

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: 25 February 2016

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
Paul Good	A
IEB Adviser	
Isobel Booler (SSEO)	A

Others present

Name	Role
Helena Miller *	Headteacher (HT)
Susanne Budget *	Deputy Headteacher (DHT)
Joanne Love **	School Administrator (SA)
Matt Whitehead	Didsbury CE Primary School
Gary Pugh	Clerk (One Education)

* Left after Item 12, before Confidential Item 13

** Attended for Items 4 and 5 only.

Opening Prayer

Part A: Agenda Items

1	Apologies & welcomes		
Apologies were received from Paul Good and Isobel Booler.			
	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 (20.1.16) and matters arising
	<p>The minutes of the last meeting were approved as an accurate record of the meeting, subject to the following corrections.</p> <p><u>Item 4, page 3</u> Replace: Slater Helis</p> <p>With: Slater Heelis</p> <p>Replace: The DHT and another member of staff have completed Prevent training and will cascade this training to the rest of the staff.</p> <p>With: The DHT and another member of staff have completed a Prevent update and will cascade this update to the rest of the staff.</p> <p><u>Item 11, page 11</u> Replace: Brown Jacobs</p> <p>With: Browne Jacobson</p> <p><u>Matters arising</u></p> <p><u>Item 7, page 8 – Admissions</u> <i>Q. Has there been any answer from the diocese to the parent request to include Manchester’s Vinelife Church in the school’s admission policy?</i> No. Matt Whitehead (MW) will contact the diocese for an update. In terms of the school’s consultation process, the parent has been advised that their comment has been referred to the diocese.</p> <p><i>Q. The former pastor of Vinelife has been in school to lead worship in the past. Could the church be invited to do so again?</i> Possibly. As with any worship led by someone from outside the school, the message would be vetted first.</p> <p>Admission numbers are expected to be 60 first choices, down from 115, which is still 30% oversubscribed against the school’s capacity of 45.</p> <p><u>Item 7, page 9 – HT’s performance management</u> The IMB will plan the Headteacher’s (HT) performance management (PM) to the end of the 2015/16 school year. Paul Good (PG) will join the PM panel to ensure continuity through academisation.</p> <p>The Chair has not yet approached Jean Ruane to act as external adviser. He will do so.</p> <p><u>Item 9, page 10 – Leadership arrangements</u> The Leading Parent Partnership Award (LPPA) toolkit has been ordered, but not yet received.</p> <p><u>Item 11, page 11 – Conversion update</u> The IEB received and noted the letter from Secretary of State for Education Nicky Morgan which</p>

confirmed agreement in principle for St Wilfrid's to become an academy sponsored by the St James and Emmanuel Academy Trust.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Ask Jean Ruane to act as external adviser for the HT's performance management. Letter from Secretary of State for Education Nicky Morgan received and noted. 	Chair IEB	29 Mar 16

4 Budget monitoring and update

Joanne Love, School Administrator (SA) presented her update and the following points were raised or highlighted in discussion.

The budget is unchanged from that ratified at the 20 January meeting.

The local authority (LA) have not yet confirmed funding for 2016/17, so a projected 2016/17 budget cannot be prepared. This will have to come to a later meeting for approval.

Q. How critical is the requirement to set a budget by 31 March?

The local authority (LA) often confirm funding late in the cycle. If funding is not confirmed by the end of February, it is unreasonable to expect a budget to be set by the end of March. It is understood that a period of around two months' grace is allowed beyond the 31 March deadline. Matthew Bennett (MB) will check this understanding with the LA and advise the HT.

If necessary, a budget will be prepared and emailed to IMB members for approval and ratification.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Check with the LA whether there is a period of grace beyond the deadline of 31 March for a budget to be set. 	MB	10 Mar 16

5 School Financial Value Standard (SFVS) update

Matthew Bennett (MB) updated the IEB on progress and the following points were raised or highlighted in discussion.

MB and SA have prepared an initial draft SFVS. A final draft will be presented for IEB approval at the next meeting on 29 March 2016.

The school currently has a service level agreement (SLA) with Beta for planned preventive maintenance, which was entered into by the previous HT. The SA has no knowledge of any tendering process undertaken by the HT, and there is no paperwork to evidence that such a process took place. The contract is for three years, and is approximately at the half way point, part way through the second year.

Beta are delivering to a defined schedule of preventive maintenance. However, there is no schedule of rates for repair work outside this schedule, so they quote on a case-by-case basis.

Q. Internal audit is done infrequently by the LA. Should the IEB request an audit before the point of conversion?

An audit would be onerous on the HT and support staff.

Q. Do the LA not carry out an internal audit annually?

No. MB will request an LA internal audit on behalf of the IEB. In the mean time, he will carry out a trial audit with the HT to familiarise her with the process, and to highlight issues likely to emerge from the formal audit.

Q. Does the IEB need a skills audit?

No. MB will prepare a statement which demonstrates that the IEB has the skills to offer the right level of support and challenge around Finance.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Final draft SFVS to IEB members for approval. 	MB	29 Mar 16
	<ul style="list-style-type: none"> Request an internal audit by the LA. 	MB	29 Mar 16
	<ul style="list-style-type: none"> Carry out a trial audit. 	MB, HT	29 Mar 16
	<ul style="list-style-type: none"> Prepare a statement confirming that the IEB has the skills to offer support and challenge around Finance. 	MB	29 Mar 16

6 Sports Premium

The IMB received and noted the report on Sports Premium funding for 2016/17. The following points were raised or highlighted in discussion.

The Sports Premium has previously been spent with Junior Sports Stars for lunchtime sports coaches. Continuity has been disappointing, with different coaches provided each day, and participation by pupils has been poor.

The HT has now engaged with Pat Callaghan (PC), a freelance former high school PE specialist with primary experience. Didsbury CE use PC. He has started work with St Wilfrid's PE coordinator.

Q. What are the timescales and expected outcomes of this work?

The aim is to develop activities which will engage the pupils and promote fitness and health. The HT will work with PC to develop a proposal for the 2017/18 funding year.

Q. Have Junior Sports Stars delivered the promised resource package?

Yes, though this is not additional resources, but part of what they were already offering.

Q. Will the Sports Premium report be posted on the school website?

The 2014/15 impact statement could be published as it is. The 2015/16 would need to be reworded to emphasize the positive aspects of the provision.

The requirement is to publish the school's forward plans on the website: there is no requirement to reflect on previous years' provision.

Q. How often is the website updated, and what is on it currently?

It should be updated half-termly. The current content is out-of-date and the HT is not happy with it. Ofsted judged the Sports Premium content to be satisfactory, but HM Inspector Allan Torr (HMI) did not agree with this judgement.

Website content for the Sports Premium will be an agenda item for the 25 April IEB meeting. The aim will be to produce an upbeat statement with expectations of what will be achieved in the coming year.

The IMB thanked the HT and Paul Good (PG) for their work on this, a good model of collaboration between St Wilfrid's and the trust.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Report on Sports Premium funding for 2016/17 received and noted. 	IEB	
	<ul style="list-style-type: none"> Agenda item: Proposed website content for Sports Premium 2016/17. 	HT	25 Apr 16

7	Safeguarding audit update				
	<p>The IEB received and noted:</p> <p>The Safeguarding Update; and</p> <p>The Safeguarding and Child Protection Audit Review of Actions and Impact.</p> <p>The following points were raised or highlighted in discussion.</p> <p>Good progress has been made with the action plan. Key areas that need to be progressed promptly are the Staff Handbook and Staff Induction Policy which both need content around child protection procedures. MW will provide Didsbury CE examples of each of these.</p> <p>The HT has sent the new Safeguarding Policy, approved by the IEB on 20 January, to HMI, together with the Post Ofsted Action Plan (POAP). She has had no feedback: it is assumed that HMI would have highlighted any concerns.</p> <p>There is now a schedule for review of all school policies. Diane Martindale (DM) is developing policies for St Wilfrid's adapted from the Didsbury CE models. These models are of two types. Those with the crests of both existing trust schools are generic, and can simply be adopted by St Wilfrid's. Those with individual crests are personalised to each school, and will need appropriate personalisation for St Wilfrid's.</p> <p><i>Q. Safeguarding legislation changes rapidly, so safeguarding policies can become out of date very quickly. Can the IEB delegate authority to the HT to update policies without bringing them to an IEB meeting?</i></p> <p>Yes. The IEB delegated authority to the HT to update policies, subject to email approval by three IEB members. Any approved updates will then be ratified by the IEB at the next meeting following.</p> <p><i>Q. DM was the named person on the IEB for safeguarding. Now that DM is no longer a member, who will take on this role?</i></p> <p>Ann Flatman (AF) will be the named IEB member for safeguarding as well as for special educational needs and disability (SEND).</p>				
	<ul style="list-style-type: none"> Safeguarding Update received and noted. 	IEB			

<ul style="list-style-type: none"> • Safeguarding and Child Protection Audit Review of Actions and Impact received and noted. 	IEB	
<ul style="list-style-type: none"> • Provide Didsbury CE examples of child protection procedure content for the Staff Handbook and Staff Induction Policy. 	MW	29 Mar 16
<ul style="list-style-type: none"> • Authority delegated to the HT to update school policies, subject to email approval by three IEB members. 	IEB	
<ul style="list-style-type: none"> • AF agreed as the named IEB member for safeguarding. 	IEB	

8 Headteacher's report

The HT presented her report and the following points were raised or highlighted in discussion.

HMI Actions / Impact

The IEB received and noted the plan which records:

- Action, the steps to be taken.
- Impact, the expected outcome of that action.
- To do, what will be done before the next HMI visit.

The Y3/Y4 group has been split into two classes, each taken by a newly-qualified teacher (NQT) with specific mentoring support by a member of the SLT.

Q. One of these SLT members has been assessed Requires Improvement (RI)?

Yes. This is an unexpected result, as she has previously been assessed Good or Outstanding. Isobel Booter (IB) will carry out a classroom observation to validate the quality of her teaching.

The Deputy Headteacher (DHT) is leading a programme of professional development for teaching assistants (TAs), for example a focus on best reading practice.

Q. Is there Pupil Voice feedback on the improvements in TA practice?

Anecdotal feedback from pupils is good. The TAs have appreciated the development and are rising to the challenge.

Q. Will classrooms be equipped with reading books and bookshelves?

Yes. This is part of a programme of 'tidy up' days to be completed for the start of the Summer term.

Development for the middle leadership team (MLT) is underway. The DHT is working with the DHT from Didsbury CE to mentor the Assistant Headteachers (AHTs) through a programme of 'leading from the middle' training.

Staffing

Quality of teaching

Discussed under Part B and recorded in a Confidential Appendix to these minutes.

Post-Ofsted Action Plan (POAP) update

The IEB received and noted the updated POAP. The following points were raised or highlighted in discussion.

The original aspirational targets included in the POAP were set using the Summer term 2015

quality assurance (QA) report as a baseline. This data was collected using assessment based on the old national curriculum. The new curriculum expects pupils to achieve a more demanding level, so target needs to be set more cautiously in order to be realistic.

The following targets have been set by staff this term, assessing pupils against age related expectations (ARE).

Year group:	<u>Y1</u>	<u>Y2</u>	<u>Y3</u>	<u>Y4</u>	<u>Y5</u>	<u>Y6</u>
Cohort size:	50	42	42	34	36	34
<u>Reading</u>						
Expected	60%	83%	81%	62%	69%	50%
Exceeding	38%	38%	41%	9%	33%	12%
Beyond year	2%	0%	19%	3%	0%	0%
<u>Writing</u>						
Expected	66%	55%	56%	41%	53%	41%
Exceeding	30%	17%	10%	6%	17%	15%
Beyond year	0%	0%	0%	0%	0%	0%
<u>Maths</u>						
Expected	54%	58%	71%	53%	67%	48%
Exceeding	2%	10%	40%	12%	31%	12%
Beyond year	0%	0%	7%	0%	0%	3%

These estimates have not yet been moderated beyond the school, and have been made without reference to exemplification materials for the new curriculum, which were not available from the Department for Education (DFE) at the time.

These materials are now available, and teachers will review them and then take part in in-school moderation of the assessments. Further moderation will then take place with the trust schools, and with St Wilfrid's cluster schools.

Q. Do these assessments correlate with quality of teaching?
Yes.

Q. How does the ARE at Y6 relate to the planned 'secondary ready' assessment?
This is not yet known, though it is to be expected that there will be a correlation between the two metrics.

Pupil Premium update

The IEB received and noted the updated Pupil Premium report. The following points were raised or highlighted in discussion.

The report highlights the:

- Use of funding, in terms of resource;
- Intended impact
- Average impact; and
- Cost

Q. The average impact is expressed in a number of months. What does this mean?
This is an estimate of progress made by pupils as a result of the resource, using the standardised Sutton Trust Tool Kit.

Q. Is this report on the school website? Does the website mention the external review of PP spending?

The report is on the website. There is no reference to the external review. The HT will draft a summary of the external review findings and send it to the Chair for approval.

Q. A figure of £21,882 is included for the Attendance Officer. What is this figure, and is attendance an issue for PP pupils?

The figure is equivalent to half the salary of the Attendance Officer. Attendance is not a particular issue for PP pupils, and this figure will not be met from PP funding in 2016/17.

This element of the funding is being repurposed to buy in an intervention for PP pupils which offers group and individual input to engage their attitudes to learning. This intervention aims to narrow the attainment gap between PP and non-PP pupils.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> HMI Actions / Impact report received and noted Staffing / Quality of Teaching Profile received and noted. Agenda item: Feedback on external review of teaching quality. Updated Post-Ofsted Action Plan received and noted. Updated Pupil Premium report received and noted. Draft a summary for the website of the external PP review findings and send to the Chair for approval. 	IEB IEB IB IEB IEB HT	29 Mar 16 29 Mar 16

9 Website update

The HT presented her update and the following points were made or highlighted in discussion.

The old website is still in place. The HT is liaising with the trust with a view to aligning sites across the schools. The HT is still doing the maintenance and development work around the website herself.

MW will arrange a meeting for himself and the HT with Ben East, a freelance journalist who works for the trust supporting its websites. BE will work with the HT to set up a new site for St Wilfrid's.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Meet with BE to progress development of the school website. 	MW, HT	29 Mar 16

10 Update on development of a vision statement

St Wilfrid's has adopted the Belonging, Believing, Becoming vision of the St James & Emmanuel Academy Trust.

	Actions or decisions	Owner	Timescale
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11	Conversion update
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The Chair provided an update and the following points were raised or highlighted in discussion.

The consultation with staff and parents went well and feedback to date has been predominantly positive. Some individuals have political reservations about the principle of academisation.

The TUPE process for staff is progressing. The land transfer is in the hands of the solicitors and also progressing.

Q. Has there been any external communication about the agreement in principle received from the Secretary of State for Education?

A line was included in the school's newsletter to parents to the effect that agreement in principle has been received, that consultation is ongoing, and that the outcome of that consultation will be published in due course.

The advice of solicitors Slater Heelis is that conversion should be achievable by 1 June 2016. It will certainly have been completed ahead of the start of the 2016/17 academic year. Jane Monks at the diocese is aware of this timescale.

Q. DM's current assignment is to work with St Wilfrid's until 1 April, the original date projected for conversion. Should she continue beyond that date?

The IEB and the trust are both keen for her to continue. The Chair will check with the diocese whether they will agree to DM staying on until conversion.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Check with the diocese whether they will agree to DM staying on until conversion. 	Chair	29 Feb 16

12	AOB
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Purchase of I.T. Equipment

The HT asked for the IEB's approval for a spend of £16,498 for the purchase of IT equipment from One Education. The following points were raised or highlighted in discussion.

The recommendation is based on evaluation of tenders from three possible suppliers. The recommendation is fully budgeted.

No issues were raised and the spend of £16,498 to purchase IT equipment from One Education was approved.

There was no other business.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Spend of £16,498 to purchase IT equipment from One Education approved. 	IEB	

Date and time of next meeting:

Tuesday, 29 March 2016 at 1.00pm

Part B Confidential

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