

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

School: St Wilfred's C of E Primary School

Quorum: 2 (met at this meeting)

Chair: Andy Kent

Clerk: Gary Buttriss-Holt

Date of meeting: 10 December 2015

Venue: St Wilfred'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
Paul Good	P
Diane Martindale (Diocesan Representative)	P
IEB Advisors	
Isobel Booler (SSEO) *	A

Others present

Name	Role
Gary Buttriss-Holt	Clerk (One Education)
Suzanne Blay	Associate Headteacher (AHT)
Helena Miller	Head of School (HOS)
Matt Whitehead	Headteacher, Didsbury CE Primary School

Agenda Items

1	Apologies		
Apologies were received and accepted from invitees Nick Bundock and Ben Edson.			
	Actions or decisions	Owner	Timescale

2	Declaration of Pecuniary Interests		
There were no declarations of interest expressed in regard to any of the items on the agenda.			
	Actions or decisions	Owner	Timescale

3	To welcome Paul Good as a member of the IEB.		
The Chair welcomed Paul Good as a member of the IEB as appointed by the LEA. It was further noted that this would be Diane Martindale's last meeting as a member of the Board.			
	Actions or decisions	Owner	Timescale

4	Pupil Premium Review.		
The committee considered the report commissioned by the IEB in response to an Ofsted action point following the school being judged to require Special Measures.			
The school's budget was the responsibility of the previous headteacher and there is no clear evidence that the 2014/15 Pupil Premium Grant (PPG) was budgeted separately from the school's main budget.			
All pupils have now been baseline assessed against the standards expected under the new curriculum. Results of these assessments have been analysed for all groups of pupils and this has enabled the school to identify those pupils who need intensive support.			
<u>Identified actions.</u>			
The planned PPG budget is used to appoint qualified teachers to deliver interventions. Two advertisements have been placed for teachers and teaching assistants. The aim of the recruitment is to reduce the size of classes, but it was noted that the school budget to Easter is currently £30,000 and not £70,000 as predicted. The budget will require careful monitoring in the quarter.			
The school's monitoring and evaluation processes with regard to the quality of teaching, and its performance management processes, include the delivery of interventions. This is now in place.			
There is sufficient time for class teachers and intervention teachers to discuss individual pupil progress and ensure that gains in learning are consolidated through Quality First call teaching. Currently there are not enough teachers to carry out Interventions. Some teaching assistants are strong but others require development.			
<u>Attendance</u>			
Attendance overall is 96%.			
The school has carried out an analysis of attendance of PPG pupils and others and has identified the small number of PPG pupils whose attendance is below that of others.			
<u>Identified actions:</u>			
PPG monies are used to increase the use of supervised activities during lunch time. This has been completed.			
The school looks to put on extra-curricular clubs/activities for all pupils and for all clubs to run on one night so that parents do not have to come on a number of different nights.			
<i>Q. Is there the capacity to offer all of the clubs/activities that are proposed?</i>			
It depends on the number of teachers available and the weather for outdoor activities. It is important that clubs are not cancelled as this causes uncertainty for parents. Clubs will not run the first or last week of term so parents can be sure when they will operate.			

PPG Budget Plan 2015/16

The senior leadership team (SLT) now has a separate budget plan for the PPG which clearly indicates where the money has been allocated.

Identified actions:

Wherever possible qualified teachers will be appointed. Teaching assistants are seen as less effective by Ofsted but they are less costly. The position has to be sustainable and make a lasting impact.

An increase in Junior Sports Staff to work with identified disadvantaged pupils is now in place.

Encouraging staff to offer extra-curricular activities on the same day is currently in progress.

There is a need to ensure that all interventions are subject to the same monitoring processes.

Q. Are interventions with pupil premium pupils effective?

Yes but class teachers need to be doing the interventions.

Q. Do you ever have a teacher planning a class which the teaching assistant runs and then the teacher is free to do the interventions?

No.

Ensure that success criteria link with the overall success criteria in the Post-Ofsted Action Plan.

The budget needs to be published on the school website. Ofsted will be looking for this and it needs to be accessible.

Work still needs to be undertaken in relation to proving what progress has been achieved and evaluating the impact. Quantitative data is still lacking.

The IEB agreed that the report was encouraging and reflected the hard work that has been undertaken.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">School budget to be published on the school website.	Chair	14 Jan 16

5 Teaching and learning review feedback.

The focus of the review was to escalate the quality of maths teaching.

Assessment changed between February and September and this was accompanied by substantial staffing changes – all but one year have seen changes in staff.

The pupil voice validates the improvements and changes that have taken place in the school.

Book scrutiny for Y5 and Y6 have shown a really pleasing shift. Triangulated evidence showed good progress although teachers have substantial gaps to fill and are doing so. Provision has moved significantly and is currently good.

The improvements in the rest of the school are not so evident. In Y3 and Y4 there are is a clear gap in learning, learning needs and behaviour. NQT's are committed to pupil learning. They require improvement over Y3 and Y4, but this is still an improvement on inadequate. Support from Crossacres has shifted the practice and resulted in a real trajectory of improvement but

now an effective tracking system needs to be introduced.

With regard to Special Educational Needs and Disability (SEND) provision, it is important to ensure that the appropriate support is identified and put in place.

Matt Whitehead (MW) has observed four lessons of which two were Requires Improvement (RI) and two were Good: in all cases the planning and preparation were excellent.

Of those RI the issues related more to low level disruption as a result of poor learning behaviour rather than poor teaching.

MW also undertook book scrutiny and identified that the marking policy is very effective and there was good quality of work.

MW met with the School Council which has nine pupils from all years.

The level of answers were very mature and the pupils understood the traffic light system and significance of the "Worry Box" in the foyer. The "friendship" group has changed attitudes and the pupils were very positive about safeguarding. They felt they had a bigger voice in the school and they were listened to. Pupils expressed more confidence, which is a major turnaround since the last Ofsted visit.

Q. Was it the new teachers who suffered from the low level disruption?

Yes. A more experienced teacher would have arranged learning differently.

Q. Did MW have any areas of concern?

Not with regard to the activities – just the classroom set up. Teachers seem keen to improve and they have bought into the expectations with regard to working and assessment but there is no Outstanding teaching yet. Pupils have massive gaps in learning and behaviour which teachers are having to overcome linked with the high expectations of the new curriculum. It would be useful to develop a way of measuring or recording the triangulation and then teachers would know what they have to do to improve.

The HOS will email the teaching and learning review feedback report to members.

Q. Are the NQTs on track to successfully complete?

There are still some weaknesses.

Q. What would HOS say in the final report about them?

Not sure yet but it may have to focus on additional CPD for them.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Email teaching and learning review feedback report to members.	HOS	09 Jan 16

6 Post-Ofsted Action Plan.

The committee considered the report alongside Item 9 - Safeguarding

Priority 1 – Improve the quality of teaching.

Currently 69% of teaching is good or better with a target of 85% by summer 2016.

Priority 2 - improve pupil safety and behaviour.

Bullying logs indicate a decrease in incidences and 100% of pupils understanding the systems that are in place to report bullying.

Feedback shows that 75% of parents and pupils are satisfied with school safety.

There is still progress to be made in relation to the application of new behaviour management guidelines and book scrutiny.

Based on tests there is a picture of progress.

A new tracking system and marking policy have been introduced.

Staff meet termly for whole school book scrutiny.

Q. Is the school using any particular scheme for writing?

Yes: "Focus".

The anti-bullying policy has been shared, amended and agreed with all staff and a pupil questionnaire was conducted in November. In addition an "anti-bullying" play was booked for March 2016.

The Behaviour management policy and guidelines have been shared with all staff. Once the Behaviour policy is being adhered to across the school there will be a focus on staff taking risks to encourage "active leaning".

Lunchtimes have been changed and improved to open up a creative room and the library for activities. Lunchtime behaviour logs will be reviewed weekly by the HOS.

Q. Has the school thought any more about developing a "Learning Mentor" role?

Yes, but it is a money issue at the moment.

Q. Are pupils feeling less safe?

No but there is a staff perspective that they are.

Q. Do they have activities?

Yes. But they don't want to engage.

The Health and Safety policy still needs to be put in place and the Risk Assessment files need to be updated and maintained for all areas.

A rolling programmes of Safeguarding and Health and Safety training needs to be introduced alongside a review and development of e-safety procedures. In addition staff need specialist support from Bridgelea to develop strategies to manage extreme pupil behaviour.

Priority 3 – developed leadership at all levels.

Self-evaluation procedures have improved and the IEB will be monitoring pupil progress.

Data is now being strategically analysed.

The AHT has been providing support and the Post-Ofsted Action Plan is in place.

Weekly SLT meetings are held to focus on and implement key areas of the action plan.

A great deal of work has been undertaken to support new teachers and to ensure that they are fully inducted into school procedures.

All staff are provided with development opportunities.

Rising Star tests have been introduced and books are monitored regularly.

Teachers are observed every half-term and evidence is triangulated to reflect actual pupil progress.

Q. Can the success criteria be highlighted when they've been achieved?

Yes.

Q. Is once a term enough to review/scrutinise books?

This is done once every half-term, and there is additional ad hoc scrutiny.

Q. Have any plans being drawn up for the "10 Day" focus?

It is unlikely to be 10 days now.

Q. Will the staff still be working with Crossacres staff?

Yes.

Q. Will the Local Authority still pay the £4.5k for the Support Days?

Yes they will and have confirmed this in writing.

	Actions or decisions	Owner	Timescale

7 Pupil cohort progress autumn term

The IEB considered the paper.

The new assessment process has been followed using the test papers from Rising Stars for all year groups.

All the Y1 pupils scored extremely high in both classes, with assessments showing all children either exceeding or more than exceeding expectations.

Writing data will be added in January, following training and moderation assessment for the teachers to ensure consistency across the phases.

Q. How do you know assessment information is accurate?

It is a test. We take figures in green from priority one.

Q. Is it based on any key assessment criteria?

Yes.

Q. It seems high for a new curriculum – is it?

Yes. They are achieving as we would expect them to achieve.

	<u>Yr1</u>	<u>Yr2</u>	<u>Yr3</u>	<u>Yr4</u>	<u>Yr5</u>	<u>Yr6</u>
<u>Reading</u>						

% on track	93	95	100	100	100
% exceeding	62	62	77	89	94
% more than exceeding	0	17	3	0	0
<u>Maths</u>					
% on track	98	85	95	85	94
% exceeding	61	75	56	35	46
% more than exceeding	12	0	6	0	5

Q. With the tests you so far undertaken, is the school happy with the data?

Yes. No one has identified yet what good progress is so it is difficult to see how valid the information is. Teachers are having to overcome massive gaps in learning – the school has to aim to make better than expected progress.

Q. Teaching is not good across the school so how can the result be so good?

The new curriculum is much more demanding.

Q. Has an exercise been carried out to see if the pupils are on track and where they are expected to be in terms of progress?

The test is based on the new curriculum. The blue band means they are getting half marks.

Q. What will replace "Exceeding"?

In Spring the "on-track" will be the blue line.

Q. How many children are you sure will get there? The report gives no sense of that.

A data tracking system across all subjects is needed, which uses teacher assessments and pupil tests - a "target tracker". The next in-service training (INSET) day will be used to launch a tracking system. Tests are a narrow test of pupils understanding and they are only tested once a term – three times a year.

Not all tests are proven and teachers are still getting accustomed to the new curriculum.

Q. Is there a tracking system for tracking the results of assessments?

No. They are in the books.

Q. Doesn't it make sense to share the system with Didsbury which already has a similar systems?

Yes it does.

Q. An assessment schedule will be added?

Yes. Staff have seen the report and can see where pupils are not making appropriate progress. Extended discussion has taken place on the report and data. Some staff lack experience of assessing teaching levels.

Q. How are they being supported?

More experienced staff are giving support.

SLT and governors need a clear indication of pupil progress and the establishment of a

strategic monitoring group such as that at Crossacres might be considered.

Action: DM, SB, HM and MW to meet to look at the data. Date to be confirmed – circulate an electronic copy of the report to all members.

Follow-up will ensure staff are making accurate assessments and planning appropriately.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • Introduction of a data tracking system across all subjects which uses teacher assessments and pupil tests. • Tracking system to be introduced to staff at next Inset day. • Meeting to discuss data. • Data report to be emailed to all IEB members 	<p>HT</p> <p>HT</p> <p>AHT, HT, DM, MW</p> <p>HT</p>	<p>Feb 16</p> <p>On completion</p>

8 Staffing update

One Education to be contacted with regard to the suspended teacher. The Chair is confident it will be signed off but the teacher is still on the payroll. The agreement is still with the solicitors. The laptop and fob have not been returned and these have to be returned before she leaves.

It was agreed that the Chair and PG would begin the process of recruiting a Head of School for September.

It was proposed that a recruitment panel be established comprising the Chair, PG, AF and a Human Resources representative along with MW (non— voting) and DM as Diocesan advisor

Q. Will a member of the clergy be invited?

Not as a voting member but to ascertain their religious commitment.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> • One Education to be contacted with regard to the suspended teacher. 	Chair	14 Jan 16
	<ul style="list-style-type: none"> • Launch the process for recruiting a Head of School 	Chair	14 Jan 16
	<ul style="list-style-type: none"> • Establish a recruitment panel. 	Chair, PG, AF, MW, DM and Human Resources	

9 Safeguarding

This was considered under Item 5

It was noted that there was an incident with regard to the Kristingle service at Saint Wilfrid's.

It was suggested that a member of staff had acted inappropriately with regard to others attending the service and that there was a need for the member of staff to undertake Prevent training.

<p><i>Q. Is there a risk assessment for church attendance?</i> For getting to church yes, but not for what goes on at church.</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Staff member to undertake Prevent training. 	AHT	14 Jan 16

10	Sponsorship and conversion update		
<p>The Conversion letter is being sent out to all parents.</p> <p>The Chair has consulted One Education with regard to the TUPE process. Legal work will have to be done by Slater Healey's at a cost of no more than £1.5k.</p> <p>The Diocese has to carry out due diligence in respect of property, land and resources. The IEB proposed that the Chair move on with the process.</p> <p><i>Q. Do we have to write to the Department for Education (DfE)?</i> Yes. The Chair will write to the DfE.</p> <p>The IEB recorded their thanks to Suzanne Blay for her help, support and contribution to the school as AHT.</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Write to the DfE 	Chair	2 Feb 16
	<ul style="list-style-type: none"> Liaise with the Diocese in relation to due diligence being undertaken. 	Chair	14 Jan 16

11	Minutes of the meeting held on the 26.11.15. and matters arising		
<p>The minutes of the previous meeting were signed as an accurate record and a copy retained on file.</p> <p><u>Matters arising.</u></p> <p>11.1 Website The website to be included as an agenda item for the next meeting.</p> <p>11.2 Admissions policy. This is being circulated and consulted upon.</p> <p>11.3 Consultation The consultation begins 10 December 2015 and will last six weeks. It must be completed by the 22 January 2016</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Agenda item for next meeting: Website 	Clerk	20 Jan 16

12	Any other business		
There was no other business			

	Actions or decisions	Owner	Timescale

10	Confirm dates of next IEB meetings		
<u>IEB Meeting, 4.30pm Wednesday 20 January 2016</u> Agreed.			
<u>IEB Meeting, 4.30pm Thursday 25 February 2016</u> Agreed.			

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> IEB Meeting, 4.30pm Wednesday 20 January 2016 agreed IEB Meeting, 4.30pm Thursday 25 February 2016_agreed 	IEB IEB	

Date and time of next meeting:	Wednesday, 20 January 2016 at 4.30pm
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