

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: 5 November 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

Others present

Name	Role
Gary Pugh	Clerk (One Education)
Suzanne Blay	Associate Headteacher (AHT)
Helena Miller *	Head of School (HOS)
Nick Bundock	St James & Emmanuel Academy Trust
Ben Edson	St James & Emmanuel Academy Trust
Simon Ball	Didsbury CE Primary School

* left the meeting for a part of item 5, as indicated.

Opening Prayer

Part A: Agenda Items

1	Apologies		
There were no apologies.			
	Actions or decisions	Owner	Timescale

2	Declaration of interests
There were no pecuniary interests expressed regarding any of the agenda items.	

	Actions or decisions	Owner	Timescale

3	Minutes of the previous meeting (12.10.15) and matters arising
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The minutes of the last meeting were approved as an accurate record of the meeting, subject to the following amendments.

Page 2, Item 5

The school is working towards a comprehensive set of risk assessments for the school premises.

Page 8, Item 7

Lunchtime detentions, not lunchtime exclusions.

Matters arising

Page 4, Item 6

The POAP is now ready to be circulated to IEB members.

Page 4, Item 6

The Chair will attend the meeting of the School Council on 20 November 2015.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Circulate POAP to IEB members 	AHT	6 Nov 15
	<ul style="list-style-type: none"> • Attend School Council meeting 	Chair	20 Nov 15

4	Leadership from January
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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

5	Sponsorship update
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	Actions or decisions	Owner	Timescale

6	RAISEonline 2015 Summary Report
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IEB members were provided with the full report in the papers for this meeting.

HOS will present an overview of the school's RAISEonline profile and any key issues at the next meeting.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Agenda item for next meeting: RAISEonline 2015 Summary Report 	Chair	26 Nov 15

7	Post Ofsted Action Plan (POAP) update
	<p>The HOS presented the school's Ofsted Inspection Dashboard, and the POAP update. The following points were highlighted or raised in discussion.</p> <p><u>Improve the quality of teaching to raise standards in reading, writing and mathematics.</u> All staff have been part of discussions for the key assessment writing criteria for each year group. All staff have had the opportunity to level children's writing using the criteria. Writing moderation has been carried out to clarify writing pieces and evidence to ensure that these criteria are embedded in writing.</p> <p>The weekly school improvement schedule has been shared with staff for the half term so that all staff are clear on the focus: Guided Reading and Maths. The schedule includes teaching and learning observations and pupil progress meetings.</p> <p><u>Staffing</u> A new Year 4 (Y4) teacher with a TLR for Maths starts on 16 November. There are two new Teaching Assistants (TAs), one already started, the other joining 23 November. An existing TA has been deployed full time to support identified children in Year 6 (Y6). A further two supply TAs are working across Key Stage 2 (KS2).</p> <p><i>Q. The plan had been to recruit two teachers, one to allow two forms in Y6, the other for Y4. As only one has been appointed, how are these needs being met?</i> The Y4 teacher assigned to the class at the start of the school year is still absent from school.. As the school was only able to appoint one from the pool of applicants, the newly appointed teacher will be deployed to Y4.</p> <p>This means that Y6 cannot be split into two classes. Instead, a very experienced TA has been deployed to support the existing Y6 teacher.</p> <p><i>Q. Will the school advertise again in January?</i> No. The arrangement is working well, and by January pupils will be embedded in their current groups. By the time an appointment could be made from a January advertisement, the change would be unsettling to pupils rather than beneficial.</p> <p><i>Q. The plan for two forms in Y6 was popular with parents. Would they not expect the school to continue to work towards this plan?</i> Parents for this group are happy with the current solution and worried about the possibility of more change. Two Y6 forms was the preferred solution, but it needed the right teacher, and to happen at the right time.</p> <p><i>Q. Would a further TA help?</i> No. The existing TA is a former Higher Level TA, very strong and experienced.</p> <p>The IEB will keep the situation in Y6 under review.</p> <p><u>Safeguarding</u></p>

The HOS and one Assistant Headteacher (AsstHT) have completed Designated Person training. Staff safeguarding training for this year will be complete when Lunchtime Organisers (LOs) and new staff finish their training in November.

The Safeguarding Audit is progressing well, with the pro-forma now provided to relevant staff to be populated. Results of the audit will be circulated to IEB members, and will be considered at the next meeting.

Parent Questionnaire Results

The school received 135 questionnaires back from parents, with the majority answering “yes” to the five questions:

Do you feel that the children are safe coming into school and leaving at the end of the day?	132	yes
Do you think that the school is promoting good standards of behaviour through our new ‘traffic light’ system?	121	yes
Do you think that the school is dealing with bullying issues effectively?	89	yes
Are you satisfied with the progress your child is making this year?	120	yes
Is your child happy to come to school?	126	yes

There was only one “no” in all the responses: one parent on the question around standards of behaviour. The school is following up with this parent to understand their concerns.

The score around bullying issues is relatively low, but the breakdown of responses suggests that these parents may simply be unaware of the school’s approach.

Not applicable:	12
No experience of it:	8
Don’t know:	7
Not sure:	2

This suggests a case for raising awareness of the anti-bullying approach, and should be helped by the anti-bullying focus week already planned for November.

The IEB recognised that this represents a significant improvement in parents’ views in the eight weeks since the beginning of the Autumn term, and thanked all staff for their efforts in achieving it.

Staff Code of Conduct

AHT reported that staff have been consulted on the code of conduct and agreed to it.

No issues were raised and the code of conduct was received and noted.

Teaching and Learning Policy

AHT recommended that the policy be shared with staff and be brought, with any feedback, to the next meeting for review and approval.

No issues were raised and an item to review and approve the policy was agreed for the agenda of the next meeting.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Circulate Safeguarding Audit output to IEB members. 	DM	26 Nov 15
	<ul style="list-style-type: none"> • Present Safeguarding Audit findings at next meeting. 	DM	26 Nov 15
	<ul style="list-style-type: none"> • Staff Code of Conduct received and noted. 	IEB	
	<ul style="list-style-type: none"> • Agenda item for next meeting: Teaching and Learning Policy. 	Chair	26 Nov 15

8	Policies for review and approval		
<u>Pay Policy</u>			
AHT reported that teaching staff have been consulted and have offered no feedback.			
No issues were raised and the policy was approved.			
<u>Admissions Policy</u>			
The Chair noted that example Admissions Policy documents have been shared by the Diocese and the Trust. In the event their sponsorship is approved, the Trust will be responsible for the 2017/18 admissions policy, for which there will need to be a minimum six week consultation. The final policy as approved by the IEB has to be with the LA by 31 January. Nick Bundock (NB), on behalf of the Trust, agreed to lead on the development of a policy for consultation for 2017/18, and will also liaise with the Diocese.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Pay Policy approved 	IEB	
	<ul style="list-style-type: none"> • Develop an Admissions Policy for 2017/18. 	NB	26 Nov 15

9	AOB		
<u>School website</u>			
Diane Martindale (DM) noted that a colleague has developed a tool for evaluating school websites, and agreed to pilot it with St Wilfrid's site. DM shared a copy each of the report with the school and the Chair. The findings will be reviewed by the IEB at the next meeting.			
<i>Q. Who maintains the school website?</i>			
HOS currently does this herself, though there is a significant element of administration involved. The Trust is currently reviewing its ICT support arrangements, to include the website, and a common approach for all three schools is envisaged for the future..			
<u>Trust representation at IEB meetings</u>			
The IEB confirmed its wish that Trust representatives will continue to attend all future meetings of the IEB. All agendas, minutes and associated papers will be shared at the time of issue with the Trust representatives as notified by them.			
Currently, this means that Paul Good and Matt Whitehead will be invited to all meetings, and			

Nick Bundock and Ben Edson will also receive papers, and are welcome to attend also..

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Agenda item for next meeting: Review of school website. • Invite Paul Good and Matt Whitehead to all IEB meetings. • Issue IEB papers to Nick Bundock and Ben Edson. 	Chair Clerk Clerk	26 Nov 15

10 Confirm dates of next IEB meetings

IEB Meeting, 4.45pm 26 November 2015

Agreed.

IEB Meeting, 4.45pm 10 December 2015

Agreed.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • IEB Meeting, 4.45pm 26 November 2015 agreed. • IEB Meeting, 4.45pm 10 December 2015 agreed 	IEB IEB	

Date and time of next meeting:

Thursday, 26 November 2015 at 4.45pm

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.