

BEWICK BRIDGE COMMUNITY PRIMARY SCHOOL

MINUTES OF AN IEB MEETING ON 28TH FEBRUARY 2019, 11.00 HOURS, HELD AT THE SCHOOL

Present	Anthea Kenna (AK) Chair of IEB, Chris Meddle, Edris Tildesley, Tony Sharpe, Sheryl Williamson	
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 and introductions were made. A tour of the school preceded the meeting.	
2	Apologies for Absence	
i.	To receive apologies for absence There were no apologies for absence.	
ii.	Consent/Non-consent to absence None required.	
3	Declaration of direct or indirect pecuniary interest in any of the following items CM declared that he is the LA appointed senior officer for the school, and LA Leadership Advisor.	This was noted. No other additional interests were declared.
4	Establishment of the IEB for Bewick Bridge Primary School	
4i.	Membership of the IEB AK explained that the IEB comprises five members. It was noted that the Interim Headteacher is not a member of the IEB, but can be invited to attend meetings at the discretion of the IEB.	
4ii.	DBS checks Each IEB member must either provide a portable DBS certificate, or submit to a new DBS check for this IEB. DBS checks can be completed in school.	Action 001: Each IEB member to visit school office to provide identity documentation to process DBS.
4iii.	Declarations of eligibility and pecuniary interests of members Completed forms were handed to the Clerk.	Action 002: Outstanding forms from TS and CM to be sent to the Clerk.
4iv.	Role and responsibilities of the IEB AK and AC had met to discuss the priorities for the school and 5 areas of concern were suggested to link IEB members to. These were discussed and members appointed.	<ul style="list-style-type: none"> ● Leadership & structure – SW ● Standards & outcomes – AK ● Quality of teaching & learning & curriculum provision – ET ● Finance; long term plan, budget setting, new build – TS

		<ul style="list-style-type: none"> Vulnerable Groups; safeguarding, SEN, PP – CM
4v.	<p>Terms of reference for the IEB</p> <p>Draft Terms of Reference were circulated prior to the meeting. CM noted the requirement of the DfE for the IEB to conclude within one year and suggested this should be referenced in the ToR's.</p> <p>It was further noted that the transition to forming a Governing Body will need to be considered and supported by this IEB. AK explained that a Local Authority Implementation Group (LAIG), to support the school, is in operation and although it is the IEB's role to make decisions, it will be beneficial on occasions for the LAIG and IEB to meet together.</p>	<p>Action 003: Clerk to amend ToR's wording and recirculate.</p> <p>Action 004: AC to advise the LAIG of the dates of planned IEB meetings</p> <p>Action 005: AK to ensure copies of LAIG reports to be circulated to all IEB members</p>
4vi.	<p>Use of secure school email / County Council email accounts</p> <p>AC advised the school uses secure google email addresses. It was noted that all members, except CM who uses CCC email, have been forwarded details of @bewickbridge.com accounts; but it was unclear what platform to access these on.</p> <p>All documents for the IEB will be stored electronically on the schools google drive.</p>	<p>Action 006: AC to arrange for SM to set up IEB members school email accounts</p> <p>Action 007: AC to arrange for access to be provided to google drive.</p>
4vii.	<p>Policy for members' monitoring visits</p> <p>The draft policy had been circulated prior to the meeting.</p>	<p>Policy for members' monitoring visits was APPROVED</p>
4viii.	<p>Expenses policy for members</p> <p>The draft policy was circulated prior to the meeting. AC questioned whether the members' expenses are paid for out of the school budget or by the LA. CM confirmed that the policy was a scheme for the Payment Of Members' Allowances by the Local Authority and suggested that the document be amended to reflect this.</p>	<p>Expenses Policy for members' was APPROVED subject to amendment: 'Agreed Scheme for the Payment Of Members' Allowances – to add <i>by the Local Authority.</i>'</p> <p>Action 008: Clerk to revise Policy and recirculate</p> <p>Action 009: Clerk to establish how members make claims and advise of process</p>
4ix.	<p>Support for the IEB – to consider buying into support from Cambs Governance Team and Camclerk</p> <p>AC advised that the school had bought into the Camclerk service for the remainder of 2018-19. The clerk noted that an interim SLA for Camclerks has been received, taking the SLA from 01 April to 31 August 2019.</p>	<p>Members APPROVED the Interim SLA for the Camclerk service to 31st August 2019.</p>
5	<p>School Improvement</p>	
5i.	<p>Current school situation: overview of challenges facing the school</p> <p>AC talked through the history of the substantive Headteacher's position, noting the Ofsted Inspection of December 2017 and the</p>	

	<p>leadership issues which followed. Since joining as interim Headteacher in January, AC has reviewed the data and summarised the Ofsted findings, to highlight the current priorities as contained within the School Improvement Plan and Headteacher’s report. A SEF has also been provided.</p>	
<p>5ii.</p>	<p>● Headteacher’s Report</p> <p>AC summarised and drew members attention to:</p> <ul style="list-style-type: none"> ▪ Priority 1: Improve attainment and progress of disadvantaged pupils - No pupil premium plan was in place; a member of staff was paid TLR to lead on PP, but has now stepped down. PP funding is approx. £71k; this is being used to set up the budget. ▪ Priority 2: Improve behaviour and attendance for all children- Although behaviour was cited by Ofsted; is it not a problem, but related to the Year 6 challenging year group. There has been a lack of consistency of behaviour management and the numerous rules were not being applied. The rules have now been simplified to two: be respectful, be safe. Further, attendance was neither monitored nor the county procedures followed correctly. An attendance admin assistant has been recruited; the policy is being followed and attendance is currently at national average. ▪ Priority 3: Increase percentage of children achieving greater depth in all subjects – challenge and pitch are being reviewed; this is not a priority for this IEB. ▪ Priority 4: Improve outcomes in writing – this is being addressed and planned, with the LA English Advisor supporting. A working party has been established to review curriculum as a whole. ▪ Priority 5: Regular track progress of all children – tracking has been an issue; half termly data drops are currently being made, placing high workloads on staff. The preference would be for termly data reporting, with an emphasis on quality of observations. Interventions need to be planned and tracked. ▪ Priority 6: Improve the quality of leadership and management – 4 staff had TLR’s in September; AC is in the process of reviewing roles and responsibilities and clarifying subject leaders roles. Current leadership structure is HT, DHT, AHT – moving forward this needs review. AC talked through the current staffing, areas of concern as highlighted in the HT report and potential capability issues. ▪ Budget – currently no budget management is in place; remaining at the same staffing level, within 5 years the budget will be £500k in deficit. Salary and pension increases have not been budgeted for; there will be a revenue deficit by next year. 	<p>Action 010: AC to ask the LAIG to determine how often the school should undertake data drops.</p>

	<p>AC had circulated the 2018 results and Inspection Data Summary Report (IDSR) information to note. She is promoting the use of other data in school, in particular FFT, which teachers can use. The current progress data is reported in the HT report. Of all the year groups, Years 3 & 4 progress are of concern and in Year 6 attainment is good, but progress is low. The targets noted in the SDP should be achievable. Pupil Progress meetings are taking place to plan for interventions etc.</p> <p>Of the two year groups of notable concern, AC highlighted that the Year 4 classes are not a high needs cohort. The LAIG will review this.</p> <p>AC informed members that some historic Year 2 data is missing and provided the IEB with specific details of this.</p>	<p>Action 015: AC to notify the LAIG that the IEB has requested the LAIG to ascertain where the data is and how this can be fed into the DfE reporting system.</p>
5iv.	<p>Most recent Ofsted report, published December 2017 The report was circulated and noted.</p>	
5v.	<p>Audits (Safeguarding, Finance, NOV, Advisors), if available Notes of visits to the school to be shared with all IEB members. A number of audits are available to review school processes; H&S, Child Protection, Safeguarding.</p>	<p>Action 016: AC to arrange H&S audit through Stuart Wood LA.</p>
5vi.	<p>Finance – overview of the school’s financial position (summary) AC reported that a finance review by Ray Byford is planned for 11th March.</p>	<p>Action 017: AC to liaise with TS for him to attend the finance review.</p>
5vii.	<p>Link members to school priorities As per item 4iv.</p>	
5viii.	<p>Communications to parents and staff AC sent a letter advising parents of the formation of the IEB. Members discussed the need to hold a meeting, as soon as possible, inviting parents to share their concerns and raise questions. Further, members considered the need to provide regular updates to parents over the course of the next year, such as after each IEB meeting. AC advised members of the Parents Forum which had shared views of their concerns with the leadership and management of the school.</p>	<p>Action 018: AK to write to parents inviting them to meet the IEB at a meeting on Tuesday 12 March, 08.45 hours (all IEB available to attend, except CM)</p>
6	<p>Additional items for next meeting AK noted that the next meeting would cover the parent meeting outcomes and follow up actions from this meeting.</p>	
7	<p>Any other business AK stressed to all present the requirement to maintain confidentiality of the IEB discussions. AK expressed thanks to the interim Headteacher for the hard work achieved in such a short space of time at the school.</p>	
8	<p>Dates of future meetings Monday 25th March 2019, 10.00 hours Thursday 2nd May 2019, 10.00 hours Tuesday 11th June 2019, 10.00 hours</p>	

	Monday 8 th July 2019, 10.00 hours	
	The meeting closed at 14.10 hours	

Action grid on the next page

No.	Action	Owner	Timescale
001	To visit school office to provide identity documentation to process DBS.	All IEB members	By 25 March
002	Outstanding business interest and declaration forms to be sent to the Clerk.	TS, CM	By 8 March
003	To amend ToR's wording and recirculate.	Clerk	By 8 March
004	To advise the LAIG of the dates of planned IEB meetings	AC	By 25 March
005	To ensure copies of LAIG reports to be circulated to all IEB members	AK	By 25 March
006	To arrange for SM to set up IEB members school email accounts	AC	By 8 March
007	To arrange for access to be provided to google drive.	AC	By 8 March
008	Clerk to revise Expenses Policy and recirculate	Clerk	By 8 March
009	Clerk to establish how members make claims and advise of process	Clerk	By 8 March
010	To ask the LAIG to determine how often the school should undertake data drops	AC	By 25 March
011	To raise with Rosemarie Sadler leadership requirements for summer term.	AK	By 25 March
012	To raise matter of fit to work note with EPM	AK	By 25 March
013	AK to write to the AHT recognising his support, advising of the incremental increase	AK	By 25 March
014	CM to undertake a Safeguarding Review	CM	By 25 March
015	To notify the LAIG that the IEB has requested the LAIG to ascertain where the data is and how this can be fed into the DfE reporting system	AC	By 25 March
016	To arrange H&S audit through Stuart Wood LA.	AC	By 25 March
017	To liaise with TS for him to attend the finance review.	AC	By 11 March
018	To write to parents inviting them to meet the IEB at a meeting on Tuesday 12 March, 08.45 hours (all IEB available to attend, except CM)	AK	By 04 March