

St Wilfrid's C of E Primary School - IEB Meeting Minutes

School: St Wilfrid's C of E Primary School

Quorum: 2 (met at this meeting)

Chair: Andy Kent

Clerk: Gary Pugh

Date of meeting: 23 September 2015

Venue: St Wilfrid's C of E Primary School

Attendance

Name	Present (P)/apologies (Ap)/absent (A)
Core IEB Membership	
Andy Kent (Chair)	P
Mathew Bennett	P
Ann Flatman	P
Diane Martindale (Diocesan Representative)	P
IEB Advisors	
Isobel Booler (SSEO)*	P

*joined the meeting late – see 3

Others present

Name	Role
Gary Pugh	Clerk (One Education)
Suzanne Blay	Associate Headteacher (AHT)
Helena Miller	Head of School (HOS)
Joanne Love**	School Administrator
Kathy Cooper**	Finance, One Education

**left the meeting after item 3

Opening Prayer

Part A: Agenda Items

1	Welcomes, Apologies & Introductions		
The Chair welcomed everyone to the meeting.			
No apologies were required. The Chair noted that Isobel Booler had been delayed and would be joining the meeting shortly.			
	Actions or decisions	Owner	Timescale

2	Declaration of Register of Interests		
IEB members completed and handed in their Declarations, itemising their respective Pecuniary			

and Business Interests.

	Actions or decisions	Owner	Timescale
	• Arrange publication on school website	Chair	

3 Finance Update

The Chair brought forward this item, so that Joanne Love and Kathy Cooper could leave the meeting after presenting it. Kathy Cooper presented the update.

The agreed budget predicted a deficit of £54,727. The actual budget shows a surplus of £13,215. The following differences were raised or highlighted in discussion.

Lower spending on teachers salaries, down £168,267, owing to reduced numbers of higher graded teachers.

Higher Teaching Assistant (TA) costs, up £32,410 owing to redundancy payments.

Lower costs for administration staff, down £4,978, and for lunchtime organisers, down £4,292.

Higher other staff costs, up £42,764, which includes the remaining redundancy payments.

Additional agency costs of £43,422, not built in to the initial budget.

No spend on Pupil Premium one-to-ones, a reduction of £10,000.

More loan interest, up £26,000, required by the Local Authority (LA).

More income from universal free school meal provision, up £12,919, and supply teacher insurance claims, up £1,486.

Receipt of a loan of £40,000 from the LA.

Q. What would have been the implications of a deficit budget?

If there were to be a financial deficit at the point of Academisation, that deficit would not be taken on by the sponsor. There is a duty of prudence on the IEB to avoid a deficit.

Q. What was the full cost of redundancy payments?

£81,000, of which the school paid £41,000 and the LA paid £40,000. In effect, the saving in TAs has given the school the budget for the Associate Headteacher.

Q. A cost of £2,620 incurred for Junior Jam had not been in the original budget: why had the school gone ahead with it?

There would have been a cancellation charge, so it was decided to go ahead and benefit from the spending.

Q. What had happened with Pupil Premium one-to-ones?

This had been a contingency provision built in by the previous Headteacher. In the event, it wasn't needed.

Q. The budget is now in surplus because staff costs are lower than anticipated. But is staffing sufficient – for example, are there enough TAs?

There is a need for more teaching resource, and it would be wrong to carry a surplus without addressing this. An additional Year 6 teacher would allow for two forms in Year 6, benefiting pupils and addressing concerns voiced by many parents. The budget surplus could fund one Year 6 teacher, and one additional TA. IEB members agreed to proceed on this basis, and that an advertisement for a permanent Year 6 teacher should go out immediately.

The advertisement will be published on the eTeach Manchester jobsite. Other possible sources of candidates were discussed: Diocesan Boards of Education (DBE) Services; ITN Mark Education; EduStaff. The AHT will explore these.

Q. What if no appointment is made?

The solution relies on the right appointment being made, so the Year 6 change will only go ahead if a strong enough candidate is found.

Q. Are there sufficient rooms for the proposed split of Year 6?

Yes.

Q. Are there any other resource needs that could be met from the budget surplus?

SmartTV to replace failing Interactive whiteboards, but only if there is a surplus remaining after the Year 6 Teacher and TA posts are budgeted.

The budget will come back to the 12th October meeting with these changes costed. In the meantime, IEB members agreed the budget in principle to enable payment of invoices.

** Isobel Boler joined the meeting.*

*** Joanne Love and Kathy Cooper left the meeting.*

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Budget agreed in principle, pending agreement of additional items at 12th October meeting. 	IEB	
	<ul style="list-style-type: none"> Approved payment of £20,400 invoice for staff compromise agreement. 	IEB	
	<ul style="list-style-type: none"> Advertise immediately for a permanent Year 6 teacher. 	AHT	24 Sep 2015
	<ul style="list-style-type: none"> Agenda item for 12th October: Finance Update. 	Clerk	12 Oct 2015

4 Minutes of the meeting 10.9.15 and matters arising

The minutes of the meeting were approved as an accurate record of the meeting. A copy was signed for retention on file.

Matters arising

Leadership of the school.

The Chair advised that Suzanne Blay's appointment as interim AHT had been extended until the end of the Autumn term, following the agreement to authorise her of the academy Board.

Terms of Reference (TOR)

Q. Do the IEB TOR need to be published on the school website? The wording is not parent-friendly.

It is both a statutory requirement, and right for transparency, that the TOR be published. The Chair will draft more parent-friendly introductory content which parents will see before following

the link to the full TOR.

External pupil premium review, commissioned on behalf of the school by the Local Authority (LA).

A date has been set for the review to take place in early November. The subsequent report and any associated recommendations will be considered by the Board as soon as possible after receipt.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Minutes of the last meeting approved Chair to agree with AHT and HOS additional TOR wording for the website. 	IEB Chair	

5 Associate Headteacher / Head of School Report

The AHT/HOS presented their report and the following points were raised/highlighted in discussion.

Beginning and end of day procedures that were introduced at the start of the term are still operating efficiently and parents are engaging well with the procedures (they received a copy week commencing 1st September 2015).

The new Behaviour Policy is being consistently applied across the school. Parents received a copy of the policy week commencing 7th September 2015. Staff and parents have taken it on board, A very small number of children are reaching the higher number of red lights. Two meetings have been held with parents with members of the Senior Management Team (SMT). Behaviour is good in lesson observations seen so far.

The Anti-bullying Policy and associated paperwork were introduced to staff on 9th September 2015. Two assemblies have been held to reassure the children about who to tell if they are being bullied. An outline of the policy was explained to parents on the newsletter, and the policy is available on the school website. There have been two cases of bullying so far this term and the 'Team Work' approach has been implemented. In both cases, reaction to the approach has been good, and it has had a positive effect.

Q. Is there a consistent log of reported bullying incidents?

Yes.

Q. Was action taken on the reported parental bullying case?

Yes. This was followed up through phone calls to the parents involved, and a parental Code of Conduct has now been published.

The staff have worked together to introduce a new marking policy on 16th September 2015. This was implemented with a follow up staff meeting on 23rd September 2015, which went very well, and is posted in classrooms for pupils to see.

The Special Educational Needs (SEN) register is now in place, with an audit of pupil need carried out with all staff to match pupil need to intervention. All staff are currently meeting with pupils on the SEN register to create 'communication passports' and to set individual targets for learning

logs. This appears simple, but it is important to recognise the hours of hard work involved.

26% of pupils are Pupil Premium (PP) or SEN. One incoming child needs one-to-one support, and the school is seeking emergency funding for this.

Years 1 to 6 are currently taking a Rising Stars numeracy assessment to give a base line of children's current understanding in relation to the new national curriculum. The week after, the children will be taking a reading test.

Q. How is this staffed?

TAs and volunteer external readers.

This week, observations of teaching have started, and will be completed by the end of the week. Six have been done, with seven more to complete. Of the six, three were good, three require improvement. Action plans have been put in place, including links with excellent teachers at Crossacres Primary School. The teachers concerned have welcomed the support enthusiastically.

Q. Is there a pattern to the development needs?

There has been no analysis of patterns yet. The AHT will report on this at the next meeting.

Q. Were the 'requires improvement' ratings an improvement?

Yes. The three teachers in question had previously been rated 'inadequate'.

The environment for Early Years Foundation Stage (EYFS) and Nursery provision has been improved, and work is ongoing. New carpets were fitted and the resources overhauled during the summer, and staff are going out to see best practice at other institutions.

The AHT will present the full Post-Ofsted Action Plan at the 12th October meeting.

Q. Will this plan include benchmarking?

Yes. The Action Plan will include base lines and targets which are specific and measurable. It will also include monitoring arrangements.

Q. How will pupil progress be measured?

The AHT will show this as part of the Action Plan at the next meeting. The approach, which has been used at Crossacres Primary School, will measure each year group on five points of progress, to be tested three times each year.

Q. Could the tests take place half-termly?

Possibly, but if testing is too frequent it may not show progress test-to-test.

Q. Will it include teacher assessment?

The AHT will consider this possibility.

Q. Are interventions in place to drive better progress?

Appropriate interventions will be designed after the first test results are known.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• Post-Ofsted Action Plan to be presented at the next IEB meeting	AHT	12 Oct 2015

	<ul style="list-style-type: none"> AHT to report on teacher observations: any patterns in development needs. 	AHT	12 Oct 2015
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6	Academisation		
<i>Confidential items have been recorded in a Confidential Appendix to these minutes. The Confidential Appendix is not for release into the public domain.</i>			
	Actions or decisions	Owner	Timescale

7	Communication and relationships with parents, to include reflections on the Parents Meeting on 10th September, and consideration of a parent champion or parent council.		
<p>IEB reflected on the Parents Meeting and the following points were raised or highlighted in discussion.</p> <p>Parents demonstrated a limited understanding and a lot of suspicion about the school's current situation as it relates to government policy on Academisation and Ofsted protocols..</p> <p>There was evident trust of what's in place, of the HOS, AHT and IEB, but concern about what happens when this arrangement ends.</p> <p>There was suspicion of Academisation and concern that there is a political agenda.</p> <p>There was a feeling that parents are not listened to.</p> <p><i>Q. Could this be addressed by a parent champion or parent council?</i> Having reflected on the paper circulated before the meeting, IEB members were not in favour of the parent champion model, or of a parent council at this time. Members recognised that it will take time to build up parental confidence in the school, and that the key factor will be through the quality of the children's experience, and the evidence of what they bring home from school. This will take the parents along, supported by regular communications from the school, reflecting the rich experience of school life, and information that demonstrates how the school is approaching and progressing the range of issues identified by Ofsted. It was acknowledged that the Post-Ofsted Action Plan (POAP) will need to include the IEB's strategy relating to parental engagement.</p> <p>Options might include: meeting with parents in small numbers to address issues other than Academisation; meetings outside the school day for working parents; use of the web-site; Facebook; daily blogs.</p> <p>The Chair, AHT and HOS will agree some wording for the weekly newsletter which recognises the attendance and engagement of parents as a holding message until the IEB has more to report.</p> <p><i>Q. Should IEB members be more visible, perhaps attending school events?</i> Where possible for individual members, and appropriate. Productions and Christmas events, for example.</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Message from IEB for the weekly newsletter 	Chair/AHT/HOS	

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8	Staffing Update		
This AHT covered this item as part of her report (item 5, above).			
	Actions or decisions	Owner	Timescale

9	Policies for review and approval		
IEB members reviewed the following policies			
<u>Behaviour Policy</u> No issues were raised and the policy was approved.			
<u>Safeguarding Policy.</u> No issues were raised and the policy was approved.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Behaviour Policy approved Safeguarding Policy approved 	IEB IEB	

10	To consider nominated IEB member link /lead roles on safeguarding and behaviour; to agree membership of a pay review and pay appeal panel and Performance/Pay Policy, to include arrangements for consultation with teaching staff.		
IEB members agreed that there should be an IEB lead on Safeguarding, and Diane Martindale agreed to take the role.			
<i>Q. Is Safeguarding training for staff up to date?</i> This year's regular training will be completed in October. On-line Safeguarding training is completed by all staff and, in addition, consideration is being given to holding a Safeguarding training day in January.			
The AHT is trained in Safe Recruitment, as are the Chair and Ann Flatman.			
IEB members agreed membership of the pay review and pay appeal panels.			
<u>Pay Review Panel</u> Andy Kent, Ann Flatman.			
<u>Pay Appeal Panel</u> Matthew Bennett, Diane Martindale.			
<u>Performance Policy</u> The policy was reviewed by IEB members.			
No issues were raised and the policy was approved.			
<u>Pay Policy</u> IEB members reviewed the Pay Policy.			

No issues were raised and the policy was approved.

The AHT will now consult with staff and report back to the next IEB meeting.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">• Diane Martindale agreed as IEB Safeguarding lead.• Membership of Pay Review Panel agreed.• Membership of Pay Appeal Panel agreed.• Performance Policy approved• Pay Policy approved.• AHT to consult staff on the Pay Policy and report to the 12th October IEB meeting	IEB IEB AHT	12.10.2015

11 AOB

Q. What is the situation with the recently-appointed Assistant Headteacher?

The Assistant Headteacher was originally appointed on the basis of it being a non-teaching post in the first year, but, in the circumstances of the school, now has a regular timetabled teaching role.

	Actions or decisions	Owner	Timescale

Date and time of next meeting:

Monday 12 October 2015, 5.00pm

Part B Confidential

Details of items discussed under Part B are recorded on a Confidential Appendix to these minutes. The Confidential Appendix is not for release into the public domain.