minimum expectation of what staff are required input.</i></p> <p>Action 218: DS to write a letter on behalf of the IEB, for AK to share with staff – <i>roll forward.</i></p> <p>Action 219: EJ to liaise with KT for a finance report to be provided at the next meeting - <i>actioned.</i></p> <p>Action 220: DS to review the website to ensure all items referred to in the Induction policy are published – <i>actioned, very little was needed to update; DS will provide the outcomes to AK and the Clerk.</i></p> <p>Action 221: AK to check if the school already subscribes to The Key: <i>Update: The school subscribes to The Key for Leaders; members considered it would be helpful for the new GB to have this resource available to them. AK to arrange.</i></p> <p>Action 222: AK to share the Risk Assessment with the IEB and staff: <i>actioned.</i></p>	<p>Action 215: Information analysis for Staff Survey to be provided to IEB at next meeting</p> <p>Action 218: roll forward</p> <p>Action 220: AK and Clerk to consider DS review of website from Governors’ Induction perspective and add in appropriate details.</p>
<p>5. Head’s Report</p> <p>Members had received the report from the Headteacher in advance of the meeting.</p> <p>Members reviewed the pupil numbers context noting the number of pupils who had joined in reception and expressing concern at the high proportion of pupil premium children in Years 2 and 5.</p> <p>AK responded that Year 5 was a bulge year, so higher cohort, but has a strong teaching team in place.</p> <p>A member queried if the school had received information regarding the catch up premium or tutoring programme; noting the requirement for this to be considered.</p> <p>AK replied that no information has been received; noting the potential cost of this additional tutoring, he advised the school does not have capacity and would therefore have to consider online or external tutoring resources.</p> <p>A member expressed concern at the high number of SEND pupils recorded within Year 6, given that this had been the subject of a review prior to Easter, when the number on the register had been reduced and a plan had been in place to reduce this further during the summer term. It was presumed that COVID might have stopped this reduction.</p> <p>AK advised that the numbers have been reduced and reviewed</p>	



<p>further. He summarised a meeting with SENCo had taken place to plan the overall provision in school, breaking down the clear stages from class teacher responsibility, to starting the SEND programme with specific interventions and evidence gathering for EHCP.</p> <p>Members discussed the notable effect this was having on families and the need to address and prioritise those children in high need.</p>	<p>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</p>
<p>i) Quality of Education This was the subject of a confidential minute.</p>	
<p>ii) Leadership and Management: This was the subject of a confidential minute.</p>	
<p>iii) Personal Development</p> <p>A member referenced the curriculum sheets on the website and was pleased to note the content, but highlighted that Early Years and RE were not within the documents.</p> <p>AK advised that RE has not been part of the theme at this stage, but will be added in on the full curriculum documentation. Reception do not provide theme letters in the same way.</p> <p>A member noted that two sets of curriculum were posted on the website and asked for this to be addressed, to avoid confusion.</p> <p>AK confirmed that a new website is being built and is due to go live after half term. He provided a demonstration to members.</p> <p>The IEB noted the new design of the website and asked that as an interim, a note be placed on the current website to advise that it is transition, to avoid any confusion.</p> <p>A member noted the curriculum content for pupils in school and asked how this translates to those in isolation or lockdown.</p> <p>AK explained that each teacher uses Google Classroom and an expectation has been given that all teachers will load up lessons, worksheets and assemblies etc., to cover their own isolation, an individual child's isolation or local lockdown. The timetable is also loaded, to enable families to follow the school structure. There is no expectation for feedback or marking, unless in local lockdown / bubble isolation; at that stage live streaming and teacher recordings will be available. Consideration has also been given to support staff providing extra support to certain pupils.</p> <p>The IEB noted the clear plan in place and thanked AK for the detailed summary.</p> <p>AK highlighted that targeted work will be undertaken around defamatory language, in particular regarding sexuality, in KS2.</p>	
<p>iv) Behaviour and Attitudes</p> <p>AK considered that behaviour remains good, aside from a small minority, who are being worked with.</p> <p>A member questioned if there had been any feedback on the</p>	



<p>recent incident involving Year5&6 children.</p> <p>AK advised that he had written to parents advising them of the situation and how it had been handled; only 1 parent had emailed in response; hopefully this reflects that parents are confident in how this was addressed.</p> <p>Members noted the attendance figures were good.</p> <p>AK highlighted the persistent absence for pupil premium children was a concern, but was under review.</p> <p>The IEB thanked AK for his report and detailed responses to their questions.</p> <p>The agenda was then taken out of turn, to enable all members to discuss governance prior to DS leaving.</p>	
<p>6. Consideration for new Governance Structure</p>	
<p>i. IEB Action Plan for transition to GB: update</p> <p>The Chair noted that the LA have requested that the IEB finish by half term, to enable the new GB transition on 2nd November 2020.</p> <p>The IEB referred to the IEB Action Plan regarding committee structure and agreed that for the foreseeable future, the GB would hold FGB meetings only, with the exception of pay review committee meetings which would take place 2 per year and need to be clerked.</p> <p>ii) Governor Action Plan (previously circulated and DS will share update)</p> <p>The Chair questioned if this was necessary, given the IEB will soon cease.</p> <p>TH advised it was not necessary, but she would use the members' additional information to add to a GB transition Action Plan and will send to the IEB. She recommended that for this term, governor monitoring visits, training and meetings continue virtually.</p> <p>iii) GB Membership update</p> <p>Co-opted Governors: 3 potential governors have visited and met with AK and ET. All three governors will be invited to attend the next IEB meeting on 19th October 2020.</p> <p>Parent Governors: nomination process has commenced and closes on 2nd October; if an election is necessary this will extend beyond the next meeting.</p> <p>LA Governor – Edris Tildesley</p> <p>Staff Governor: the school will commence the nomination process.</p> <p>Noting there remains one further Co-opted governor vacancy, TH agreed to pursue the outstanding applications which she had shared with AK.</p> <p>Considering the transition and necessity of a GB to challenge, and</p>	<p>The IEB RECOMMENDED the appointment of Peter Denny, Liz Fullick and David Durrant</p> <p>Action 224: DS to contact 3 co-opted governors to invite them to attend the next meeting.</p> <p>Action 225: TH to send new governors the welcome pack information</p>



<p>also being mindful of a commitment to the parents that a transition process would take place, the IEB members offered to continue on the GB for a short period of time, to offer mentoring and governance advice.</p> <p>TH advised the School Governance team were currently seeking a Clerk for the GB; the current IEB Clerk offered to take this role until Christmas, to ensure a smooth transition for the GB and new Clerk. This was approved.</p> <p>iv) Confirm agreement of Code of Conduct This was circulated prior to the meeting.</p> <p>v) Declaration of Pecuniary Interests (<i>all IEB to complete form</i>)</p>	<p>The IEB APPOINTED:</p> <p>Val Palmer – Co-opted Governor Diane Stygal – Associate Member Emma Fuller – Associate Member (Curriculum) Emma Jones – Associate Member (Finance)</p> <p>The Code of Conduct was AGREED</p> <p>Action 226: All IEB members to complete the Declaration of Pecuniary Interests and return to the Clerk</p>
<p>7. School Improvement</p>	
<p>i. Pupil Premium There was nothing further to report.</p>	
<p>ii. LA Intervention and Support (NOVs)</p> <p>There were no Notes of Visits.</p> <p>A member expressed surprise that during the summer term no Notes of Visits were received from LA Advisers, despite regular telephone contact with the school and given its current status.</p> <p>AK informed that Anne Fisher had conducted a virtual meeting this week and it was expected that a Note of Visit will be forwarded to the IEB. Also, plans are in place for an English Visit; it was expected that the Note of Visit, will be forwarded to members before the next meeting. He confirmed that he was happy with the support from the LA so far.</p> <p>EF confirmed that a log of all phone calls to schools would have been made by the LA, as evidence of support.</p> <p><i>DS left at 1200 hours and ET took the Chair.</i></p>	<p>Action 227: The IEB REQUESTED that Anne Fisher be invited to attend the next IEB meeting; Clerk to send invite.</p>
<p>iii. IEB member visit reports</p> <p>A note of visit was received from ET, regarding a visit with potential new governors. The visit was successful and shared the school's potential to move forward.</p>	
<p>iv. IEB Communications to parents</p> <p>The IEB Chair will write to parents regarding the transition to GB</p>	<p>Action 228: DS to write to parents regarding IEB / GB transition</p>
<p>v. Communications to staff</p> <p>As previously agreed, the IEB Chair will write to staff regarding the transition to GB.</p>	
<p>8. Resources to support learning</p>	
<p>i. Finance update</p> <p>Members welcomed the finance documentation which was sent</p>	



<p>through to them. Questions had been invited ahead of the meeting from the Headteacher.</p> <p>EJ noted that the budget was in a good position.</p> <p>AK confirmed that it was likely the carry forward would be around 6/7% of the budget. Some lettings income is still coming in.</p> <p>Assessment - English budgets are well underspent, but the school is looking at a new assessment system. For English, additional support will be bought in once training for staff takes place. For the wider curriculum, once the curriculum is fully developed, spending on resources may take place. An increased budget next year will likely include additional funding for catch up.</p> <p>EJ commented that spending is good and in a targeted way; it had been helpful to see the commentary against the budget summary.</p> <p>AK advised that the School Business Manager is now taking responsibility for providing budget commentary to the IEB / GB.</p>	
<p>ii. Buildings / capital plans</p> <p>AK noted a new internal wall had been created to block off the library. There are no further plans for spending at this time, other than the white boards previously agreed.</p> <p>AK advised the Assistant Caretaker's position is now free; this will be filled and the rolling programme for decoration will be part of that role's responsibility.</p>	
<p>iii. Policies</p> <p>a. Safeguarding & Child Protection 2020; <i>it was noted the LA personnel should be updated (Page 21 should read Diane Stygal and Phil Nash)</i></p> <p>b. Whistleblowing</p> <p>c. KCSIE 2020 – <i>members were reminded of the requirement to read parts one and two of the document</i></p> <p>d. Acceptable User Policy for e-safety and mobile phones: <i>it was recommended this be reviewed every two years.</i></p> <p>e. Guidance for safer working practice for those working with children and young people in education settings</p> <p>f. Pay and Performance Management</p> <p>g. Capability policy and procedure</p>	<p>The IEB APPROVED the following policies:</p> <p>Safeguarding & Child Protection 2020</p> <p>Whistleblowing</p> <p>KCSIE 2020</p> <p>Acceptable User Policy for e-safety and mobile phones</p> <p>Guidance for safer working practice for those working with children and young people in education settings</p> <p>Pay and Performance Management</p> <p>Capability policy and procedure</p>
<p>9. Any Other Business</p> <p>A member questioned whether outcomes on teacher assessments would be shared for Early Years, Year 2 and Year 6.</p> <p>EF advised that national guidance was that no school was required to submit end of Key Stage data.</p> <p>A member questioned if the school had summarised any of the data to share with IEB members.</p> <p>AK advised that as it was not necessary, it has not been compiled. He advised that reviewing the March assessment data, Year 6 were on track to perform well.</p>	



<p>EF advised that there is a requirement for those pupils in the current Year 2 to complete a phonics screening during the second half of this term.</p> <p>AK advised that a data assessment for where pupils current are will be provided at the next meeting.</p>	
<p>10. Future IEB meeting dates</p> <p>Monday 19th October, 1330 hours</p>	
<p>Meeting closed at 1220 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</i>	AK	September 2020
192	ET to follow up with SENCo annual and termly reviews of SEND / EHCP children from September 2020: <i>to action virtually</i>	ET	19.10.20
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	On going
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 IEB at next meeting</i>	AK	19.10.20
Actions from 17th July 2020			
218	DS to write a letter on behalf of the IEB, for AK to share with staff.	DS	19.10.20
220	DS to review the website to ensure all items referred to in the Induction policy are published <i>Update: AK and Clerk to consider DS review of website from Governors' Induction perspective and add in appropriate details.</i>	DS	19.10.20
Actions from 24th September 2020			
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	AK	19.10.20
224	DS to contact 3 co-opted governors to invite them to attend the next meeting.	DS	19.10.20
225	TH to send new governors the welcome pack information	TH	19.10.20
226	All IEB members to complete the Declaration of Pecuniary Interests and return to the Clerk	ALL	19.10.20
227	The IEB requested that Anne Fisher be invited to attend the next IEB meeting; Clerk to send invite	Clerk	19.10.20
228	DS to write to parents regarding IEB / GB transition	DS	19.10.20

