

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: 12 October 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 Advisor | |
| Isobel Booler (SSEO) | P |

Others present

| Name | Role |
|----------------|-----------------------------------|
| Gary Pugh | Clerk (One Education) |
| Suzanne Blay | Associate Headteacher (AHT) |
| Helena Miller | Head of School (HOS) |
| Paul Good | St James & Emmanuel Academy Trust |
| Matt Whitehead | Didsbury CE Primary School |

Opening Prayer

Part A: Agenda Items

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| 1 | Welcomes & introductions | | |
| The Chair welcomed Paul Good and Matt Whitehead, representing the St James and Emmanuel Academy Trust and Didsbury CE Primary School. | | | |
| | Actions or decisions | Owner | Timescale |
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| 2 | Apologies | | |
| There were no apologies. | | | |
| | Actions or decisions | Owner | Timescale |
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| 3 | Declaration of interests | | |
| There were no pecuniary interests expressed regarding any of the agenda items. | | | |
| | Actions or decisions | Owner | Timescale |
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| 4 | Minutes of the previous meeting (23 Sep 2015) and matters arising | | |
| <p>The minutes of the last meeting were approved as an accurate record of the meeting, subject to the following amendments:</p> <p><u>Page 2, Item 3</u> The additional cost incurred for Junior Jam was £17,608</p> <p><u>Page 4, Item 5</u> The Parental Code of Conduct has been prepared, not published.</p> <p><u>Page 8, Item 10</u> The Pay Policy 2014/14 was noted, not approved. It had been approved previously.</p> <p>A revised copy will be brought to the next meeting for signature.</p> <p><u>Matters arising</u></p> <p><u>Pay Policy 2015/16</u> One Education has not yet published a model Pay Policy for 2015/16. Models are now available from, for example, Manchester City Council, Stockport Metropolitan Borough Council, and the National Association of Head Teachers (NAHT).</p> <p><i>Q. Could teachers' performance review meetings go ahead before the pay policy is agreed?</i> No. The performance review is based on 2014/15 performance, but any pay progression awarded is under the 2015/16 Pay Policy. It would be unsatisfactory to have the performance conversation without discussing the reward element.</p> <p><i>Q. Will any pay progression awarded be backdated?</i> Yes.</p> <p>The school's approach to performance will be closely scrutinised and will be subject to criticism if pay progression is awarded when results clearly suggest some underperformance. The principle that pay progression is not automatic, but based on performance, is well established in the school.</p> <p>Pay Policy will be on the agenda for agreement at the next IEB. A proposed policy will be circulated before then. If a One Education model is not available, consideration will be given to using the Manchester City Council model.</p> <p><u>Academisation</u> <i>Q. Is there evidence of continuing parental concern over Academisation?</i> Yes, anecdotally, from routine conversations with parents. For example, a parent brought it up during a recent individual special needs interview with the AHT and HoS. The Chair advised that he has previously written to parents to confirm that the that there is a commitment to education on the St Wilfrid's site, and that under any sponsorship arrangement the school will remain a</p> | | | |

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| Church of England school. | | | |
| | Actions or decisions | Owner | Timescale |
| | <ul style="list-style-type: none"> Pay Policy on the agenda for next IEB | Chair | 5 Nov 2015 |

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| 5 | Safeguarding audit and update | | |
| <p>Diane Martindale (DM) presented her update on Safeguarding and the following points were raised or highlighted in discussion.</p> <p>DM has prepared a pro-forma, Safeguarding and Child Protection Audit and Action Plan. This presents the key questions asked of designated persons, with space for comments and actions to be documented.</p> <p>DM has been in school and started working through the audit. There have been no glaring issues. The single central Safeguarding record is appropriate. There are some areas in which practices could be refined, such as notices and posters to raise the profile of Safeguarding within the school.</p> <p>There is a comprehensive set of risk assessments for the school premises.</p> <p>There is a risk assessment around end of school procedures, but MD observed some issues in practice: for example, a supply teacher who was not in the right place at end of school. More clarity is needed around how exits will be covered during teacher absence.</p> <p>During breaks, the playground was calm and orderly, with all exits covered. Behaviour policy is established and working well. DM spoke to one parent, who recognised a positive shift in behaviour.</p> <p>DM will update IEB members on the progress of her audit at future meetings.</p> | | | |
| | Actions or decisions | Owner | Timescale |
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| 6 | Post-Ofsted Action Plan (POAP) update | | |
| <p>The AHT presented her update on the POAP and the following points were raised or highlighted in discussion.</p> <p>The POAP is now in its 4th iteration. Isobel Booter (IB) is meeting again with the AHT and HoS on 24 October 2015 with a view to finalising the plan. IB's focus at this meeting will be to ensure that success criteria are clear, with explicit milestones and measurable outcomes.</p> <p>The Ofsted report was very detailed and specific. The POAP needs to start with a global view, then drill down to that level of detail.</p> <p><i>Q. Are any of the actions causing the AHT concern?</i> No. Actions are either complete or progressing well.</p> | | | |

Q. Is this a sign that the plan isn't challenging enough?

No. It is to be expected that real progress will have been made this far into the term. The POAP will serve as a good map for future IEB meetings.

The finalised POAP will be circulated to IEB members for approval as soon as it is ready.

Q. What progress has there been on Pupil Voice?

A School Council of pupil representatives has been established, and is meeting fortnightly.

Q. Is this an expansion of the school focus group?

No, it is in addition to the focus group.

Q. Would IEB members like to meet the School Council?

Yes. AHT will make arrangements for this.

Q. Can the school also timetable opportunities for IEB members to drop in to focus group meetings?

Yes, if members will email in their availability.

Other examples of Pupil Voice are:

Lesson observation: selected pupils are asked for feedback after each observation. Feedback is elicited in a way which draws out both positive and negative reactions.

The anti-bullying team work approach. Pupils' engagement with the approach has been very positive.

Q. Individual and small group dialogue around bullying is important, but publicity such as displays around anti-bullying would get the message to a wider audience. Are there any plans to do this?

An anti-bullying focus week is planned for November. Posters and displays could be used to support this.

Q. Is there action in the POAP on attendance?

No. Attendance is not a problem for the school, so has not been included in the priorities for the POAP.

The school currently measures attendance against a target of 98%. The HMI benchmark is 96%, based on National Averages (NA). IEB members agreed that the school target should be 96%.

Q. Had the AHT picked up and evolved the POAP from an existing document?

No. She had started from first principles to build a completely new POAP.

IEB members recognised and thanked the AHT and HoS for the amount of time and work invested in preparing and maintaining the POAP.

| | Actions or decisions | Owner | Timescale |
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| | <ul style="list-style-type: none">• Circulate POAP to IEB members. | AHT | When finalised |
| | <ul style="list-style-type: none">• POAP update on the agenda for next meeting. | Chair | 5 Nov 15 |
| | <ul style="list-style-type: none">• Arrange for IEB members to meet with the School Council. | AHT | |

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| | <ul style="list-style-type: none"> Email school with availability to drop in to focus group meetings. Revise pupil attendance target to 96%. | IEB Members HoS | |
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| 8 | To consider the adoption of a revised school Complaints Policy |
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The Chair presented a proposed revised school Complaints Policy and the following points were raised or highlighted in discussion.

The Chair had dealt with a parental complaint that arose late in the 2014/15 academic year. The complaint had been resolved satisfactorily and the parent was both happy with the outcome and complementary about how it had been handled. But the existing school complaints policy had not been helpful in achieving this outcome. The proposed revisions will make the policy more fit for purpose.

IEB members recognised that further minor revisions will be needed at Academisation.

Complaints Policy
No issues were raised and the Complaints Policy was approved.

| | Actions or decisions | Owner | Timescale |
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| | <ul style="list-style-type: none"> Complaints Policy approved for publication on the school website | IEB/ AH | Immediate |

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| 7 | Teaching Quality update report |
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The HoS presented her report and the following points were raised or highlighted in discussion.

Staffing and organisation
The interview date set for the teaching post is Wednesday 14 October in the morning. Candidates have been asked to teach a 30 minute Maths lesson to the mixed ability Year 6 class. Shortlisting should be shortly after half term, which could mean that the two form Year 6 could be achieved before the Christmas break.

The closing date for the three Teaching Assistant (TA) is 12 October: there are 46 applicants to be shortlisted. An existing TA handed in her resignation on Friday 9 October.

Mr Morris is delivering Music (tin whistles and ukulele) to Years 3, 5 on Tuesday mornings, which is proving to be very effective.

Teaching and Learning and staff development.
Quality of Teaching from Teaching and Learning (T&L) Reviews carried out the week beginning 21 September: of 13 lessons observed (2 in the Nursery), 69% were Good and 31% Required Improvement (RI).

All four staff who were RI in the T&L observations in September have an action plan in place and

support is being provided. All teachers have had the opportunity to observe outstanding practice at Crossacres Primary Academy, with meetings scheduled to carry out team planning, team teaching and follow up observations. These have been well received by staff in their development process.

Book scrutinies have been carried out in Literacy and Maths, where the focus has been on impact on progress. The AHT and HoS carried out the Literacy scrutiny, with the two Assistant Headteachers (AsstHT), Gill Argles and Mandeep Dhaliwal carrying out the Maths scrutiny on Friday. Discussions were carried out with Gill and Mandeep with regards to the focus on impact and progress. Findings will be shared with the teachers observed.

Findings of the Literacy scrutinies were:

Volume of work produced in all books was of a good standard, with examples of extended pieces of writing on a weekly basis.

The new marking policy was being used and applied, with helpful comments to move children's learning forward.

Planning showing progress through the week.

Handwriting had been produced by the High Achieving (HA) children.

Development areas identified were:

To improve presentation further, make sure that any worksheets are trimmed and fit to page, not folded.

Make sure that all children have the opportunity to carry out extended writing tasks regularly.

Ensure handwriting is a focus for all children, especially with Looked After (LA) children. Collins workbooks have been ordered for individual children.

Ensure that there is writing in writing books every day, especially in Key Stage 2, so that there is evidence of writing.

Dedicate time for the children to respond to teacher comments on improvements in their work and check this, especially given the time devoted to marking.

The next two Staff Meetings focus on Assessment for Learning.

Learning Walk by IEB Advisor

Isobel Booter, IEB Advisor, has been in school to carry out a learning walk, and shared her comments with IEB members. Her focus was on behaviour, rather than formal learning observation, and she observed definite tangible improvements in behaviour. In February 2015 there had been major inadequacies in behaviour and by July 2015 pupils showed real disengagement. Now, behaviour is, for the most part, compliant, with some good learning behaviour. Pupils' attitudes to learning are positive and children in the majority of classes showed their work with pride.

Teachers are following the marking policy: books throughout school demonstrate a consistent approach to marking, with children having opportunities to respond to marking.

IB identified some areas for further development:

Continue to embed the behaviour policy and high expectations of behaviour, enabling a move towards learning behaviour.

Check progression of Maths throughout the school to ensure progress and engagement. IB observed some very similar Maths lessons in different year groups.

Use practical apparatus to support learning and promote engagement.

Across the year groups, children were engaged, proud of their work, and excited by learning.

Year 4 was the exception, with a lack of engagement amongst children. IB recommended lesson planning, pace of learning and pedagogical techniques to ensure wider engagement. There was also a need to develop behaviour management techniques and high expectations of behaviour for the mixed Year 3/4 group.

Q. Was this observation about Year 4 children a surprise?

No. The issues with this year group were known, and are being addressed.

A confidential discussion of the issues followed. This has been recorded in a Confidential Appendix to these minutes. The Confidential Appendix is not for release into the public domain.

Special Educational Needs and Disability (SEND)

One child in Year 2 has complex needs which require an Education, Health and Care Plan (EHCP).

27 children are on the SEND register (10% of the children) These include: one child in Nursery supported by Rodney House; one child in Nursery under Child and Adolescent Mental Health Services (CAMHS); one child in Reception for whom a referral is being made to Ashgate; one Year 6 child for whom a referral is being made to The Grange.

The HoS is also in contact with One Education's Dyslexia and Inclusion team regarding early identification of pupils with severe and persistent difficulties in literacy.

There are three Year 4 children with English as an Additional Language (EAL). All are Polish speakers, and the HoS is in contact with One Education for support in their learning of English.

Staff Appraisal

Appraisal meetings for all teaching staff have been arranged, starting on Thursday 15 October, and the appraisal policy and the necessary documents for the initial meeting have been handed out. TA appraisals will take place in the second half of the Autumn term. AHT and HoS are the appraisers for teaching staff, the two AsstHTs for TAs.

Safeguarding

All new staff and lunchtime organisers have been e-mailed about completing on-line Level 1 Safeguarding Training provided by the Manchester Safeguarding Children Board (MSCB). Staff are starting to carry this out from 12 October 2015.

HoS and AsstHT Gill Argles are attending Safeguarding training on 22 October 2015.

Prevent training is being delivered by Kerry Dawson through One Education in a 2.5 hour twilight session on 30 November 2015.

Training around Forced Marriages and Female Genital Mutilation has been organised, again as a 2.5 hour twilight session, for 16 November 2015.

Behaviour and Safety: Lunchtimes

AHT, HoS and AsstHTs have been carrying out lunchtime exclusions. Lunchtime exclusions are for not following the Behaviour Management Policy’s “Golden Rules”:

Do be gentle, **don’t** hurt anybody.

Do be kind and helpful, **don’t** hurt people’s feelings.

Do be honest, **don’t** cover up the truth.

Do look after property, **don’t** waste or damage things.

Do listen to people, **don’t** interrupt.

Lunchtime exclusions have been as follows:

Week beginning 7 Sep 15: 4 children;

Week beginning 14 Sep 15: 23 children;

Week beginning 21 Sep 15: 11 children;

Week beginning 28 Sep 15: 2 children;

Week beginning 5 Oct 15: 5 children.

Behaviour and Safety: Anti-Bullying

The team work approach to bullying continues. There have been 6 cases since the beginning of the year, 4 have now finished, 2 are on ongoing.

The behaviour which led to the exclusion of 23 children in the week of 14 September (above) has been addressed through anti-bullying team work.

Reading and Maths Results from beginning of year baseline

The progress of each year group from “Emerging” through “Expected” to “Exceeding” is as follows:

Maths Data

| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 * | Year 6 |
|-----------|--------|--------|--------|--------|----------|--------|
| Emerging | 0 | 0 | 2% | 11% | | 9% |
| Emerging | 52% | 28% | 44% | 72% | | 56% |
| Expected | 34% | 44% | 42% | 17% | | 24% |
| Expected | 12% | 23% | 12% | 0 | | 12% |
| Exceeding | 0 | 2% | 0 | 0 | | 0 |

* Year 5 results available but not yet analysed

Reading Data

| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|-----------|--------|--------|--------|--------|--------|--------|
| Emerging | 0 | 6% | 2% | 6% | 3% | 0 |
| Emerging | 10% | 32% | 26% | 39% | 19% | 18% |
| Expected | 88% | 39% | 37% | 36% | 54% | 59% |
| Expected | 0 | 19% | 33% | 11% | 19% | 23% |
| Exceeding | 0 | 0 | 2% | 3% | 0 | 0 |

It is expected that there will be no children left in the red Emerging band by December 2015.

Staff are now using the data from these results to match planning and activities to pupils' varying needs and abilities to challenge pupils and to plan in the required support. HoS and AsstHT Gill Arles are further analysing this data for vulnerable groups, such as FSM, SEN, EAL.

Autumn Term 2015 upcoming events

HoS provided IEB members with a schedule of school events to the end of the year, which they may wish to attend.

Q. Has the school now received RAISE Online and Fischer Family Trust (FFT) data?

Yes. HoS will circulate this data to IEB members.

| | Actions or decisions | Owner | Timescale |
|--|--|--------------|----------------------|
| | <ul style="list-style-type: none"> Circulate RAISE Online and FFT data to IEB members | HoS | By October half term |

9 Securing the future of the school

Confidential items have been recorded in a Confidential Appendix to these minutes. The Confidential Appendix is not for release into the public domain.

| | Actions or decisions | Owner | Timescale |
|--|-----------------------------|--------------|------------------|
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5 Confirm dates and key agenda items for IEB meetings: 4.15pm, 5 November 2015 and 4.45pm, 26 November 2015

IEB Meeting, 4.15pm 5 November 2015

Agreed.

IEB Meeting, 4.45pm 26 November 2015

Agreed.

| | Actions or decisions | Owner | Timescale |
|--|---|--------------|------------------|
| | IEB Meeting, 4.15pm 5 November 2015 agreed. | IEB members | |
| | IEB Meeting, 4.45pm 26 November 2015 agreed | IEB members | |

13 AOB

St Wilfrid's Admissions Policy will be on the agenda for the next meeting. MW will share Didsbury CE's Admissions policy.

PG and MW, or their representatives, will be invited to future IEB meetings.

There was no other business.

| | Actions or decisions | Owner | Timescale |
|--|---|--------------|------------------|
| | <ul style="list-style-type: none">• Agenda item: Policy Review – Admissions | Chair | 5 Nov 15 |
| | <ul style="list-style-type: none">• Provide copy of Didsbury CE Admissions Policy | MW | 5 Nov 15 |
| | <ul style="list-style-type: none">• Invite PG and MW to future meetings | Clerk | 5 Nov 15 |

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| Date and time of next meeting: | Thursday, 5 November 2015 at 4.15pm |
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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.