

BEWICK BRIDGE COMMUNITY PRIMARY SCHOOL

MINUTES OF AN IEB MEETING ON 25th MARCH 2019, 10.00 HOURS, HELD AT THE SCHOOL

Present	Anthea Kenna (AK) Chair of IEB, Chris Meddle (CM), Edris Tildesley (ET), Tony Sharpe (TS), Sheryl Williamson (SW)	
Visitors	Alison Clarke (AC), Interim Headteacher	
Clerk	Natalie Drewery (Cam Clerk)	
No	Description	Decisions Made/ Actions Agreed
1	Welcome and Introductions AK welcomed all present to the meeting.	
2	Apologies for Absence To receive apologies for absence There were no apologies for absence. Consent/Non-consent to absence None required.	
3	Declaration of direct or indirect pecuniary interest in any of the following items	No additional interests were declared.
4	Minutes of last IEB meeting: 28th February 2019 4i. Draft minutes of the last IEB meeting were circulated prior to the meeting. 4ii. Matters arising: AC advised that following a recent behaviour audit, the Primary Adviser recommended an IEB member be responsible for behaviour, noting this would be a key line of enquiry during the next Ofsted inspection. Further, safeguarding & behaviour observations should be added to the monitoring reports. In response to a member questioning whether financial figures should be noted within the minutes, AC commented that stakeholders should be aware that if no action is taken, the school finances will be in significant deficit; therefore if challenged on the figures, they can be justified.	CM AGREED to take on behaviour responsibility. The minutes of 28 th February 2019 were APPROVED . Only signed minutes will be made available on the website
5	Agreed actions update Action 001 - All members have actioned the process of applying for a DBS. Action 002 - Outstanding business interest and declaration forms actioned and a pecuniary interest register is on the website. CM noted that Section 128 financial prohibition checks have also been conducted for members. Action 003 - ToR's wording was amended and recirculate. Action 004 – AC provided dates of IEB to LAIG	

	<p>Action 005 - IEB members are receiving LAIG reports</p> <p>Action 006 -All IEB members have been provided with school email accounts.</p> <p>Action 007 –All have been provide with access to google drive.</p> <p>Action 008 - Expenses Policy revised and recirculated.</p> <p>Action 009 – The clerk informed members on the claims process.</p> <p>Action 010 – AC confirmed that the LAIG were of the opinion that data drops should be conducted termly.</p> <p>Action 011 –AK has spoken with Rosemarie Sadler regarding leadership requirements for summer term; this will be discussed under item 7ii.</p> <p>Action 012 –AK sought clarification re fit to work note with EPM</p> <p>Action 013 – The AHT has received a factual letter from EPM; AK has spoken to him and requested SM draft a follow up letter.</p> <p>Action 014 -CM conducted a Safeguarding Review; details under item 6iii.</p> <p>Action 015 –AC raised historic data with the LAIG; they are aware and no further action is required.</p> <p>Action 016 - H&S audit arranged for 4th April.</p> <p>Action 017 - TS attended the finance review; details under 7i.</p> <p>Action 018 - IEB met with parents on 12 March; SW has provided a report.</p>	<p>All paperwork will be provided on google drive and members to correspond on school email address only.</p> <p>Action 013 roll forward: AK to follow up with SM re letter to AHT</p>
6	School Improvement	
6i.	<p>School Improvement Plan</p> <p>AC referred to the SIP which will be a standing item on every meeting. Targets will be shared next meeting after the data drop; notable current data shows in Maths KS1 71% working at age related (ARE); 24% at greater depth; KS2 84% ARE, 39% at greater depth.</p> <p>IEB queried the reasons behind this improved data.</p> <p>AC noted that it was attributable to quality of teaching, clarification of and raising expectations and support received.</p>	<p>Action 019: AC to provide a report on milestones for April; at the next IEB meeting</p>
6ii.	<p>• Headteacher’s Report</p> <p>AC referred to the HT report previously circulated, noting this had been redesigned to fit in with the IEB areas of responsibility, and talked through the priority areas as outlined in the report.</p> <p>Questions and comments were invited:</p> <p>Noting the recent behaviour audit, AC commented that this was in-depth, the next steps focus are for learning behaviours, and ‘step on’ training has been booked for the next inset day.</p> <p>IEB questioned whether all staff will be engaged in this training. AC clarified that all staff will be involved, including the midday supervisors.</p> <p>Referencing the cancelled English Advisor’s visit, AC advised that a KS1 standardisation meeting in writing was held; internal</p>	

	<p>moderation with one another will follow, overall the meeting helped to reinforce the expected standards. The standard of evidence in Year 1 books was applauded by the Primary Adviser. Data for vulnerable groups is varied; this is a key area to monitor. The attendance gap between SEN and non-SEN has decreased slightly.</p> <p>IEB noted that the attendance of two classes, Lapwings and Gold crest was below 96% and questioned what measures were being taken to address this.</p> <p>AC clarified that overall the attendance of all year groups except Year 6 has improved. Non-attendance is largely down to holidays or bereavements abroad which all have an impact on the cohort's data.</p> <p>IEB thanked AC for her comprehensive report and commentary; summarising that this was a positive picture of improvement.</p>	
6iii.	<p>Safeguarding</p> <p>CM reported that an audit was conducted on 18.03.19, covering all areas except H&S, which will be covered in the audit on 04.04.19. He summarised this was the best position he had seen the school in, which was positive. Areas covered included:</p> <ul style="list-style-type: none"> • safeguarding policy and website compliance • monitoring of vulnerable groups (child protection) • safer recruitment (SCR was fine, with a few gaps noted for new staff, but this is being managed) • employment files were risk assessed for missing information • complaints and allegations (a new complaints procedure will be issued from the LA next term to adopt) • wider safeguarding culture was rated green. <p>A report will follow.</p>	<p>Action 020: All TA staff who teach require prohibition checks – AC to action</p> <p>Action 021: CM to provide a safeguarding audit report</p>
6iv.	<p>LA Intervention & Support Plan</p> <p>AC advised that a folder had been created on google drive to file the various Note of Visit reports and the LAIG plan.</p> <p>The school's Primary Adviser going forward will be Sue Bowman (SB), she will be in school on 02.04.19 for a familiarisation visit and plans to attend the next IEB meeting with Rosemarie Sadler. IEB queried if the LAIG intervention plan will be RAG rated. AC confirmed that the LAIG will RAG rate the plan and a summer plan will be developed.</p> <p>AK drew members' attention to the LAIG key points referenced in the HT report, noting the positive comments. The areas to focus on were addressed:</p> <p>Subject leadership – AC noted that subject leaders only started in October, but largely they are on track. The school had given a commitment to developing leadership and there is clear progress.</p> <p>Disadvantaged pupils and outcomes – the PP report was retrospectively written; moving forwards the budget will isolate</p>	<p>Action 022: IEB asked AC to share the plan with SB and ask how she would like the IEB to take this forward.</p>

	<p>pupil premium funding and a plan drawn up for September for PP spending, to monitor impact against.</p> <p>Performance Management targets – AC has met with all teachers (support staff next term); support continues where needed.</p> <p>IEB discussed the need for consistency of teaching; how support and monitoring is necessary and the possible plans post SATS, for creative teaching and support.</p>	<p>The IEB noted that the LAIG has now been dissolved; Rosemarie Sadler and Sue Bowman will be attending alternate IEB meetings, commencing 02.05.19</p>
6v.	<p>Members Monitoring Visit Reports</p> <p>AK reminded the IEB of the need for all visits to school to be reported on, using the form on google drive.</p> <p>IEB acknowledged that AC should share a summary of the visit reports with individuals / whole staff as appropriate. Key highlights of visits were discussed and noted:</p> <p>ET – Reported that she was warmly welcomed by pupils and staff; it was a positive visit. An inconsistency in learning environments was noticed; AC confirmed that this was in hand to develop, there will be further work in all classes. A follow up visit will be arranged.</p> <p>TS – Attended the finance budget planning meeting with Ray Byford, AC and SM. A full review was conducted and a plan put in place to manage the deficit. AC noted that Ray Byford was happy with the plan which will not see a deficit until Year 5. IEB discussed the need to consider staffing and a fall in numbers, along with the possible implications of new builds in the area, with a potential knock on effect.</p> <p>AK – reported on the meeting with parents. 10 parents attended, along with AC, the AHT, ET, TS and AK. Questions arose on the IEB process, English & Maths outcomes, Ofsted rating, staff wellbeing, recruitment difficulties in Year 4, what parents can do to help, concerns around the budget and mixed age classes, communications with the office, next steps and headship position. Parents were keen to know how the journey to improvement would look, how they can support the school and what the transition process to FGB will look like. In answer to the questions raised, the IEB will communicate to parents after each IEB meeting (details within 6vii).</p> <p>AK – noted that for the remainder of the day following the parents’ meeting, she attended a buildings project meeting, (this will be followed up with SM), met the AHT, spoke with KS1 children regarding making decisions about their learning needs, and met staff over lunch to reassure them over the planned re-organisation.</p>	<p>Action 023: AC to amend the monitoring report template to include observation on the areas of safeguarding and behaviour.</p> <p>Action 024: AK to speak to EPM re contract terms for AC.</p>
6vi.	<p>Planning for teaching & learning review</p> <p>IEB members requested that AC ask SB to conduct a Teaching & Learning Review; ET will attend.</p>	<p>Action 025: AC to request a T&L Review by SB</p>

6vii.	<p>Communication for staff and parents</p> <p>IEB noted that staff will be provided with a summary of all members monitoring / visit reports. Further, AC will share the IEB signed minutes on the school website. Members were reminded to take time to meet with all staff whilst in school. AC conducts drop-in sessions and sends a Monday memo, which members can add to if they wish.</p> <p>IEB to write a section for the newsletter, following each IEB meeting. AK to action, based on 'you said, we did' response.</p> <p>IEB noted the current parent view scores on the Ofsted website were not very positive and given the support for AC from parents, it would be useful to ask them to provide an update. AC clarified this was conducted in the second week of January; she was not sure how often parents can submit a view, but confirmed her intention to conduct another one over the summer term.</p>	
7	Resources to support learning	
7i.	<p>Finance</p> <p>AC reported that a budget review meeting was held. The significant expenditure is on staff costs; which will result in an in year deficit for the summer term. The specifics to cause the deficit were discussed. Incremental pay increases and support staff pay scale changes have been built into the budget. No redundancy cost for a reduction in posts, has been built into the budget. Once all expenditure is accounted for, there is very little additional finances available, as such AC asked members to consider two budget saving amendments:</p> <ul style="list-style-type: none"> • Blue Smile Therapy – the school currently receives support on a weekly basis from 5/6 staff who meet with 12-16 children, for counselling support. As Blue Smile provide no feedback as counselling is confidential, and no in-between sessions support is provided, there is very little evidence of any impact or value for money. As such AC proposed not renewing the contract, and the money saved contribute towards a nurture provision; staff will be upskilled to provide play therapy, anger management, emotional and social support; this can be provided daily, which the IEB can monitor value for money. <p>IEB questioned if there was a particular issue with mental health in the school, to need this level of counselling support.</p> <p>AC commented that there is a long waiting list for CAMHs and pupils have to be high need; the pressures of society and the demographics of the school pupils leads to a requirement for nurture interventions before any progress can be made with academic intervention. Part of the current re-organisation is for a nurture lead, stopping Blue Smile will provide for further funding for nurture support.</p>	<p>IEB AGREED the proposal to end the contract with Blue Smile and redirect the finances towards a nurture provision.</p>

	<ul style="list-style-type: none"> AC clarified that currently the school follow the international curriculum, at a cost of £1500. Teachers are not keen and the AHT has set up a working party to write the school’s own curriculum; this will be pursued. <p>AC noted that there were a few SLAs which require clarification:</p> <ul style="list-style-type: none"> School Improvement Service – AC is unsure which SLA the school is responsible for; recommending the school has the RISP SLA, but requested clarification of level and funding through the LA. Cam clerk / School Governance training – AC noted the clerk for the IEB is contracted under the Cam Clerk SLA, but questioned whether members needed to pay for the training SLA, given they are all experienced governors at other schools. Recognising the need for a SLA for the new Governing Board, members asked the clerk to seek clarification if the SLA could be stopped and restarted once the new GB is in place. <p>AC noted that the budget will be presented for ratification at the next IEB meeting.</p>	<p>The IEB AGREED to the steps towards ceasing using the international curriculum</p> <p>Action 026: AK to query with Rosemarie Sadler the level of SLA and costs associated for the school.</p> <p>Action 027: Clerk to seek clarification on the training SLA.</p>
7ii.	<p>Staffing</p> <p>AC noted that the consultation papers are within the IEB folder on google drive. She met with the trade union representatives and the papers were issued to all staff. Separately, AC has met with staff to talk through the rationale and to hear staff concerns. There will be no redundancy situation for teaching staff and there may be natural movement within staffing over coming months. The timetable of consultation ends 23rd April. AK and SW will meet to consider the feedback received.</p> <p>This was the subject of a confidential minute.</p> <p>IEB thanked AC for the comprehensive documentation for the re-organisation.</p> <p>AC left the meeting for the next item of discussion. <i>(Due to another commitment, CM left the meeting at 12.30 hours)</i></p> <p>This was subject to a separate confidential minute.</p> <p><i>AC re-joined the meeting at 12.55 hours</i></p> <p>IEB noted and welcomed that AC had confirmed her availability to the school until the end of the summer term. They discussed how AC could facilitate a work/home balance and made a recommendation to AC to, where possible, diary in time to work from home.</p> <p>AC acknowledged this offer and agreed to plan in advance some time to work away from school.</p> <p>IEB discussed the general wellbeing of staff and the possibility of school leaders managing work / home life and the LA’s push for wellbeing to be considered.</p>	

7iii.	<p>Buildings</p> <p>AC reported on a meeting which the school had been invited to regarding pre-planning for the start of the building work, which commences on 04.04.19, noting that the DfE is the client, not the school. The school are working well with the builders, who are very supportive of security and safeguarding of pupils.</p> <p>The current issue is how the school will manage the temporary move of the kitchen into the staff room; SM is managing this with the caterers and the challenges of limited cooking facilities.</p> <p>IEB questioned whether there was a need to allocate a specific member of staff to project manage the building work.</p> <p>AC clarified that this has been discussed, with a number of options considered, but as the school is not the client, there is no need for a project manager. The builders will continue to liaise with staff as appropriate: AC, SM or the BASC user.</p> <p>AC noted that there were several phases to the mechanical and electrical refurbishment, which will result in new windows, doors and roof.</p> <p>IEB asked if there are any financial implications for the school.</p> <p>AC commented that the DfE is funding removal costs (this only affects the admin staff and Early Years), but the school caterers will require disposable plates and cutlery for the interim arrangements.</p>	
7iv.	<p>School Policies</p> <p>AC drew members attention to the policies posted on google drive, which were not for governor approval, but school policies to be aware of:</p> <p>Online Safety – IEB queried if the school ensures that parents agree to pupils photos being published on the website.</p> <p>AC confirmed that parents are required to complete a consent form for publishing pupil’s photos.</p> <p>RE – this has been drafted in line with county policy; the question of 100% Christianity curriculum was raised; this will be followed up with the RE lead, to consider the needs of the community.</p> <p>Feedback and Marking – this has been reviewed to lessen the impact on teacher workloads and is moving towards oral and whole class feedback.</p>	
7v.	<p>Academisation (standing item)</p> <p>IEB members noted that this was not a consideration for the school at this stage.</p>	
8	<p>Additional items for next meeting</p> <p>AK noted that the next meeting would include ratification of the budget and data analysis.</p>	

9	<p>Any other business</p> <p>AK encouraged members to arrange follow up visits with AC and reminded them of the need to complete a visit report following all visits into school.</p> <p>The next meeting with parents was arranged for Tuesday 14th May, 14.30 hours.</p>	<p>Action 029: IEB to note the next meeting with parents: 14.05.19</p>
10	<p>Dates of future meetings</p> <p>Thursday 2nd May 2019, 10.00 hours</p> <p>Tuesday 11th June 2019, 10.00 hours</p> <p>Monday 8th July 2019, 10.00 hours</p>	
	<p>The meeting closed at 13.30 hours</p>	

Action grid on the next page

No.	Action	Owner	Timescale
013	AK to follow up with SM re letter to AHT (roll forward from 28/02/19)	AK	By 02 May
019	AC to provide a report on milestones for April; at the next IEB meeting	AC	By 02 May
020	All TA staff who teach require prohibition checks	AC	By 02 May
021	CM to provide a safeguarding audit report	AC	By 02 May
022	IEB asked AC to share the plan with SB and ask how she would like the IEB to take this forward.	AC / SB	By 02 May
023	AC to amend the monitoring report template to include observation on the areas of safeguarding and behaviour.	AC	By 02 May
024	AK to speak to EPM re contract terms for AC.	AK	By 02 May
025	AC to request a T&L Review by SB	AC	By 02 May
026	AK to query with Rosemarie Sadler the level of SLA and costs associated for the school	AK	By 02 May
027	Clerk to seek clarification on the training SLA.	Clerk	By 02 May
028	AK to seek clarification on the sickness insurance cover.	AK	By 02 May
029	IEB to note the next meeting with parents: 14.05.19	ALL	14.05.19